

BETHLEM AND MAUDSLEY HOSPITAL SCHOOL

SAFEGUARDING (CHILD PROTECTION) POLICY
(Incorporating the Staff Code of Conduct)

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The Bethlem and Maudsley Hospital School is committed to providing a safe and secure environment for children, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others. We aim to safeguard and promote the welfare of children by protecting them from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

The School's Child Protection (CP) policy draws upon duties conferred by the Children Acts 1989 and 2004, The Children and Families Act 2014, S175 of the 2002 Education Act, The Education (Independent School Standards) Regulations 2014 (for independent schools). The Non-Maintained Special Schools (England) Regulations 2015 (for non-maintained special schools) and the guidance contained in "[Working Together to Safeguard Children](#)", the DfE's statutory guidance "[Keeping children safe in education](#)", Ofsted Guidance and procedures produced by the London Safeguarding Children Board ([LSCB](#)) and the Southwark Safeguarding Children Board ([SSCB](#)). We also have regard to the advice contained in DfE's "[What to do if you're worried a child is being abused](#)" and "[Information Sharing – Advice for practitioners](#)". The policy is applicable to all on and off-site activities undertaken by pupils whilst they are the responsibility of the School.

We will ensure that all staff read at least Part one of DfE guidance "[Keeping children safe in education](#)" and that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part one.

Updated versions of the guidance above and others can be accessed on: <http://schools.southwark.gov.uk/safeguarding/useful-links> .

POLICY AIMS

The purpose of this policy is to:

- Identify the names of responsible persons in the school and explain the purpose of their role
- Outline the role of the governing body
- Describe what should be done if anyone in the school has a concern about the safety and welfare of a child who attends the school
- Identify the particular attention that should be paid to those children who fall into a category that might be deemed "vulnerable"
- Set out expectations in respect of training
- Ensure that those responsible for recruitment are aware of how to apply safeguarding principles in employing staff
- Set out expectations of how to ensure children are safeguarded when there is potential to come into contact with non-school staff, e.g. volunteers, contractors etc.
- Outline how complaints against staff will be handled
- Set out expectations regarding record keeping
- Clarify how children will be kept safe through the everyday life of the school
- Outline how the implementation of this policy will be monitored.

This policy is consistent with all other policies adopted by the Governors and should in particular be read in conjunction with the following policies relevant to the safety and welfare of children:

- Anti-Bullying Policy and Online-Safety Policy
- Positive Handling Policy
- School Journey-Outings Policy
- Special Educational Needs (SEN) Policy
- Code of Conduct for staff

Responsibilities and Immediate Action in relation to Southwark and Bromley

Safeguarding and promoting the welfare of children in our school is the responsibility of the whole school community. All adults working in this School (including visiting staff, volunteers and students on placement) are required to report instances of actual or suspected child abuse or neglect to the Designated Safeguarding Lead who is a member of the school's leadership team.

The Designated Safeguarding Lead (DSL) takes lead responsibility for safeguarding and child protection (including online safety) and provides advice and support to other staff on child welfare and child protection matters, takes part in strategy discussions and inter-agency meetings, and/or supports other staff to do so, and contributes to the assessment of children. The DSL is the first point of contact for external agencies that are pursuing Child Protection investigations and co-ordinates the school's representation at CP conferences and Core Group meetings (including the submission of written reports for conferences). When an individual concern/incident is brought to the notice of the Designated Safeguarding Lead, they will be responsible for deciding upon whether or not this should be reported to other agencies as a safeguarding issue. Where there is any doubt as to the seriousness of this concern, or disagreement between the Designated Safeguarding Lead and the member of staff reporting the concern, advice will be sought from the Deputy Designated Safeguarding Lead (DDSL) or the LA's Strategic Lead Officer for safeguarding in education services. If a child is in immediate danger or is at risk of harm, a referral will be made to Southwark Multi Agency Safeguarding Hub ([MASH](#)) (or its equivalent in another LA if the child resides in a different LA) and/or the police immediately.

Although all staff should be aware of the process for making referrals to children's social care and for statutory assessments that may follow a referral, along with the role they might be expected to play in such assessments, the DSL (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 DSL or a deputy will always be available to discuss safeguarding concerns. If in exceptional circumstances, the DSL (or deputy) is not available, this should not delay appropriate action being taken. Staff should consider speaking to a member of the senior leadership team and/or take advice from the relevant local children's social care. In these circumstances, any action taken should be shared with the DSL (or deputy) as soon as is practically possible.

School Designated Safeguarding contacts

The Designated Safeguarding Lead is: John Ivens (tel. no: 020 8777 1897)

The Deputy Designated Safeguarding Lead(s) are: Maarten Crommelin, Philippa Levy, Petra Woodford, Ben Hughes, Lynda Poyroo, Wendy Croxton, Sandra Perera and Ruth Mumford.

School Contact Number: 020 8777 1897

The Nominated Governor with CP responsibility is: Marie Powell (Tel: 07795 180981)

The Chair of Governors is: Mickey Kelly (Tel: 07702 809336)

The Vice Chair is: Marie Powell (Tel: 07795 180981)

Where Marie Powell is unavailable, the chair, Mickey Kelly (Tel: 07702 809336) and Mick Atkinson (Tel: 07910 103066) should be contacted.

Southwark

The Southwark DO is: Eva Simcock 020 7525 0689, Head of Social Work Improvement and Quality Assurance

There is also a duty system and one of the CP Coordinators in Quality Assurance Unit is on duty each day to deal with DO issues when DO is unavailable. Duty telephone number for DO enquiries/referrals is 020 7525 3297.

Southwark LA's Strategic Lead Officer for Safeguarding in education services is: Nina Dohel 020 7525 3252.

Southwark LA's Duty Manager 0207 525 3893.

Family Early Help Service Duty Manager: 020 7525 3893

Southwark LA's Schools Safeguarding Coordinator is: Apo CAGIRICI 0207 525 2715

Family Early Help Service Duty Officer: 0207 525 2714.

We also note the 'Safeguarding information for professionals and the community in Southwark' on the Southwark Council's website.

Bromley

The MASH Team Bromley Civic Centre, Stockwell Close, Bromley, BR1 3UH 020 8461 7373, 7379 or 7026

Janet Bailey – Interim Social Care Director (020 8313 4644)

Kerry Davies Children's Safeguarding Board Manager 020 8461 7563 or Joanna Gambhir-Business Manager – Development Officer (020 8461 7041)

If a child is in immediate danger or is at risk of harm, a referral will be made to children's social care and/or the police immediately. Anyone can make a referral. Where referrals are

not made by the designated safeguarding lead, the designated safeguarding lead will be informed, as soon as possible, that a referral has been made.

REFERRALS – Bethlem Site

The hospital-based local authority social workers will normally assume responsibility for initiating a Child Protection Investigation by contacting the appropriate Local Authority Designated Officer, for the Bethlem site, Bromley Social Care, and Southwark Social Care for the Maudsley site.

