



# **Hampden House Safeguarding Policy 2018 – 2019**

**Note: This policy will be revised in the light of new DfE guidance due to be released in early summer 2018, for September 2018.**

**Designated Safeguarding Lead: Mrs Jane Hartley**

**Alternate Designated Leads: Graham Alcock and Sarah Chesterton**

**Lead for Online Safety and PREVENT: Sarah Chesterton**

**Named Safeguarding Governor: Mrs Jane Sharp**

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The Suffolk LADO Service can be contacted on 0300-123-2044 or [LADOCentral@suffolk.gcsx.gov.uk](mailto:LADOCentral@suffolk.gcsx.gov.uk)

## “Safeguarding in Education is everybody’s business”



## **Whole School Safeguarding Policy**

### **Whole School Safeguarding Policy Framework**

The Ofsted inspection framework sets out a policy framework for inspecting safeguarding arrangements within schools and other educational establishments. In settings where safeguarding arrangements are considered to be effective, there will be evidence that:

- Children and learners feel safe and are protected from harm
- Children know how to complain and understand the process for doing so
- Adults working with them are able to give a strong and proactive response to any complaints raised with them
- Adults also know and understand the indicators that may suggest a child, young person or adult is suffering or at risk of abuse, neglect or harm and take appropriate action in line with local procedures and statutory guidance.

It is a statutory expectation that all schools/education settings will have a Safeguarding Policy and that this will be reviewed at least annually in discussion with the schools/ education settings Governing Body/ Management committee. This policy has been revised to reflect the changes in national guidance as a consequence of the publication of revisions to 'Keeping Children Safe in Education' 2015 (updated September 2016) and should be read in conjunction with this document.

The policy also makes links to the Local Safeguarding Board requirements.

### **Purpose and Aims**

The purpose of this safeguarding policy is to provide a secure framework for safeguarding and promoting the welfare of those students who attend Hampden House. The policy aims to ensure that:

- We work to protect our students at Hampden House from maltreatment
- We prevent impairment of our young people's health or development
- We ensure that young people at our provision grow up in circumstances consistent with the provision of safe and effective care
- We undertake our role to enable our young people to have the best outcomes

This policy will give clear direction to staff, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at Hampden House

Our provision fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered at Hampden House. The key elements of our policy are prevention, protection and support.

We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate responses are in place for children who are absent from school or who go missing from education. We also recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society.

This policy applies to all students, staff, parents, governors, volunteers and visitors.

## **Our Ethos**

Safeguarding at Hampden House is considered everyone's responsibility and as such our PRU aims to create the safest environment within which every student has the opportunity to achieve the Every Child Matters philosophy and addresses all 5 areas: to stay safe, be healthy, enjoy and achieve, make a positive contribution and achieve economic well-being

## **Helping children to keep themselves safe**

Students are taught to understand and manage risk through our personal, social and health education (PSHE) including sex and relationships lessons and through all aspects of life at the school. Our approach is designed to help students to think about risks they may encounter and with the support of staff work out how those risks might be reduced or managed.

Students are also taught regularly about on line safety, the risks of sharing content and images on line and tackling bullying, including cyber bullying procedures. In particular these issues are addressed through PSHE, Computing and assemblies.

The student's welfare is of paramount importance. Our school will establish and maintain an ethos where students feel secure, are encouraged to talk, are listened to and are safe. Students at Hampden House will be able to talk freely to any member of staff if they are worried or concerned about something and appropriate action taken. They will also have access to contact details of outside agencies such as Childline, Ofsted, The Children's Rights and Corporate Parenting Manager and The Independent Visitor (for residential students)

Hampden House recognises that staff play an important role in safeguarding students as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.** We will do this by endeavouring to work in partnership with other agencies and seek to establish effective working relationships with

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parents, carers and other colleagues in line with Working Together to Safeguard Children (2015, updated September 2016). Throughout our curriculum we will develop and provide activities and opportunities that will help to equip our students with the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our students to develop essential life skills.

We will not make promises to any student and will not keep secrets. Every young person will know what the adult will have to do with any information they have chosen to disclose.

