



Northbourne Park School(includingEYFS)
Safeguarding and Child Protection Policy and Procedures.

Author	Date	Frequency of Review	Review Date	References	Agreed by
EWB	12.9.12	1 year	09.14	New Dover Duty Team contacts	HM
JAJ	1.12.12	1 year	12.14	Terminology change from CRB to DBS	HM
EWB	3.5.13	1 year	05.15	Change of contact telephone nos.	HM
EWB	6.6.13	1 year	6.6.14	Responses to recommendations from ISI. Change to Review Dates.	HM
EWB	15.10.13	1 year	15.10.14	DCPC Training updates. Change DCPC to DCPC	HM
EWB	1.6.14	1 year	1.6.15	NEW DfE guidance: KCSIE	HM
EWB	6.9.14	1 year	9.15	Governor Review - RM	HM, ED Comm
EWB	13.10.14	1 year	09.15	Added Appendix A and B of contact details.	HM
EWB	10.11.14	1 year	09.15	Changed LADO details	HM
EWB	20.5.15	ANNUAL	09.15		
SR	18.10.15	Annual	09.16	Annual review of policy and procedure	HM
SR	01.02.16	Annual	09.16	Update contact list	HM
SR	17/05/16	Annual	10.16	Governor Review – S. Aiyagari	HM
SR	05/09/16	Annual	09/17	KCSIE September 2016 update	HM
SR	10/01/17	Annual	09/17	Early Help and Preventative Services reference	HM
SR	09/05/17	Annual	09/17	Inclusion of LADO contact details	HM
SR	09/18	Annual	09/19	KCSIE update and contact list	HM
SR	09/19	Annual	09/20	KCSIE September 2019 update	Governors
SR	09/20	Annual	09/21	KCSIE September 2020 update	Governors

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1. A Statement of Principles for the School including the Pre-Prep, EYFS and boarding.

The *NPS Safeguarding and Child Protection Policy and Procedures* is based on and in accordance with Kent inter-agency procedures and the following documentation:

- Children Act (1989)
- Working Together to Safeguard Children (2018)
- Safeguarding Children and Safer Recruitment in Education (2007) (SCSRE)
- Early Years Inspection Handbook, Ofsted (2019)
- Dealing with Allegations of Abuse against Teachers and Other Staff (2016)
(Associated guidance to replace chapter 5 of SCSRE)
- Keeping Children Safe in Education (2020)
- CHANNEL Duty guidance, HM Government (2015)
- Prevent Duty guidance for England and Wales, HM Government (Updated April 2019)
- Counter Terrorism and Security Act (2015)
- Mandatory Reporting of Female Genital Mutilation – procedural information, HM Government (Updated December 2016)
- Guidance for safer working practice for those working with children and young people in education setting, Safer Recruitment Consortium (May 2019)
- Commitment to Care Charter, BSA, September 2017
- Early Help and Preventative Services (Three Year Plan 2015 – 2018)
- Teaching Online Safety in Schools, DfE, June 2019

Working Together to Safeguard Children 2018 clarifies that the guidance applies in its entirety to all schools, including independent schools, academies and free schools, all of whom have duties in relation to safeguarding and promoting the welfare of pupils, consistent with *Keeping Children Safe in Education*. The school adopts a child centred and coordinated approach to safeguarding where everyone should consider at all times what is in the best interests of the child.

Safeguarding and promoting the welfare of children is defined as:

- protecting children 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;
- taking action to enable all children to have the best outcomes.

(September 2020)

The *NPS Safeguarding and Child Protection Policy and Procedures* cover the following areas:

1. The School's policy and procedures for dealing with concerns about a child, in accordance with locally agreed inter-agency procedures.
2. The School's arrangements for handling allegations of abuse against members of staff, volunteers and the Headmaster.
3. The designation of at least one member of staff with 'status and authority' to take responsibility for Child Protection matters.
4. The training of the designated person, staff, volunteers and the Headmaster.
5. Arrangements for reviewing the School's *Safeguarding and Child Protection Policy and Procedures* and of the efficiency with which the related duties have been discharged, including swift remediation of deficiencies.
6. The operation of safer recruitment procedures.
7. The 2020 policy update also recognizes the link between mental health and safeguarding. See section 23 for further details.

Covid-19

Since March 2020 the school has followed the UK Government's advice on how to reduce the risk of infection from Covid-19. The school continues to follow government advice and also recognizes the importance of Safeguarding of all of the children during the pandemic whether they are at home or at school. This includes considering the mental and physical health of the children and the staff. Mental and Physical Health training and the Mental Health policy explain how the school seeks to solve any issues that may arise. In addition the Headmaster has drawn up a safeguarding policy to cover online learning, mental health and school closure due to a virus pandemic. This policy runs in conjunction with the main Safeguarding and Child Protection Policy (this document).