MASH Team, Bromley Civic Centre 020 8461 7373, 7379 or 7026

LADO (Local Authority Designated Officer) for Southwark – Eva Simcock – 020 7525 0689 or Eva.Simcock@southwark.gov.uk.

There is also a duty system and one of the CP Coordinators in Quality Assurance Units in on duty each day to deal with DO issues when DO is unavailable. Duty telephone number for enquiries/referrals is 020 7525 3297.

The following is attached as appendix:

Appendix 1: South London and Maudsley (SLAM) Safeguarding Children Policy and Procedures referral flow chart –

REFERRALS – Maudsley Site

Referrals to services regarding concerns about a child or family typically fall into three categories:

- Early Help Services;
- Child in need - Section 17 (Children Act 1989) referrals;
- Child protection - Section 47 (Children Act 1989) referrals.
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[The Southwark Safeguarding Board Multi Agency Threshold Guide](#) sets out the different levels of need and detailed guidance about how concerns within these different levels should be responded to by Southwark agencies.

Safeguarding referrals should be made to Southwark Multi Agency Safeguarding Hub ([MASH](#)) via [Inter Agency Referral Form \(IARF\)](#) and copied to the LA's Schools Safeguarding Coordinator. Prior to any written IARF being sent as a referral to social care, there should be a verbal consultation with the MASH social worker or manager, by calling the duty desk on **020 7525 1921**, to ensure that making a referral is an appropriate action. The parent/carer will normally be contacted to obtain their consent before a referral is made. However, if the concern involves, for example alleged or suspected child sexual abuse, Honour Based Violence, fabricated or induced illness or the Designated Safeguarding Lead has reason to believe that informing the parent at this stage might compromise the safety of the child or a staff member, nothing should be said to the parent/carer ahead of the referral, but a rationale for the decision to progress without consent should be provided with the referral.

The new [Early Help Referral Form](#) will be used to request additional early help for a family when the needs of a child are beyond the level of support that can be provided by universal services.

All parents can gain access to policy, on our website. In situations where pupils sustain injury or are otherwise affected by an accident or incident whilst they are the responsibility of the school, parents will be notified of this as soon as possible.

When we make a referral, the relevant local authority should make a decision, within one working day of a referral being made, about the type of response that is required and should let us, as the referrer know the outcome. We will follow up if this information is not forthcoming.

If, after a referral, the child's situation does not appear to be improving, we will consider following local escalation procedures to ensure that the concerns have been addressed and, most importantly, that the child's situation improves.

Types of Child Abuse and Neglect – See Appendix 4

VULNERABLE PUPILS

Particular vigilance will be exercised in respect of pupils who are subject to Child Protection Plans and any incidents or concerns involving these children will be reported immediately to the allocated Social Worker (and confirmed in writing; copied to the LA's Schools Safeguarding Coordinator:- Mr Apo Çağırıcı, Southwark Council, Children's Services, Early Help Service (EHS), 160 Tooley Street, London SE1 2QH 020 7525 2715 (apo.cagirci@southwark.gov.uk)). If the pupil in question is a Looked-Afterchild, this will also be brought to the notice of the Designated Safeguarding Lead with responsibility for children in public care.

We acknowledge that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. We are aware that additional barriers can exist when recognising abuse and neglect in this group of children. This can include assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration; children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs; and communication barriers and difficulties in overcoming these barriers.

If a pupil discloses that they have witnessed domestic abuse or it is suspected that they may be living in a household which is affected by family violence, this will be referred to the Designated Safeguarding Lead as a safeguarding issue. The School acknowledges the additional need for support and protection of children who are vulnerable by virtue of disability, homelessness, refugee/asylum seeker status, the effects of substance abuse within the family, those who are young carers and pupils who are excluded from school and pupils where English is an additional language, particularly for very young children, using the translation service if necessary.

The School also acknowledges the additional need for support and protection of children who are vulnerable by virtue of homelessness, refugee/asylum seeker status, the effects of substance abuse within the family, those who are young carers, mid-year admissions, pupils who are excluded from school and pupils where English is an additional language, particularly for very young children, using the translation service if necessary.

ACTION TO BE TAKEN

1. General concerns

- Report to John Ivens or, in his absence Maarten Crommelin (Deputy Headteacher), Philippa Levy, Petra Woodford, Ben Hughes, Lynda Poyroo, Wendy Croxton, Sandra Perera or Ruth Mumford.
- Record nature of concern, time and date.

This information will be passed on to and discussed by the senior members of the multi-disciplinary team (e.g. consultant, ward manager, ward social worker) and a decision will be made whether to convene a multi-disciplinary meeting, which will inform any course of action.

2. Allegations against staff

If an allegation is made to you:

- Listen sympathetically and inform child their concerns/allegations will be discussed with senior staff to ensure they are safe.
- Record nature of concern, time and date.
- Pass onto John Ivens or Maarten Crommelin (Deputy Headteacher)
- Be discreet; say nothing to alleged perpetrator or parents.

The Headteacher will follow two avenues of action:

Hospital	L.A.
Consultant, ward manager, ward social worker informed. Follow 'Local Guidelines In-Patient Units Child Protection Referrals' (Appendix 1)	DISCUSS WITH Southwark LA's STRATEGIC LEAD OFFICER FOR GUIDANCE AND SUPPORT (020 7525 3252) Actions may include: <ul style="list-style-type: none"> • SUSPEND – as soon as is practical to protect child (Mickey Kelly Chair of Governors involved). • NO ENQUIRY – prior to clearance by social Services. Appropriate SUPPORT/PROTECTION organised for

	<p>child/alleged perpetrator.</p> <p>If the complaint concerns alleged abuse by the Headteacher, this should be brought to the attention of the Chair of Governors.</p> <p>Staff who are formally disciplined for the mistreatment of pupils (or who resign before disciplinary action can be instigated), will be notified to the Independent Safeguarding Authority.</p> <p>Throughout any such investigations, guidance and support would be sought from the LA's Strategic Lead Officer for education services and human resources advisers and the hospital multi-disciplinary support network.</p>
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3. Allegations of abuse/suspected abuse (not against school staff)

If an allegation is made or abuse is suspected, staff should:

- Listen sympathetically and inform child their concerns/allegations will be discussed with senior staff to ensure they are safe.
- Record nature of concern, time and date.
- Pass on to John Ivens, Maarten Crommelin (Deputy Headteacher), Petra Woodford or Ben Hughes.
- Be discreet; say nothing to alleged perpetrator or parents.

John Ivens will report it to the ward social worker/senior nurse to convene a multi-disciplinary meeting/strategy meeting (within 24 hours). In addition, John Ivens (or member of the senior leadership team) will consult the LA's Strategic Lead Officer (020 7525 3252) to decide whether the school should take any additional action.

CHILD PROTECTION RESPONSIBILITIES IN SCHOOL

1. Promoting awareness of child protection issues

Respect for others can be taught explicitly and by example right across the curriculum: it is fundamental to the aims and purpose of this school and underlies all policies and practice. Opportunities should be made across the curriculum to promote positive attitudes, to build skills and self-esteem so that children and young people can and will make healthier choices in their lives.