## **Roles and Responsibilities**

Hampden House has a Management Committee who is accountable for ensuring the effectiveness of this policy and our compliance with it. It will ensure that the school has an effective safeguarding policy and is reviewed annually and that procedures are in place. The Management Committee should also ensure that the policy is available publicly via our website and has been written in line with Local Authority guidance and the requirements of the Suffolk Safeguarding Children Board policies and procedures and made available to parents and carers if requested.

The Management Committee will ensure that:

- The school contributes to inter – agency working, in line with Working Together to Safeguard Children (2015)
- Safer recruitment practices are followed in accordance with the requirements of ‘Keeping Children Safe in Education’ DfE (2015, updated September 2016)
- The school has procedures in place for dealing with allegations made against members of staff (including the Headteacher) and volunteers in line with statutory guidance
- That there is a Named Manager and a Designated Safeguarding Lead (DSL) who has lead responsibility for safeguarding and child protection and that there is an alternate and appropriately trained member of staff identified to deal with any issues in the absence of the Designated Senior Lead. There will always be cover for this role.
- All staff receive a safeguarding induction and are provided with a copy of this policy and the staff code of conduct
- All staff undertake appropriate child protection training that is updated regularly
- They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention

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The Management Committee will receive a safeguarding report at each meeting that will record the training that has taken place, the number of staff attending and any outstanding training requirements for the school. It will also record all safeguarding activity that has taken place for example, meetings attended, reports written, training or induction given.

It is the duty of all staff to report any suspected or actual abuse – emotional, physical, sexual or neglect. It is also the duty of all staff to report concerns about any child at risk of radicalisation.

All staff and regular visitors to Hampden House will either through training or induction, know how to recognise a disclosure from a child or will know how to manage this. When new students join Hampden House all parents/ carers will be informed that we have a safeguarding policy. This will be offered to parents should they request a copy.

### **The Headteacher**

At Hampden House the Headteacher is responsible for:

- Identifying a member of the SLT to be the Designated Safeguarding Lead;
- Identifying an alternate member of staff to act as the DSL in her absence to ensure there is always cover for the role;
- Ensuring that the policies and procedures adopted by the Management Committee particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff;
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures;
- Liaising with the Local Authority Designated Officer (LADO) in the event of an allegation of abuse being made against a member of staff

### **The Designated Safeguarding Lead (DSL)**

The DSL will carry out their role in accordance with the responsibilities outlined in Annex B of 'Keeping Children Safe in Education' The DSL will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded in writing and given to the DSL.

The DSL at Hampden House will represent our school at child protection conferences and core group meetings. Through appropriate training, knowledge and experience our DSL will liaise with Customer First and other agencies where necessary, make referrals of suspected abuse to Customer First, take part in strategy discussions and other inter agency meetings and contribute to the assessment of children.

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The DSL will maintain written records and child protection files ensuring that they are kept confidential and stored securely. The DSL liaises with the nominated governor and Headteacher as appropriate.

The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained in school to the agreed school's safeguarding training pack provided by Schools Choice.

### **Training and Induction**

All new staff, volunteers or regular visitors will be informed of the safeguarding arrangements in place at Hampden House. They will be given a copy of our safeguarding policy along with the staff code of conduct and told who our DSL and alternate staff members are. They will also be provided with the recording form and given information on how to complete it and who to pass it on to.

Safeguarding training is an expectation of the school. Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to signs and symptoms of abuse, areas of concern, how to manage a disclosure from a student, how to record and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children at the school and the remit of the DSL. At induction all staff will also be provided with a copy of Part One of Keeping Children Safe in Education (2016) and will be expected to read this. In addition to induction all members of staff will undertake appropriate safeguarding training on a regular basis in accordance with Suffolk Safeguarding Children Board advice. All residential care staff receive supervision and support with the Head of Care or Senior Residential Child Care Officer, with particular reference to concerns regarding pupils safety or welfare. All ancillary and contract staff receive supervision on a termly basis when student safety and welfare will be discussed. No "unchecked staff will be employed by Hampden House.

The DSL, alternate designated members of staff and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend one of the multi – agency training courses organised by Suffolk Safeguarding Children's Board at least once every three years. In addition to this the DSL and alternates will attend Designated Safeguarding Lead (DSL) training provided by the Local Authority every two years. All staff will receive an annual safeguarding update, usually at the start of the academic year.