2. Statement of Intent

The School will safeguard and promote the welfare of children who are pupils at the School, in compliance with DFE Guidance *Keeping Children Safe in Education (2019) (KCSIE)* and in particular with DFE Standard 3 (2)(b) and according to NMS and EYFS requirements. This includes DBS checks and compliance with Independent School Standards Regulations. It also includes referring to the Teaching Online Safety in Schools document (Dfe, June 2019) when teaching online safety to the children.

The School's policy for Safeguarding and Child Protection applies to all staff and governors, to any volunteers working in the School, and to agents employed indirectly by the School (e.g. employees of other companies working on site).

To ensure a proactive approach to safeguarding the school delivers a scheme of work to cover relationships education, relationships & sex education **and** health education.

3. Contact Details

If you are concerned about a child, you should contact,

Northbourne Park's Designated Child Protection Co-ordinator (DCPC):

Sebastian Rees, Headmaster

Telephone: 01304 611215

Home: 01304 620249

The Deputy Designated Child Protection Co-ordinator is **Dale Spencer**, the Deputy Head of the School. In the absence of the DCPC, the Deputy will oversee and investigate any safeguarding issues. Safeguarding issues in the Pre-Prep can be raised initially with Gillian Rees, Head of Pre-Prep, who will pass it on directly to the DCPC.

The Local Authority Designated Officer (LADO) Team deals with allegations against people who work within the children's workforce.

The contact number for the Team is: 03000 410888

or email: kentchildrenslado@kent.gov.uk

NSPCC's helpline details: Information can be found on the [NSPCC's website](https://www.nspcc.org.uk).

Staff can also call 0800 028 0285 from 8am to 8pm Monday to Friday or email help@nspcc.org.uk.

4. Arrangements for dealing with allegations of abuse against teachers, volunteers and other staff

If an allegation is made against teachers, volunteers and other staff, the quick resolution of that allegation is a clear priority to the benefit of all concerned. The School will, at any stage of consideration or investigation, eradicate all unnecessary delays. The School will not undertake its own investigations of allegations without prior consultation with the Local Authority Designated Officer (LADO), or in the most serious cases, the Police, so as not to jeopardise statutory investigations. In borderline cases, the School will hold informal discussions with the LADO without naming the School or individual concerned.

You should report all allegations straight away to the Headmaster. If the Headmaster is absent or is the subject of the allegation or concern, you should report the allegation to the Chairman of Governors without notifying the Headmaster first. The Chair of Governors will contact the LADO immediately. You might also wish to report the allegation to the LADO team using the contact details above. Further details in Appendix B.

For urgent child protection issue outside of office hours, call the Central Duty Out of Hours Number: 03000419191.

5. Northbourne Park School Designated Child Protection Co-ordinator (DCPC)

The Headmaster is Northbourne Park's Designated Child Protection Co-ordinator (DCPC). His responsibilities cover the whole School including,

- Early Years Foundation Stage (EYFS),
- Northbourne Park Pre-Prep
- Northbourne Park Prep School
- Northbourne Park Section Française Bilingue.
- Boarding and Day pupils.
- UK Nationals and Overseas pupils.

He is the designated member of staff having responsibility for liaising with the Social Services, other relevant agencies and the police over cases of child abuse (whether allegations relate to harm or abuse committed on the premises or elsewhere).

The School ensures that every member of staff (i.e. teaching staff and any other staff employed by the School who have access to children) knows the name of Northbourne Park's Designated Child Protection Co-ordinator (DCPC) and his role.

6. Training

Northbourne Park's Designated Child Protection Co-ordinator (DCPC) will be trained at least every two years in child protection and inter-agency working. This training will be provided by the local social services department or an external welfare agency acceptable to the local safeguarding children board.

All staff who work with children must be trained in child protection at least every three years, though the school has selected annual training. Northbourne Park's Designated Child Protection Co-ordinator (DCPC) with up-to-date inter-agency training may provide this training for other staff. This includes Online safety training that makes all staff aware of the use of technology and the mechanisms we have to identify and intervene in any incident where appropriate.

All staff and volunteers are provided with induction training that includes child protection. This will include help and understanding roles and responsibilities, information about emergency evacuation procedures, safeguarding and child protection, the School's equality policy and Health and Safety issues. This training forms part of the induction process for ALL new members of staff. In addition, all staff receive update on safeguarding procedures at the start of each term as part of the training inset programme.

Temporary staff and voluntary staff who work with children are made aware of the School's arrangements by completing the induction process with the Headmaster.