The PHSE (Personal, Health and Social Education) curriculum, in particular, deals directly with the promotion of a healthy respect for oneself, one's body and respect for others. Sex education can provide an opportunity for children and young people to learn healthy attitudes, as well as talk about any difficulties or worries they are having or have experienced. Current affairs (English curriculum) discussions can promote moral and ethical debate about personal issues stemming from current news.

Bullying in any of its forms is not tolerated in school and will be responded to quickly. The Headteacher (or senior teacher) will see any child/young person involved in bullying and appropriate measures will be taken to prevent this occurring again. Any sexual activity or relationships between pupils must be reported to the Designated Teacher and will be considered within a child protection context.

1.1 Child Protection Concerns Record Sheet

This sheet see Appendix 2, is used when a child protection/safeguarding concern does not require a referral, as decided by the designated and deputy designated Safeguarding Leads but does require that the information be shared with others (by the request of [hospital to advise], (Team Manager and Child Protection Lead) this form is not shared with the hospital social workers) in the Designated Safeguarding Lead role or equivalent in the child's "home" setting.

This form will be scrutinised by the Designated Safeguarding Lead or Designated deputy Safeguarding Lead(s) and stored in the Headteacher's locked drawer.

2. Safe practice in school

(a) Behaviour management – control and restraint

Policies and guidelines are in place (see page 2 – Related School Policies) for staff involved in behaviour management or control/restraint. All staff should be aware and adhere to these guidelines. All staff should receive the appropriate training in these areas. A morning handover assessment is carried out with each ward/service.

(b) The danger of malicious/misplaced allegations

Staff should take great care that they do not put themselves in a situation that could be misinterpreted by a child/young person or leave them open to an allegation to which they have no witness for support.

- Staff should not be alone with a child/young person if they cannot be readily observed by another member of staff. Individual work should take place in 'open' areas where possible. If not, doors or windows must give open access. Such individual work should only take place with children/young people if advised by hospital professionals and with agreement with members of the school's senior leadership team (SLT).

- Staff should not meet the children/young people outside of school-based activities unless agreed by the Headteacher or senior teacher.
- Physical contact with pupils is open to misinterpretation. It is often a normal and healthy part of working with young children (holding eg. a child's hand when crossing a road etc.) However, staff must be cautious about any physical contact with older children/young people. If it occurs, it must be appropriate and open to the scrutiny of other staff.
- Men are more readily seen as perpetrators of abuse than women. Male staff needs to be particularly rigorous in these aspects of their work.

TRAINING

All staff members will receive appropriate safeguarding and child protection training, including online safety, which is regularly updated. In addition, all staff members will receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. All newly recruited staff (teaching and non-teaching) and Governors will be apprised of this policy and will be required to attend relevant LA or Safeguarding Board training. In addition, all new staff and temporary staff will be required to attend an induction session with the Designated Safeguarding Lead or their deputy on their first day in the school.

The Designated Safeguarding Lead (and their Deputies) will attend the LA's dedicated induction course and then refresher training at least every two years. The designated safeguarding lead will also undertake Prevent awareness training and will be able to understand the unique risks associated with online safety. In addition to this formal training, their knowledge and skills will be refreshed (for example, 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. Designated staff will be encouraged to attend appropriate network meetings and to participate in the [multi-agency training programme](#) organised by the Southwark Safeguarding Children Board (SSCB).

RECRUITMENT

The Bethlem and Maudsley Hospital School is committed to the principles of safer recruitment and, as part of that, adopts recruitment procedures that help deter, reject and/or identify people who might abuse children. Safe recruitment processes are followed and all staff recruited to the school will be subject to appropriate identity, qualification and health checks. References will be verified and appropriate criminal record checks [Disclosure and Barring Service (DBS) checks], barred list checks and prohibition checks will be undertaken. The level of DBS check required, and whether a prohibition check is required, will depend on the role and duties of an applicant to work in the school, as outlined in Part three of the DfE guidance "[Keeping children safe in education](#)". We will also have regard to DfE's statutory guidance for schools about the employment of staff disqualified from

childcare "[Disqualification under the Childcare Act 2006](#)", which also contains information about 'disqualification by association'.

Relevant members of staff and governors who are involved in recruitment will undertake safer recruitment training. The school will ensure that at least one person on any appointment panel has undertaken safer recruitment training in line with staffing regulations.

This School will only use employment agencies which can demonstrate that they positively vet their supply staff and will report the misconduct of temporary or agency staff to the agency concerned and to the LA. Staff joining the School on a permanent or temporary basis will be given a copy of this policy. Staff joining the school on a permanent or temporary basis will be given a summary of this policy (appendix 3). All temporary staff are required to show the school photographic identification and an original enhanced DBS on their first day.

VOLUNTEERS

Any parent or other person/organisation engaged by the school to work in a voluntary capacity with pupils will be subject to all reasonable vetting procedures and Criminal Records Checks.

Under no circumstances a volunteer in respect of whom no checks have been obtained will be left unsupervised or allowed to work in regulated activity.

Volunteers who on an unsupervised basis teach or look after children regularly, or provide personal care on a one-off basis in our school are deemed to be in regulated activity. We will obtain an enhanced DBS certificate (which will include barred list information) for all volunteers who are new to working in regulated activity. Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information). However, we may conduct a repeat DBS check (which will include barred list information) on any such volunteer should we have any concerns.

The law has removed supervised volunteers from regulated activity. There is no legal requirement to obtain DBS certificate for volunteers who are not in regulated activity and who are supervised regularly and on ongoing day to day basis by a person who is in regulated activity, but an enhanced DBS check without a barred list check may be requested following a risk assessment.

Further information on checks on volunteers can be found in Part three of the DfE guidance "[Keeping children safe in education](#)".

Volunteers will be subject to the same code of conduct as paid employees of the school.

Voluntary sector groups that operate within this school or provide off-site services for our pupils or use school facilities will be expected to adhere to this policy or operate a policy which is compliant with the procedures adopted by the Southwark Safeguarding Children Board. Premises lettings and loans are subject to acceptance of this requirement.

SUPPLY OR TEMPORARY STAFF - INFORMATION

A two sheet appendix (appendix 3) will be supplied to all members of temporary or supply staff before working in the school. This will give a brief but effective overview of the

school's policy and whom to contact. Supply & temporary staff sign a log book to confirm that they have read the guidelines.

STAFF CODE OF CONDUCT (See also Section 2: Safe practice in school)

All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with pupils and their families. The Teachers' Standards 2012 state that all teachers, including headteachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties. Children will be treated with respect and dignity and no punishment, detention, restraint, sanctions or rewards are allowed outside of those detailed in the school's Behaviour Management Policy. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. Where incidents occur which might otherwise be misconstrued, or in the exceptional circumstances where it becomes necessary to physically restrain a pupil for their own protection or others' safety, this will be appropriately recorded and reported to the Headteacher and parents. Any physical restraint used will comply with DfE guidance "[Use of reasonable force in schools](#)".