The DSL is required to attend or ensure that a senior member of staff who has the relevant training and access to appropriate supervision, attends where appropriate, all conferences,

core groups or meetings where it concerns a child at our school and to contribute to multi-agency discussions to safeguard and promote the child's welfare.

The DSL is also required to complete a Self-Review Assessment Report annually which demonstrates that the Safeguarding arrangements in the school are being met. If the self-assessment highlights any areas for improvement, this will be detailed in the action plan which will be signed off and monitored by the Named Governor for Safeguarding to ensure these improvements are implemented. The self-review is to be shared annually with the Local Authority, who will have an auditing role in ensuring the school is meeting its Safeguarding requirements under section 175/157 of the Education Act 2002 for both maintained and independent schools.

Members of the Management Committee will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the students at Hampden House. Training for Governors to support them in their safeguarding role is available from Suffolk County Council.

We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. Part One of Keeping Children Safe in Education (2016) provides links to guidance on specific safeguarding issues such as Child Sexual Exploitation and Female Genital Mutilation. In addition, local guidance can be accessed via Suffolk Safeguarding Children Board at <http://www.suffolkscb.org.uk/procedures/lscb-policies-guidance-andprotocols/>

### **Procedures for managing concerns**

Hampden House adheres to child protection procedures that have been agreed locally through the Suffolk Children's Safeguarding Board.

When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to take action as outlined in this policy.

All staff are encouraged to report any concerns that they have and not see them as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often concerns accumulate over a period of time and are evidenced by building up a picture of harm over time. In these circumstances it is crucial that staff record and pass on concerns to allow the DSL to build up a picture and access support for the child.

It is not the responsibility of staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff however have a duty to recognise concerns and pass the information in accordance with the procedures outlined in this policy.



The DSL should be used as the first point of contact for concerns and queries regarding any safeguarding concern in our school. Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the DSL or if unavailable to the alternates. (ADP) In the absence of the above the matter should be brought to the attention of the most senior member of staff.

All concerns about a student should be reported without delay and recorded in writing using the agreed form. If staff are concerned that a child may be at serious risk of harm or is actually suffering abuse, they should make a referral to Customer First immediately.

Anybody can make a referral. If a student's situation does not appear to be improving the staff member with concerns should press for reconsideration by raising concerns again with the DSL and/ or the Headteacher.

Following receipt of any information raising concern the DSL will consider what action to take and seek advice from Customer First as required. All information and actions taken, including the reasons made, will be fully documented.

All referrals must be made in line with Suffolk Customer First procedures.

All regular visitors and volunteers to the school will find the policy in the front office.

Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Customer First or the police if:

- the situation is an emergency and the DSL, their alternates or the Headteacher are all unavailable
- they are concerned that a direct report is the only way to ensure the students safety

Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with agreed procedures should raise their concerns with the Headteacher or Chair of the Management Committee. If any member of staff does not feel the situation has been addressed appropriately at this point they should contact Customer First directly with their concerns.

Where a disclosure is made to a visiting staff member from a different agency, e.g. CAMHS or School Nurse, it is the responsibility of that agency's staff formally to report the referral to the School's Designated Lead in the first instance

## **Records and Information sharing**

If staff are concerned about the welfare or safety of any student at Hampden House they will record their concern on the agreed reporting form. They should ensure that the form is signed and dated. Any concerns should be passed to the DSL without delay.

Any information recorded will be kept in a separate named file in a secure cabinet and not with the student's school file. These files will be the responsibility of the DSL. Child protection information will only be shared within the school on a need to know basis and on the understanding that it remains strictly confidential. Files must be kept up to date and will contain records of concern, copies of referrals, invitations to CP conferences, core groups and reports. All files will include a chronology, contents front cover and will record significant events in the child's life.

When a child leaves the school the DSL will make contact with the DSL at the receiving school / provision and will ensure that the child protection file is forwarded to the new placement in a timely manner. Evidence will be retained as to how the file has been transferred – either in written form or evidence of recorded delivery.