The School will provide training sufficient to equip staff to follow the School's procedures and to raise concerns appropriately.

In the EYFS setting, the School follows the requirements for safeguarding training outlined in the EYFS Statutory Framework.

7. Arrangements for reviewing policies and procedures

The School undertakes to remedy any deficiencies or weaknesses in child protection arrangements without delay. The governing body will approve an annual review of

- a.) the School's Child Protection policies and procedures and
- b.) the efficiency with which the related duties have been discharged.

The Governors will not delegate responsibility for the annual review. Mrs Susie Barter is the Governor with responsibility for Safeguarding and Child Protection. In addition, the designated governor will meet termly with the DCPC to monitor procedures and policy. An annual report will then be submitted to the Governors.

8. Safer Recruitment

The School is committed to safeguarding and promoting the welfare of children and will follow the procedures for 'Safer Recruitment' as outlined in the Every Child Matters agenda and the Children Act 2004 and with regard to Keeping Children Safe In Education guidance (KCSIE, September 2019). In accordance with the recommendations set out in SCSRE, KCSIE and the requirements of The Education (Independent School Standards) Regulations 2014 and the Boarding schools: national minimum standards, the School carries out a number of pre-employment checks in respect of all prospective employees. This includes s128 checks for the recruitment of governors.

9. EYFS

The Headmaster takes lead responsibility for safeguarding children in the EYFS setting. The following guidance is taken from the Statutory Framework for EYFS, July 2020:

- All staff must be alert to any issues of concern in the child's life at home or elsewhere
- The EYFS must implement this policy, and procedures, to safeguard children. These should be in line with the guidance and procedures of the relevant Local Safeguarding Children Board (LSCB)
- This safeguarding policy and procedures include an explanation of the action to be taken when there are safeguarding concerns about a child and in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting
- The DCPC must be designated to take lead responsibility for safeguarding children in every setting
- The DCPC is responsible for liaison with multi-agencies

- The DCPC must provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required
- The DCPC must attend child protection training that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect
- The DCPC must train all staff to understand their safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues
- Training made available by the DCPC must enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. These may include:
 - significant changes in children's behaviour
 - deterioration in children's general well-being
 - unexplained bruising, marks or signs of possible abuse or neglect
 - children's comments which give cause for concern
 - any reasons to suspect neglect or abuse outside the setting, for example in the child's home or that a girl may have been subjected to (or is at risk of) female genital mutilation
 - inappropriate behaviour displayed by other members of staff, or any other person working with the children, for example: inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images
- The DCPC must have regard to the government's statutory guidance 'Working Together to Safeguard Children 2015' and to the 'Prevent duty guidance for England and Wales 2015
- All schools are required to have regard¹⁶ to the government's 'Keeping Children Safe in Education' statutory guidance
- If the DCPC has concerns about children's safety or welfare, they must take account of any advice from the LSCB or local authority on appropriate training courses. This means the local children's social care services and, in emergencies, the police
- The DCPC must inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere)
- The DCPC must also notify Ofsted of the action taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
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The School has clear policies on the use of mobile phones and cameras within the setting and obtains an enhanced disclosure for every person over 16 who:

- works directly with the children,
- lives on the premises on which the childcare is provided or
- works on the premises on which the EYFS childcare is provided

The School does not allow people whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for. Where a new member of staff starts work before the disclosure is available, the School would ensure that the person is supervised at all times.

The use of mobile phones and personal cameras are not permitted within the EYFS setting. All staff leave their mobile phones in the designated cupboard in the staffroom. If staff wish to take

photographs of a specific activity, school equipment is available. The photographs are downloaded to the photograph drive on the network and deleted from the camera. No photographs are to be removed from the school site.

10. Definition of Child Abuse

The basis of all child abuse is the failure to recognise a child's basic needs and to respond to them. Child abuse is defined in the statutory guidance *Working Together to Safeguard Children*. The key concept is "*significant harm*". Abuse causing '*significant harm*' may take the form of Physical Abuse, Emotional Abuse, Sexual Abuse or the abuse of Neglect.

Concerns for a child's welfare can also take the form of children in need of additional help. In this case direct contact is made with the appropriate external agencies including social services. If a child is at risk of harm, social services and/or the police should be contacted immediately. In certain cases, parental consent is not required for referral.