Except in cases of emergency, first aid will only be administered by qualified First Aiders. If it is necessary for the child to remove clothing for first aid treatment, there will, wherever possible, be another adult present. If a child needs help with toileting or washing after soiling themselves, another adult should be present or within earshot. All first aid treatment and non-routine changing or personal care will be recorded and shared with parents/carers at the earliest opportunity.

Children requiring regular medication or therapies for long-term medical conditions will be made the subject of a Medical Plan that has been agreed with the parents and the hospital.

For their own and pupils' safety and protection, staff should always plan to be working with pupils with at least one other member of staff. The same applies to working professionals as well. Other than in formal teaching situations; for example during musical instrument tuition, the door to the room in which the 1:1 coaching, counselling or meeting is taking place should be left open. Where this is not practicable because of the need for confidentiality, another member of staff will be asked to maintain a presence nearby and a record will be kept of the circumstances of the meeting. All rooms that are used for the teaching or counselling of pupils will have clear and unobstructed glass panels in the doors.

School staff should also be alert to the possible risks that might arise from social contact with pupils outside of the school. Home visits to pupils or private tuition of pupils should only take place with the knowledge and approval of the Headteacher. Visits/telephone calls by pupils to the homes of staff members should never occur. Any unplanned contact of this nature or suspected infatuations or "crushes" will be reported to the Headteacher. Staff supervising off-site activities or school journeys will be provided with school mobile phones as a point of contact for parents, carers and the hospital

Staff will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body. Staff will only use the approved school email, school learning platform or other school approved communication systems with pupils or parents/carers and only communicate with them on appropriate school business and will not disclose their personal telephone numbers and

email addresses to pupils or parents/carers. Staff will not use personal cameras (digital or otherwise) or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home, whilst respecting the decision of pupils/parents who do not wish for photos/videos to be taken.

Staff should be aware of the school's whistle-blowing procedures and share immediately any disclosure or concern that relates to a member of staff with the Headteacher or one of the Designated Safeguarding Leads if the Headteacher is not available and nothing should be said to the colleague involved. It should be shared with the Chair of Governors if it relates to the Headteacher.

Where teaching or meetings take place on the child's ward, or on an adult ward, school staff will request the presence of a member of the ward staff having consulted with their line manager in school and with the ward management before planning to meet or work with the child in a separate room. The function of the consultation, both with the school line manager and with the ward management, is to ensure that a fuller account of any potential risks has been considered. Where the school line management defines the risk as too great as to involve a member of the school staff in meeting the child in a one-to-one session, this will determine whether or not the member of staff sees the child, even when the ward management may consider there to be negligible risk.

CONTRACTORS

Building contractors who are engaged by or on behalf of the school to undertake works on site will be made aware of this policy and the reasons for this. Long-term contractors who work regularly in the school during term time will be asked to provide their consent for DBS checks to be undertaken. These checks will be undertaken when individual risk assessments by the Leadership Team deem this to be appropriate. During major works, when large numbers of workers and sub-contractors may be on site during term time, Health and Safety risk assessments will include the potential for contractors or their employees to have direct access to pupils in non-teaching sessions. All contractors and sub-contractors will be issued with copies of the school's code of conduct for staff.

Individuals and organisations that are contracted by the school to work with or provide services to pupils will be expected to adhere to this policy and their compliance will be monitored. Any such contractors will be subject to the appropriate level of DBS check, if any such check is required (for example because the contractor is carrying out teaching or providing some type of care for or supervision of children regularly). Contractors for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children. Under no circumstances we will allow a contractor in respect of whom no checks have been obtained to work unsupervised, or engage in regulated activity. We will determine the appropriate level of supervision depending on the circumstances.

We will always check the identity of contractors and their staff on arrival at the school.

Where contractors are engaged by the Hospital Trust on works either within the school or adjacent to it, there will be an expectation that the Trust will make the school aware of these works beforehand and that they will confirm that such practices as outlined above will have been carried out by the Trust. This will avoid duplication of checks. However, if the work involves the staff being within the school buildings, then a copy of appendix 3 -

`Safeguarding children at the Bethlem & Maudsley Hospital School` - will be given to each person working.

COMPLAINTS/ALLEGATIONS MADE AGAINST STAFF

The Bethlem and Maudsley Hospital School takes seriously all complaints made against members of staff. Procedures are in place for pupils, parents and staff to share any concern that they may have about the actions of any member staff or volunteer. All such complaints will be brought immediately to the attention of the Headteacher or one of the Designated Safeguarding Leads if the Headteacher is not available and nothing should be said to the colleague involved. In cases where the Headteacher is the subject of the allegation or concern, they will be reported to the Chair of Governors, in order that they may activate the appropriate procedures. These procedures are used in respect of all cases in which it is alleged that a teacher or member of staff (including volunteers) in a school or college that provides education for children under 18 years of age has:

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

The Local Authority's Designated Officer(s) (DO) should be informed of all allegations that come to a school's attention and appear to meet the criteria. Contact can also be made with LA's Schools Safeguarding Coordinator who will liaise with the DO. Many cases may well either not meet the criteria set out above, or may do so without warranting consideration of either a police investigation or enquiries by local authority children's social care services. In these cases, local arrangements will be followed to resolve cases without delay.

Some rare allegations will be so serious they will require immediate intervention by children's social care services and/or police. In such cases, referral to the DO will lead to a Strategy Meeting or Discussion being held in accordance with the DfE guidance and London SCB procedures. This process will agree upon the appropriate course of action and the time-scale for investigations.

The school has a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. Referrals will be made as soon as possible after the resignation or removal of the individual.

The full procedures about dealing with allegations of abuse made against teachers and other staff can be found in Part Four of the DfE guidance "[Keeping children safe in education](#)".

Useful contacts

For the Maudsley site:

The LA's DO is: Eva Simcock 020 7525 0689

There is also a duty system and one of the CP Coordinators in Quality Assurance Unit is on duty each day to deal with DO issues when DO is unavailable. Duty telephone number for enquiries/referrals is 020 7525 3297

The LA's Strategic Lead Officer for safeguarding in education services is: the Director of Education Nina Dohel 020 7525 3252

The LA's Deputy in education services is: the EHS Duty Manager 020 7525 3893

The LA's Schools Safeguarding Coordinator is: Apo ÇAĞIRICI 020 7525 2715

EHS Duty Officer (Education): 020 7525 2714

We also note the ['Safeguarding information for professionals and the community in Southwark'](#) on Southwark Council's website.

Schools Human Resources: www.southwark.gov.uk/schoolshr

For the Bethlem site:

The Bromley Safeguarding Children Board's contact details are below together with relevant personnel:

Address: Bromley Civic Centre, Stockwell Close, Bromley, BR1 3UH.

Tel. no: 020 8461 7816.