## **Recognising concerns, signs and indicators of abuse.**

Safeguarding is not just about protecting children from deliberate harm. For our school it includes such things as student safety, bullying, racist abuse and harassment, educational visits, residential care, children missing education and internet safety. This policy should be read in conjunction particularly with the e-safety policy and counter-bullying policy.

The witnessing of abuse can have a damaging affect 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 family, institution or community setting, by telephone or on the internet. Abuse can often be difficult to recognize as children may behave differently or seem unhappy for many reasons, as they move through the stages of childhood or their family circumstances change. However, it is important to know the indicators of abuse and to be alert to the need to consult further. The **following indicators** listed under the categories of abuse are not an exhaustive list.

### **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. This was previously known as Munchausen's Syndrome by Proxy.

## **Emotional Abuse**

Emotional Abuse is where a child's need for love, security, recognition and praise is not met. It may involve seeing or hearing the ill-treatment of someone else such as in Domestic Violence or Domestic Abuse. A parent, carer or authority figure is considered emotionally abusive when they are consistently hostile, rejecting, threatening or undermining toward a child or other family member. It can also occur when children are prevented from having social contact with others or if inappropriate expectations are placed upon them. 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 or self-harm

## **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 material including through the use of the internet. Indicators of sexual abuse include: allegations or disclosures, genital soreness, injuries or disclosure, sexually transmitted diseases, inappropriate sexualized behaviour including words, play or drawing.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs which can significantly harm their health and development. Neglect can include inadequate supervision (being left alone for long periods of time), lack of stimulation, social contact or education, lack of appropriate food, shelter, appropriate clothing for conditions and medical attention and treatment when necessary.

## **Working with parents and carers**

Hampden House is committed to working in partnership with parents/ carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

When new students join us parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is available on our website. Parents and carers will be informed of our legal duty to assist our colleagues in other

agencies with child protection enquiries and what happens should we have cause to make a referral to Customer First.

We are committed to working with parents/ carers positively and openly and will ensure that all parents/ carers are treated with dignity and respect and respect their rights to privacy and will not share sensitive information unless we have permission to do so or it is necessary to safeguard a child.

We will seek to share any concerns we may have about their child unless to do so may place a child at increased risk of harm. If a parent disagrees about a concern we have it will not prevent the DSL making a referral to Customer First if it is appropriate to do so.

In order to keep children safe we require parents/ carers to provide accurate and up to date information about all adults with whom the child lives, full details of all persons with parental responsibility, emergency contact details and details of any other adult authorised by the parent to collect the child. This information will be retained in the students file.

### **Child Protection Conferences**

Children's Services will convene a Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm.

Members of school staff may be asked to attend a Child Protection conference or a core group meeting on behalf of the school and this would usually be the Headteacher or DSL. The person attending will need to have as much relevant up to date information about the child as possible.

All reports for child protection conferences will need to be prepared well in advance using the guidance and education report template provided by Children's Services.

<http://www.suffolkscb.org.uk/news-and-events/child-protection-conferences/>

The information contained in the report must be shared with parents/carers before the conference as appropriate and will include information relating to the child's physical, emotional and intellectual development and the child's presentation at school. All relevant information needed to complete the report will be sought from staff working with the child in school.

We recognise that child protection conferences can be upsetting for parents and we will work in an open and honest way with any parent whose child has been referred to Customer First or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all the children at Hampden House and to achieve this in partnership with our parents.

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## **Safer Recruitment**

We will ensure that the Headteacher and at least one member of the Management Committee have completed appropriate safer recruitment training. At all times the Headteacher and the Governing Body will ensure that safer recruitment practices are followed in accordance with the requirements of Keeping Children Safe in Education.

At Hampden House we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates, do not accept testimonials and also take up references prior to interview. We will question the contents of application forms and if we are unclear about them we undertake Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

We will maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements.

## **Safer Working Practice**

See [http://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance\\_-for-Safer-Working-Practices-2015-final.pdf](http://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance_-for-Safer-Working-Practices-2015-final.pdf)

All adults who come into contact with our students have a duty of care to safeguard and promote their welfare. We have a legal duty to ensure that all adults who work with or on behalf of our students are competent, confident and safe to so.

All staff will be provided with a copy of our code of conduct at induction. They will be expected to know our policy for positive handling and carry out their duties in accordance with this advice.

There will be occasions when some form of physical contact is inevitable, for example, if a child has an accident or is hurt or in a situation of danger to themselves or others around them. At all times the agreed policy for positive handling must be followed. A list of staff that have accessed physical intervention training will be kept by the Headteacher.

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

Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. All staff and volunteers are expected to carry out their work in accordance with this guidance and failure to do so could lead to disciplinary action.

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## **Managing Allegations against staff and volunteers**

Our aim is to provide a safe and supportive environment which secures the wellbeing and best outcomes for the students at Hampden House.

We are aware of the possibility of allegations being made against members of staff or volunteers that are working or may come into contact with children and young people whilst in our school. Allegations can be made by children and young people or other concerned adults for a variety of reasons. They sometimes arise from a differing understanding of the same event but when they occur can be distressing and difficult for all concerned.

We do recognise that allegations can be genuine and there are some adults who deliberately seek to harm or abuse children.

We will always ensure that the procedures outlined in Suffolk Safeguarding Board Protocol : Allegations Against Persons who Work with Children and Part 4 of Keeping Children Safe in Education, DfE (2015) are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO) The Suffolk LADO Service can be contacted on 0300-123-2044 or [LADOCentral@suffolk.gcsx.gov.uk](mailto:LADOCentral@suffolk.gcsx.gov.uk)

If an allegation is made or information is received about an adult who works in our setting which indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the Headteacher immediately. In the case of the allegation being made against the Headteacher this will be brought to the immediate attention of the Chair of The Management Committee. The Headteacher/Chair of The Management Committee must discuss with the Local Authority Designated Officer (LADO) the nature of the allegations within one working day.

No member of staff or the governing body will undertake further investigations before receiving advice from the LADO. Any member of staff or volunteer who does not feel confident to raise their concerns with the Headteacher or Chair of the Management Committee should contact the LADO directly on 0300-123-2044 or [LADOCentral@suffolk.gcsx.gov.uk](mailto:LADOCentral@suffolk.gcsx.gov.uk)

The school has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed or poses a risk of harm to a child or if there is reason to believe the member of staff has committed one of a number of listed offences and who has been removed from working in regulated activity or would have been removed if they had not left. If this arises in relation to a member of staff at the school a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO.

## **Radicalisation and Extremism**

The government defines extremism as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Some children are at risk of being radicalised: adopting beliefs and engaging in activities which are harmful, criminal or dangerous. Islamic extremism is the most widely publicised form and schools should also remain alert to the risk of radicalisation into white supremacy extremism.

Hampden House staff receive training to help to identify signs of extremism and all concerns are referred to the Prevent lead. Reporting and referral procedures are in line with LSCB guidance – [http:// www.suffolkscb.org.uk/assets/files/2015/2015-06-12-Vulnerable-to-Radicalisation-Referral-and-Channel-Guidance.pdf](http://www.suffolkscb.org.uk/assets/files/2015/2015-06-12-Vulnerable-to-Radicalisation-Referral-and-Channel-Guidance.pdf)

Opportunities are provided in the curriculum to enable students to discuss issues of religion, ethnicity and culture and we follow the DfE advice Promoting fundamental British Values as an integral part of our work. These are found on the Hampden House website in The Statement of British Values and The Curriculum Summary.

## **Relevant Policies**

To underpin the values and ethos of our School and our intent to ensure that students at Hampden House are appropriately safeguarded the following policies are also included under the umbrella of safeguarding:

- Discipline and Behaviour Policy
- Countering bullying policy
- Online Safety Policy
- Complaints Policy
- Positive Handling Policy
- First Aid and Medication Policy
- Missing Child Policy and Procedure
- Health and Safety Policy

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## Statutory Framework

This policy has been devised in accordance with the following legislation and guidance :

' Working Together to Safeguard Children : A guide to inter – agency working to safeguard and promote the welfare of children', DfE (2015)

' Keeping Children Safe in Education', DfE (2015, revised September 2016)

'What to do if you are worried a child is being abused', DfE (March) 2015

'Information Sharing : Advice for practitioners', DfE (March 2015)