MASH Team, 020 8461 7373, 7379 or 7026

Sadie McClue – Head of Nursing and Safeguarding (Designated Nurse Safeguarding Children) (01689 866332)

Kerry Davies/Joanna Gambhir, Business Manager 020 8461 7041

The Chair of Governors is: Mickey Kelly (Tel: 07702809336)

The Vice Chair is: Marie Powell (Tel: Tel: 07795 180981)

The full procedures about dealing with allegation of abuse made against teachers and other staff can be found in Part four of the DfE guidance "Keeping children safe in Education"- (["Keeping children safe in education"](#))

RECORDS

Brief and accurate written notes will be kept of all incidents and child protection or child in need concerns relating to individual pupils. These notes are significant especially if the incident or the concern does not lead to a referral to other agencies. This information may be shared directly with other agencies as appropriate. All contact with parents and external agencies will be logged and these will be kept as CP records. The school will take into account the views and wishes of the child who is the subject of the concern but staff will be alert to the dangers of colluding with dangerous “secrets”.

Child protection records are not open to pupils or parents. All CP records are kept securely by the Designated Safeguarding Lead and separately from educational records. They may only be accessed by the Designated Safeguarding Lead, their Deputies and the senior managers of the school.

The content of Child Protection Conference or Review reports prepared by the school will follow the headings recommended by Children’s Services and will, wherever possible, be shared with the parents/carer in advance of the meeting.

Child Protection records will be sent to receiving schools separately where appropriate and under a confidential cover when pupils leave the school, ensuring secure transit and a confirmation of receipt will be obtained.

In addition to the child protection file, the DSL will also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse and have that support in place for when the child arrives.

When we receive child protection records from other schools, we will ensure key staff such as the DSL and DDSLs are aware as required.

If a pupil is withdrawn from the school all efforts will be made to identify any new address and the school to which they are being admitted and to ensure that their educational records are sent without delay to the child’s new school. If the parent/carer fails to provide this information, an urgent referral will be made to the child’s L.A. in order that they might make further enquiries.

A child’s name will only be removed from any School’s Admissions Register in accordance with the [Pupil Registration Regulations](#) or with the authorisation of a Team Manager in the Family Early Help Service.

SAFETY IN THE SCHOOL

No internal doors to classrooms will be locked whilst pupils are present in these areas, except where it is considered there is a greater risk from an external threat. Where doors will be locked in these circumstances, this will only be done for the duration that the threat is perceived.

Entry to school premises will be controlled by doors that are secured physically or by constant staff supervision or video surveillance. Authorised visitors to the school will be recorded on their entry and exit to the premises. Unidentified visitors will be challenged by

staff or reported to the Headteacher or school office. Carelessness in closing any controlled entrance will be challenged.

The presence of intruders and suspicious strangers seen loitering near the school or approaching pupils, will be reported to the adjacent hospital wards and the hospital porters (tel. no. 020 3228 4550) at the Bethlem site and (tel. 020 3228 2135) at the Maudsley Site. Parents, carers or relatives may not take still or video photographic images of pupils in school or on school-organised activities. Images taken must be for private use only. Recording and/or photographing other than for private use would require the consent of the other parents whose children may be captured on film. Without this consent the Data Protection legislation would be breached. If parents do not wish their children to be photographed or filmed and express this view in writing, their rights will be respected.

CURRICULUM

The Bethlem and Maudsley Hospital School acknowledges the important role that the curriculum can play in the prevention of abuse and in the preparation of our pupils for the responsibilities of adult life and citizenship. It is expected that all teachers and SLT members will consider the opportunities that exist in their area of responsibility for promoting the welfare and safety of pupils. As appropriate, the curriculum will be used to build resilience, help pupils to keep safe and to know how to ask for help if their safety is threatened. As part of developing a healthy, safer lifestyle, pupils will be taught, for example:

- to recognise and manage risks in different situations and then decide how to behave responsibly;
- to judge what kinds of physical contact are acceptable and unacceptable;
- to recognise when pressure from others (including people they know) threatens their personal safety and well-being; including knowing when and where to get help;
- to use assertiveness techniques to resist unhelpful pressure;
- emotional literacy.

All computer equipment and internet access within the School will be subject to appropriate “parental controls” and Internet safety rules in line with our Anti-bullying policy and on-line safety procedures in relation to cyber-bullying policy.

HEALTHY SCHOOLS

The Bethlem and Maudsley Hospital School will work with partners to promote a whole healthy school approach and achieving the “Healthy School London” status – including a focus on the curriculum with the aim of:

- Developing a school ethos, culture, spiritual, moral, social and cultural (SMSC) development provision and environment which encourages a healthy lifestyle for all pupils, including the vulnerable;
- Using the full capacity and flexibility of the curriculum to help pupils to be safe and healthy;
- Ensuring that food and drink available across the school day reinforce the healthy lifestyle message;
- Providing high quality PSHE including sex and relationship education (SRE) as part of Personal Development

- Providing high quality Physical Education (PE) and sport to promote physical activity;
- Promoting an understanding of the full range of issues and behaviours which impact upon lifelong health and wellbeing, including emotional wellbeing and mental health;
- Working in partnerships with parents/carers, local communities, external agencies and volunteers to support health and wellbeing of all pupils including the vulnerable.

WORKING IN PARTNERSHIP WITH PARENTS

It is our policy to work in partnership with parents or carers to secure the best outcomes for our children. We will therefore communicate as clearly as possible about the aims of this school.

- We will use clear statements in our brochures and correspondence.
- We will liaise with agencies in the statutory, voluntary and community sectors that are active in supporting families.
- We will be alert to the needs of parents/carers who do not have English as their first language.
- We will make available a copy of this policy to any parent who requests it. The policy will also be available through the school's web site.
- We will keep parents informed as and when appropriate.
-

THE ROLE OF THE GOVERNING BODY

The Governing Body will ensure that they comply with their duties under legislation and that the policies, procedures and training in the school are effective and comply with the law at all times. Governors are expected to receive appropriate training on safeguarding at induction that is updated regularly. In addition, they should receive information on safeguarding and child protection at least annually so that they can demonstrate knowledge of their responsibilities relating to the protection of children, young people and vulnerable adults.

The Governing Body will ensure that the school contributes to inter-agency working in line with statutory guidance "[*Working Together to Safeguard Children*](#)" and that the school's safeguarding arrangements take into account the procedures and practice of the local authority as part of the inter-agency safeguarding procedures set up by the SSCB.

The Governing Body has formally adopted this policy and will review its contents annually or sooner if any legislative or regulatory changes are notified to it by the designated governor or the headteacher.

The Governing Body has nominated Marie Powell as a lead to take leadership responsibility for the school's safeguarding arrangements.

Concerns about and allegations of abuse made against the headteacher will be referred to the chair of governors who will liaise with the LA's designated officer (DO) and partner

agencies and will attend any strategy meetings called in respect of such an allegation against the headteacher.

As a good practice, the headteacher will provide termly/annual report to the Governing Body outlining details of any safeguarding issues that have arisen during the term/year and the outcome of any cases identified. These reports will respect all issues of confidentiality and will not therefore identify any person(s) by name.