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

Safer working practice 2015 – <http://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final.pdf>

Suffolk LSCB – Arrangements for Managing Allegations of Abuse Against People Who Work With Children or Those Who Are in A Position of Trust –  
<http://www.suffolkscb.org.uk/information-and-links/local-authority-designated> - Hampden House officers/

## 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, where available can be found on the Suffolk Safeguarding Children Board website at: [www.suffolkscb.org.uk](http://www.suffolkscb.org.uk).***

## Peer on Peer Abuse

Keeping Children Safe in Education, 2016 states that '*Governing bodies and proprietors should ensure their child protection policy includes procedures to minimise the risk of peer on peer abuse and sets out how allegations of peer on peer abuse will be investigated and dealt with*' (page 19). The document also states it is most important to ensure opportunities of seeking the voice of the child are heard, '*Governing bodies, proprietors and school or college leaders should ensure the child's wishes and feelings are taken into account when determining what action to take and what services to provide. Systems should be in place for children to express their views and give feedback. Ultimately, any system and processes should operate with the **best** interests of the child at their heart.*'

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At Hampden House we continue to ensure that any form of abuse or harmful behaviour is dealt with immediately and consistently to reduce the extent of harm to the young person, with full consideration to impact on that individual child's emotional and mental health and well-being.

### **Child Sexual Exploitation**

Children and young people can be exploited by their associations and through gang activity. They may suffer exploitation through their use of modern technology such as the internet, mobile phones and social networking sites. In order to minimize the risks to our children and young people at Hampden House we will ensure that we have in place appropriate measures such as security filtering, and an acceptable use policy linked to our Online Safety policy. We will ensure that staff are aware of how not to compromise their position of trust in or outside of the school and are aware of the dangers associated with the internet and other mobile technology.

### **Gangs and youth violence**

At Hampden House we will endeavour to protect our children and young people from exposure to gang activity (including "County Lines") and exploitation by having robust attendance and behaviour policies and to act on relevant information or allegations. We will take all reports seriously and will share this information appropriately with other agencies to safeguard our pupils from harm.

### **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 Hampden House is made aware of a child or is suspected of or actually being trafficked/exploited we will report our concerns to the appropriate agency.

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

### **Forced Marriage**

Hampden House does not support the idea of forcing someone to marry without their consent and will follow SCB procedures to refer any child and young person immediately to Children's social care.

**<http://extranet.onesuffolk.co.uk/scb/Shared%20Documents/2009-06-16%20SG%20chd%20-Forced%20Marriage%20Guidance1.doc>**

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### **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 child/young person is at risk from honour based violence, Hampden House will report these concerns to the appropriate agency in order to prevent this form of abuse taking place.

### **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 your attention, you should report those concerns to the appropriate agency in order to prevent this form of abuse taking place. This is now a mandatory duty, placed on all school staff, to report to the police, any suspected case of FGM where they discover that this act has been carried out on a child under the age of 18 years. Even though Hampden House is a school for boys only, concerns may arise about students' sisters or other female family members. Where there is a direct or indirect disclosure that the act of FGM has been carried out, the usual child protection procedure of the school should be followed.

### **Ritualistic Abuse**

Some faiths believe that spirits and demons can possess people (including children). What should never be considered is the use of any physical or psychological violence 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 child.

<http://www.dcsf.gov.uk/everychildmatters/download/?id=661>

### **Children Missing Education**

"Basic to safeguarding children is to ensure their attendance at school." (*OFSTED 2002*). 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 Hampden House we will encourage the full attendance of all 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.

<http://extranet.onesuffolk.co.uk/scb/Shared%20Documents/Policy-%20Procedure/CME%20SUFFOLK%20LOCAL%20AUTHORITY%20PROCEDURES%20V3%20Final.pdf>  
[http://www.dcsf.gov.uk/everychildmatters/\\_download/?id=720](http://www.dcsf.gov.uk/everychildmatters/_download/?id=720)

### **Anti-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).

Please refer also to the Counter-bullying Policy.

### **Cyberbullying**

Cyberbullying is the harassment, maltreatment or discrimination of another through the use of mobile technology including text messaging, or social network sites or mobile phones.