Also as a good practice, the nominated governor will meet on a regular basis with the Designated Safeguarding Lead to monitor the school's safeguarding arrangements and both the volume and progress of cases where a concern has been raised to ensure that the school is meeting its duties in respect of safeguarding.

MONITORING AND EVALUATION

The governing body will monitor the safeguarding arrangements in the school to ensure that these arrangements are having a positive impact on the safety and welfare of children. This will be evaluated on the basis of evidence of:

- The extent to which a positive culture and ethos is created where safeguarding is an important part of everyday life in the school, backed up by training at every level
- The content, application and effectiveness of safeguarding policies and procedures, and safer recruitment and vetting processes
- The quality of safeguarding practice, including evidence that staff are aware of the signs that children may be at risk of harm either within the setting or in the family or wider community outside the setting
- The timeliness of response to any safeguarding concerns that are raised
- The quality of work to support multi-agency plans around the child.

COMPLAINTS

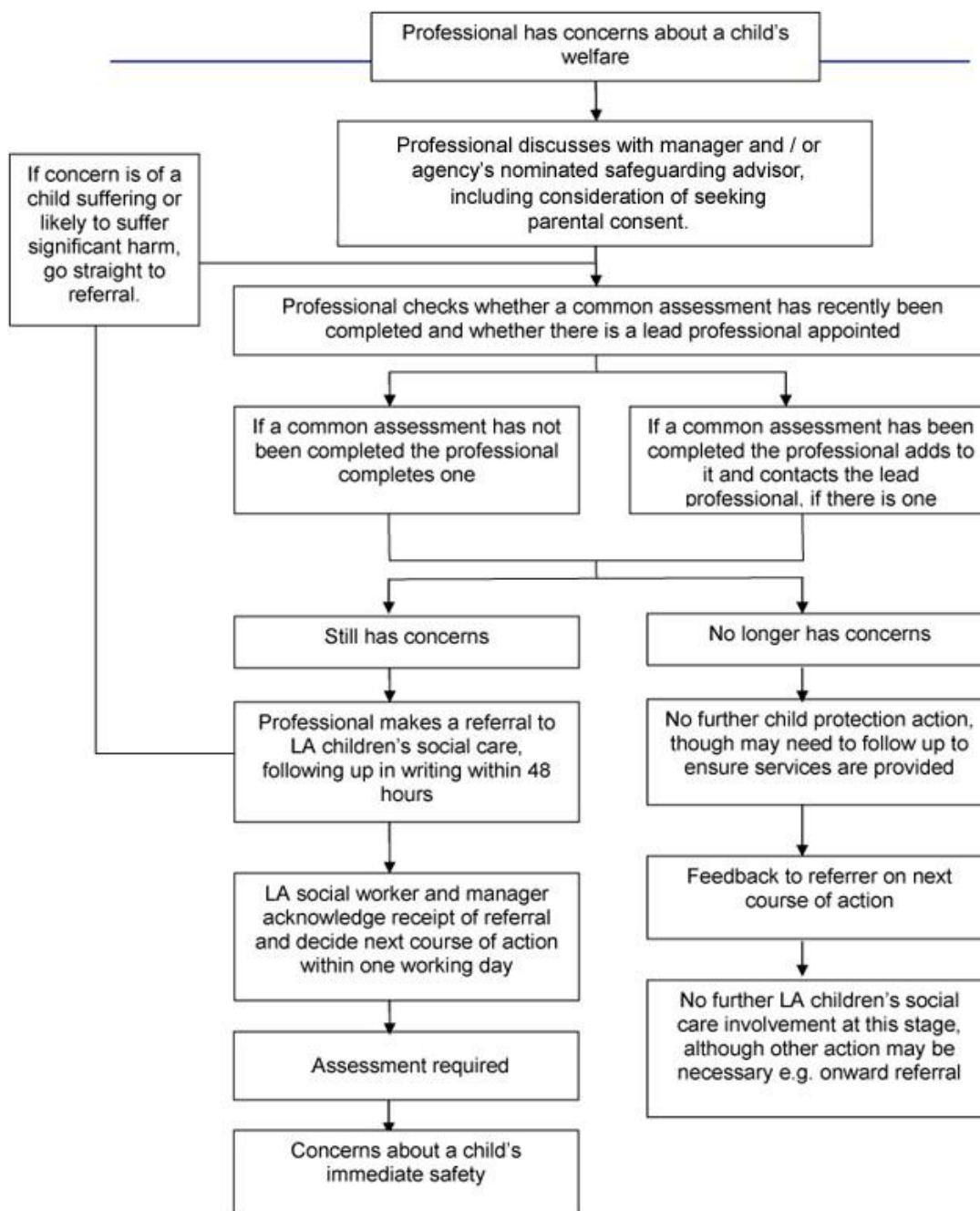
All complaints arising from the operation of this policy will be considered under the school's complaint procedure, with reference to the LA's Strategic Lead Officer for safeguarding in education services as necessary.

Jl

September 2018

APPENDIX 1

4.3.6 SLAM Referral Flowchart – September 2015



APPENDIX 2**Bethlem and Maudsley Hospital School
Child Protection Concerns Record Sheet**

(This sheet is intended to provide information that is of concern but does not constitute a Child Protection Referral. It may be passed to the Designated Persons in the pupil's school/college on leaving our school.)

This form will only be used:

With Southwark schools, once it has been established with the designated person that they are aware of its existence and purpose.

The form will not be used to exchange information within the Hospital.

Any use to hand over information outside Southwark schools will be done once it is established that the status of this information does not constitute a referral.

Name of Child:

DoB:

NC Year Group:

Name and designation of person raising the concern:

Description of concern:

Action taken:

Decision:

Name of DSL/DDSL at Bethlem and Maudsley Hospital School:

Signed:

Date:

This record sheet does not form part of the child's school records. It will be retained by the DSL and filed securely and may be forwarded to the DSL in any receiving school separately and under a confidential cover when the child leaves the school.

APPENDIX 3

SAFEGUARDING CHILDREN AND MAINTAINING CONFIDENTIALITY AT THE BETHLEM AND MAUDSLEY HOSPITAL SCHOOL

(To be handed to all supply and temporary staff before starting work with children)

Everyone at the Bethlem and Maudsley Hospital School works together to ensure that children and young people are kept safe by contributing to:

- providing a safe environment for children and young people to learn; and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and at the school.
- all information about pupils remains confidential and stays within school

Guidelines for Staff

If you think a child or young person at the Bethlem and Maudsley Hospital School is in need because they are suffering or likely to suffer significant harm, you **MUST** do the following:

1. Make a note of what you have seen or been told.
2. Don't make assumptions – keep an open mind.
3. Don't ask any leading questions and don't cross-examine the child. Only ask simple and open questions – Who? What? Where? When? etc.
4. Don't physically examine the child (other than in an emergency when no first aider is available).
5. NEVER promise to keep "secrets". Explain that you can listen to them, but make it clear that if you perceive that they are in any danger of harm then you will have to seek advice because you have a duty to protect children and young people. Reassure them that they can be helped and kept safe.
6. Maintain confidentiality for the child or young person. It is normally the role of the Designated Safeguarding Lead to ring home or contact Children's Social Care services.
7. If you recognise a child whom you know, either professionally or personally, you will tell a senior member of staff.
8. Be discreet – do or say nothing that may place the child or yourself at risk.
9. Act quickly and share the information with your Designated and/or Deputy Designated Lead for Safeguarding at the Bethlem and Maudsley Hospital School. They are:

DESIGNATED SAFEGUARDING LEAD: JOHN IVENS - Headteacher

DEPUTY DESIGNATED SAFEGUARDING LEAD: MAARTEN CROMMELIN (Deputy Headteacher)

DEPUTY DESIGNATED SAFEGUARDING LEAD: PHILIPPA LEVY (Assistant Headteacher)

DEPUTY DESIGNATED SAFEGUARDING LEAD: PETRA WOODFORD (Assistant Headteacher)

DEPUTY DESIGNATED SAFEGUARDING LEAD: BEN HUGHES (Teacher)

DEPUTY DESIGNATED SAFEGUARDING LEAD: LYNDA POYROO (Senior Administration Officer)

DEPUTY DESIGNATED SAFEGUARDING LEAD: WENDY CROXTON (Senior Administration Officer)

DEPUTY DESIGNATED SAFEGUARDING LEAD: SANDRA PERERA (I.T. Network Manager)

DEPUTY DESIGNATED SAFEGUARDING LEAD: RUTH MUMFORD (Teaching Assistant)

10. If the Designated Safeguarding Lead is unavailable Maarten Crommelin (Deputy Designated Safeguarding Lead, Deputy Headteacher) should be contacted. If neither are available and you are extremely concerned about the safety of a child, then contact any the other Deputy Designated Safeguarding Leads, Philippa Levy (Assistant Headteacher), Petra Woodford, (Assistant Headteacher) Ben Hughes (Teacher), Lynda Poyroo (Senior Administration Officer), Wendy Croxton (Senior Administration Officer) or Ruth Mumford (Teaching Assistant).
11. If the disclosure or your concern relates to a member of staff, this must as soon as possible be shared with the Headteacher or one of the Deputy Designated Safeguarding Leads if the Headteacher is unavailable, nothing should be said to the colleague involved.

If you are in any kind of doubt about procedures for safeguarding children, then please see John Ivens straight away. Please see the Deputy Designated Safeguarding Leads if the concerns relate to the Headteacher.

KNOW YOUR PROCEDURES – THEY ARE YOUR BOUNDARIES. THEY ARE THERE TO PROTECT YOU AS MUCH AS TO PROTECT CHILDREN.

The school's safeguarding policy contains more detailed information about safeguarding children and can be accessed in the school office or online in the school's `S` drive under whole school data/policies. All staff and volunteers should protect themselves by following the school's code of conduct for staff. Safe professional practice is vital for ensuring that they do not place themselves at risk.

APPENDIX 4

Types of child abuse and neglect

Abuse: 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. They may be abused by an adult or adults or another child or children.

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 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. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

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 (including via the internet). 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 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. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between children outside the school or college. All staff, but

especially the DSL and DDSLs will be considering the context within which such incidents and/or behaviours occur. This is known as [Contextual Safeguarding](#), which simply means 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.

In addition to these types of abuse and neglect, members of staff will also be alert to following specific safeguarding issues:

Child Sexual Exploitation (CSE)

CSE is a type of sexual abuse in which children are sexually exploited for money, power or status. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online. Some indicators of children being sexually exploited are: going missing for periods of time or regularly coming home late; regularly missing school or education or not taking part in education; appearing with unexplained gifts or new possessions; associating with other young people involved in exploitation; having older boyfriends or girlfriends; suffering from sexually transmitted infections; mood swings or changes in emotional wellbeing; drug and alcohol misuse and displaying inappropriate sexualised behaviour. A child under the age of 13 is not legally capable of consenting to sex (it is statutory rape) or any other type of sexual touching. Sexual activity with a child under 16 is also an offence. It is an offence for a person to have a sexual relationship with a 16 or 17 year old if that person holds a position of trust or authority in relation to the young person. Non consensual sex is rape whatever the age of the victim. If the victim is incapacitated through drink or drugs, or the victim or his or her family has been subject to violence or the threat of it, they cannot be considered to have given true consent and therefore offences may have been committed. Child sexual exploitation is therefore potentially a child protection issue for all children under the age of 18.

Where it comes to our notice that a child under the age of 13 is, or may be, sexually active, whether or not they are a pupil of this school, this will result in an immediate referral to Children's Services. In the case of a young person between the ages of 13 and 16, an individual risk assessment will be conducted in accordance with the [London Child Protection Procedures](#). This will determine how and when information will be shared with parents and the investigating agencies.

'Sexting'

Creating and sharing sexual photos and videos of under-18s is illegal. Sharing youth produced sexual imagery, which is commonly known as 'sexting' covers the incidents where

- A person under the age of 18 creates and shares sexual imagery of themselves with a peer under the age of 18
- A person under the age of 18 shares sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult
- A person under the age of 18 is in possession of sexual imagery created by another person under the age of 18.

When such an incident involving youth produced sexual imagery comes to a member of staff's attention, this will be shared with the designated safeguarding lead with a view to referring to appropriate agencies following the referral procedures. Further information and advice on youth produced sexual imagery is available in the non-statutory guidance produced by the UK Council for Child Internet Safety (UKCCIS) '[Sexting in schools and colleges](#)'. **Peer on peer abuse**

Children are capable of abusing their peers. This can take different forms, such as physical abuse (such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; violence, particularly pre-planned, forcing other children to use drugs or alcohol, initiation/hazing type violence and rituals), emotional abuse (blackmail or extortion, threats and intimidation) sexual violence and sexual harassment; sexting, sexual abuse (indecent exposure, indecent touching or serious sexual assaults, forcing other children to watch pornography or take part in sexting) and sexual exploitation (encouraging other children to engage in inappropriate sexual behaviour, having an older boyfriend/girlfriend, associating with unknown adults or other sexually exploited children, staying out overnight, photographing or videoing other children performing indecent acts). Although it is more likely that girls will be victims and boys perpetrators, all peer on peer abuse is unacceptable and will be taken seriously. We do not tolerate these or pass them off as "banter", "just having a laugh" or "part of growing up".

The school has a strong commitment to an anti-bullying policy and will consider all coercive acts and peer on peer abuse within a Child Protection context. We recognise that some pupils will sometimes negatively affect the learning and wellbeing of other pupils and their behaviour will be dealt with under the school's behaviour policy. As a school, we will minimise the risk of allegations against other pupils by providing a developmentally appropriate PSHE syllabus which develops pupils' understanding of acceptable behaviour and keeping themselves safe, having systems in place for any pupil to raise concerns with staff, knowing that they will be listened to, believed and valued, delivering targeted work on assertiveness and keeping safe to those pupils identified as being at risk, developing robust risk assessments and providing targeted work for pupils identified as being a potential risk to other pupils. Any possible peer on peer abuse case will be shared with the DSL with a view to referring to appropriate agencies following the referral procedures.