*Hampden House* has a clear commitment 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.

<http://extranet.onesuffolk.co.uk/scb/Shared%20Documents/Procedures/Anti%20Bullying.pdf>

Please refer also to the Online Safety Policy.

### **Sexually Active under Eighteen years old**

It is acknowledged by those working with young people that many young people under the age of 18 will have an interest in sex and sexual relationships. The Protocol for Sexually Active Young People under 18 years old has been designed to assist those working with children and young people to identify where these relationships may be abusive, and the children and young people may need the provision of protection or additional services. At *Hampden House* we will ensure our policy for managing this issue links to the available protocol.

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<http://extranet.onesuffolk.co.uk/scb/Shared%20Documents/SSCB%20Working%20with%20sexually%20active%20young%20people%20protocol%20Final%20Version%2001%2002%2008.doc>

## **Safeguarding Disabled Children**

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

Disabled children 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*) Hampden House will ensure that our disabled children are listened too 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 child.

<http://www.dcsf.gov.uk/everychildmatters/download/?id=6195>

## **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"*

Children 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, Hampden House 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.

<http://extranet.onesuffolk.co.uk/scb/Shared%20Documents/Policy-%20Procedure/Dealing%20with%20Domestic%20Incidents%20and%20Violence%20.pdf>

## **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 Hampden House to inform the Local Authority where we are made aware of a child or young person who may be subject to private fostering arrangements.

<http://extranet.onesuffolk.co.uk/scb/Shared%20Documents/Policy-%20Procedure/Private%20fostering%20Protocol%20.pdf>

## **Child Exploitation and Online Safety**

Children and young people can be exploited and suffer bullying through their use of modern technology such as the internet, mobile phones and social networking sites. In order to minimize the risks to our children and young people Hampden House will ensure that we have in place appropriate measures such as security filtering, and an acceptable use policy linked to our E-Safety policy. We will ensure that staff are aware of how not to compromise their position of trust in or outside of the school and are aware of the dangers associated with social networking sites.

Our Online Safety policy will clearly state that mobile phone or electronic communications with a student at our school is not acceptable other than for approved school business e.g. coursework, mentoring. Where it is suspected that a child is at risk from internet abuse or cyber bullying we will report our concerns to the appropriate agency.

<http://extranet.onesuffolk.co.uk/scb/Shared%20Documents/Policy-%20Procedure/Children%20Abuse%20through%20Sexual%20Exploitation%20.pdf>

*The above list is not exhaustive and as new policy guidance and legislation develops within the remit of Safeguarding we will review and update our policy as appropriate and in line with the Local Safeguarding Children Board and Local Authority to ensure Hampden House is a safe place to learn and work.*

## **Prevent (Prevention of Radicalisation)**

Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation. The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation.

Hampden House is clear that this exploitation and radicalisation should be viewed as safeguarding concern. The Counter-terrorism and Security Act 2015 places a duty on authorities (including schools) 'to have due regard to the need to prevent people from being drawn into terrorism'. All staff in our school will be made aware of this duty and when it is appropriate to make a referral to the Channel Programme. When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak immediately to the Prevent Lead or Designated Safeguarding Lead.

The above list is not exhaustive and as new policy guidance and legislation develops under the umbrella of Safeguarding we will review and update our policy as appropriate and in line with the Local Safeguarding Children Board and Local Authority to ensure Hampden House is a safe place to learn and work. This policy will be made available to all school personnel, including volunteers, along with Part 1 of Keeping Children Safe in Education 2015 (revised 2016).

**Appendix 1** : Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers

**Appendix 2** : Referral form for safeguarding concerns

### **The people to talk to in school are :**

Designated Safeguarding Lead (DSL): Jane Hartley

Alternate Designated Leads: Graham Alcock and Sarah Chesterton

For Safeguarding Training in schools please email:

[Sieteam@suffolk.gov.uk](mailto:Sieteam@suffolk.gov.uk)

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Adopted by Management Committee: April 2018

Signed:

Date:

Chair of Managers

Review date: September 2018

Member of staff responsible for review: Designated Safeguarding Lead

MARCH 2018