Sexual violence and sexual harassment between children

Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. It can occur online and offline (both physically and verbally). It is more likely that girls will be the victims of sexual violence and sexual harassment and more likely it will be perpetrated by boys. Children who are victims of sexual violence and sexual harassment will find the experience stressful and distressing. This will affect their educational attainment. Staff will share any concerns about or knowledge of such incidents immediately with the DSL with a view to ensuring that support systems are in place for victims (and alleged perpetrators). We take these incidents seriously and ensure that victims are protected, offered appropriate support and every effort is made to ensure their education is not disrupted. Where necessary, we will work with relevant external agencies to address the issue, which may include a referral to MASH and reporting to the

Police. Further information is available in ‘Part 5: Child on child sexual violence and sexual harassment’ of DfE guidance “[Keeping children safe in education](#)”.

So-called ‘honour-based’ violence (HBV)

HBV includes 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 HBV are abuse (regardless of the motivation) and will be handled and escalated as such. If members of staff have a concern about or knowledge of a child that might be at risk of HBV or who has suffered from HBV, they will share it immediately with the DSL with a view to referring to appropriate agencies.

Female Genital Mutilation (FGM)

FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother; and/or death.

FGM is a deeply embedded social norm, practised by families for a variety of complex reasons. It is often thought to be essential for a girl to become a proper woman, and to be marriageable. The practice is not required by any religion.

FGM is an unacceptable practice for which there is no justification. It is child abuse and a form of violence against women and girls.

FGM is prevalent in 30 countries and is a deeply rooted practice, widely carried out mainly among specific ethnic populations in Africa and parts of the Middle East and Asia. While FGM is concentrated in countries around the Atlantic coast to the Horn of Africa, in areas of the Middle East like Iraq and Yemen, it has also been documented in communities in Colombia, Iran, Israel, Oman, The United Arab Emirates, The Occupied Palestinian Territories, India, Indonesia, Malaysia, Pakistan and Saudi Arabia. It has also been identified in parts of Europe, North America and Australia.

FGM is illegal in the UK. It is estimated that approximately 60,000 girls aged 0-14 were born in England and Wales to mothers who had undergone FGM and approximately 103,000 women aged 15-49 and approximately 24,000 women aged 50 and over who have migrated to England and Wales are living with the consequences of FGM. In addition, approximately 10,000 girls aged under 15 who have migrated to England and Wales are likely to have undergone FGM.

We note a new duty that was introduced on 31 October 2015 that requires teachers, which includes qualified teachers or persons who are employed or engaged to carry out teaching work in schools and other institutions to report ‘known’ cases of FGM in girls aged under 18 to the police. The duty applies to any teacher who is employed or engaged to carry out ‘teaching work’, whether or not they have qualified teacher status, in maintained schools, academies, free schools, independent schools, non-maintained special schools, sixth form colleges, 16-19 academies, relevant youth accommodation or children’s homes in England. The duty does not apply in relation to suspected cases – it is limited to ‘known’ cases’ (i.e.

those which are visually identified or disclosed to a professional by the victim). The duty does not apply in cases where the woman is over 18 at the time of the disclosure/discovery of FGM (even if she was under 18 when the FGM was carried out). Further information on this duty can be found in the document "[Mandatory Reporting of Female Genital Mutilation – procedural information](#)".

Preventing Radicalisation

The Counter-Terrorism and Security Act 2015 places a duty on specified authorities, including local authorities and childcare, education and other children's services providers, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism ("the Prevent duty"). Young people can be exposed to extremist influences or prejudiced views, in particular those via the internet and other social media. Schools can help to protect children from extremist and violent views in the same ways that they help to safeguard children from drugs, gang violence or alcohol.

Examples of the ways in which people can be vulnerable to radicalisation and the indicators that might suggest that an individual might be vulnerable:

- Example indicators that an individual is engaged with an extremist group, cause or ideology include: spending increasing time in the company of other suspected extremists; changing their style of dress or personal appearance to accord with the group; their day-to-day behaviour becoming increasingly centred around an extremist ideology, group or cause; loss of interest in other friends and activities not associated with the extremist ideology, group or cause; possession of material or symbols associated with an extremist cause (e.g. the swastika for far right groups); attempts to recruit others to the group/cause/ideology; or communications with others that suggest identification with a group/cause/ideology.
- Example indicators that an individual has an intention to use violence or other illegal means include: clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills; using insulting or derogatory names or labels for another group; speaking about the imminence of harm from the other group and the importance of action now; expressing attitudes that justify offending on behalf of the group, cause or ideology; condoning or supporting violence or harm towards others; or plotting or conspiring with others.
- Example indicators that an individual is capable of contributing directly or indirectly to an act of terrorism include: having a history of violence; being criminally versatile and using criminal networks to support extremist goals; having occupational skills that can enable acts of terrorism (such as civil engineering, pharmacology or construction); or having technical expertise that can be deployed (e.g. IT skills, knowledge of chemicals, military training or survival skills).

The examples above are not exhaustive and vulnerability may manifest itself in other ways. There is no single route to terrorism nor is there a simple profile of those who become involved. For this reason, any attempt to derive a 'profile' can be misleading. It must not be assumed that these characteristics and experiences will necessarily lead to individuals becoming terrorists, or that these indicators are the only source of information required to make an appropriate assessment about vulnerability.

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 that uses existing collaboration between local authorities, the police, statutory partners (such as the education sector, social services, children's and youth services and offender management services) and the local community.

We will refer children at risk of harm as a result of involvement or potential involvement in extremist activity to Southwark Multi Agency Safeguarding Hub ([MASH](#)). The MASH will share the referral details of new referrals with the Prevent lead police officer and LA Prevent coordinator at the point the referral is received. The referral will then be processed through the MASH multi agency information sharing system and parallel to this the Prevent police officer will be carrying out initial screening checks. The Prevent police officer will make a referral to the Channel Practitioner if there are sufficient concerns.

Private Fostering

Private fostering is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or a 'close relative'. This is a private arrangement made between a parent and a carer, for 28 days or more. Close relatives are defined as step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or by marriage). Great grandparents, great aunts, great uncles and cousins are not regarded as close relatives.

The law requires that Southwark Council or the child's home L.A. to be notified if anyone is looking after someone else's child for 28 days or more. The purpose of the council's involvement is to support the child and private foster family (and wherever possible the biological parent/s) with any issues arising. These may be practical issues such as benefits, housing, immigration or emotional issues such as keeping contact with biological family, maintaining cultural identity.

If we become aware of a child in a private fostering arrangement within Southwark, we will notify the council's Multi Agency Safeguarding Hub ([MASH](#)) by emailing MASH@southwark.gov.uk or calling **020 7525 1921**. Advice about whether there is a need to notify the council, can be obtained by calling **07539 346808** or sending an email to privatefosteringadvice@southwark.gov.uk.