1. Providing early help is more effective in promoting the welfare of children than reacting later. Early help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years. Early help can also prevent further problems arising, for example, if it is provided as part of a support plan where a child has returned home to their family from care.
2. Effective early help relies upon local agencies working together to:
 - identify children and families who would benefit from early help;
 - undertake an assessment of the need for early help; and
 - provide targeted early help services to address the assessed needs of a child and their family which focuses on activity to significantly improve the outcomes for the child. Local authorities, under section 10 of the Children Act 2004, have a responsibility to promote inter-agency cooperation to improve the welfare of children. (Working together to safeguard children)

Physical Abuse is intentional actions which result in the child sustaining physical injury (e.g. bruises, broken or sprained limbs). It 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 includes intentional actions which result in a child sustaining emotional distress or damage. These actions can include: over-protection of the child and undue limitation of his/her exploration and learning; denying the child normal social interaction; persistent rejection of the child; gross inconsistency in relationships (*that inhibits the child's developing understanding of appropriate behaviour*); persistent interactions with the child that are beyond the child's developmental capacity.

Sexual Abuse includes involving immature children and adolescents in sexual activities they do not truly comprehend and to which they are unable to give informed consent. It may involve forcing or enticing the child to:

- behave in sexually inappropriate ways;
- engage in non-penetrative sexual acts (including non-contact activities such as involving a child in looking at sexual activities or pornographic material);
- participate in penetrative sexual acts.

Neglect includes omitting to care for the child, in a way that is liable to impair the child's health or physical/emotional development.

The Safeguarding procedures at Northbourne Park School also cover the following areas of neglect, abuse or concern. Staff should notify the DCPC immediately if they have any concerns of. Signs and symptoms are mentioned in section 11

1. Radicalisation (Prevent Training is completed by all staff)
2. Domestic violence
3. Child Sexual Exploitation
4. Gang Resistance
5. FGM
6. Honour based violence
7. Forced marriages
8. Sexting and Banter (where the banter is deemed to be unacceptable)
9. Legal Threshold arrangements
10. Victim support
11. Recognition of vulnerability of children with SEND

All staff receive training in one or more of these areas. If a member of staff has any concerns regarding any of the areas listed above, they contact the DCPC immediately.

11. Signs and Symptoms of possible Child Abuse

All staff have a critical role in identifying the abuse of children (in and out of School). Because they are in regular and frequent contact with children, School staff are particularly well-placed to observe outward signs of abuse. As part of their pastoral responsibilities, teachers should be alert to all such signs. The designation of a *Designated Child Protection Co-ordinator (DCPC)* should not be seen as diminishing the role of all teachers in being alert to signs of abuse.

Physical Abuse: Bruises, scratch marks, bites, burns. The child may be unwilling to become involved in sports and games (especially swimming) or may wear clothing covering limbs even in hot weather.

Emotional Abuse: The child may exhibit difficult or disturbed behaviour (e.g. aggressive or destructive action, an inability to sustain relationships with peers). The child may seek adult attention and/or affection, perhaps choosing the company of adults – the School Nurse, a teacher – rather than that of his/her peers; inventing reasons to join in conversations with a teacher. The pupil may seek physical contact, or compensate by over-eating or drinking.

Over-protective parents

Parents may interfere with the development of independence, self-esteem and personal competence that are part of the child's normal growth. They may be unreasonably strict in their discipline exhibiting "Victorian patterns of parenting".

Sexual Abuse: Non-physical signs include: sudden changes in mood or behaviour, a knowledge of sexual matters (or vocabulary) far in advance of what is normative at their chronological age, a marked lack of trust in adults and an inability to develop and sustain stable relationships with their peers. They may try to win or buy friends. Indications of a wish to disguise physical attractiveness (e.g. by over-eating or radical hair cutting) may be significant.

Sexting: NPS ensure that all members of the community are made aware of the social, psychological and criminal consequences of sharing, possessing and creating incident images of children (known as "sexting"). Equally "unacceptable banter" can lead to possible abuse and is monitored by all staff. The school implements preventative approaches via a range of age and ability appropriate educational approaches for pupils, staff and parents/carers. NPS views "sexting" as a safeguarding issue and all concerns will be reported to and dealt with by the Designated Child Protection Officer who in turn will seek advice from the LADO and /or Kent Police.

Neglect: Irregular visits by parents or to home in term time with no apparent contact by letter or telephone may be significant. The child's clothing may be old and/or in poor repair, he/she may be short of pocket money and tuck.

General signs of abuse include:

- Disobedience, attention-seeking or aimless behaviour.
- Anti-social behaviour or delinquency.
- Hysterical attacks or sudden/violent changes in mood.
- Misuse of alcohol or other drugs.
- Changes in eating patterns, loss of appetite or excessive preoccupation with food.
- Severe sleep disturbance with vivid dreams and/or nightmares.
- Inability to concentrate, or a sudden drop in School performance.
- Social isolation, poor peer-group relationships, an inability to make friends.
- Truancy or a reluctance to take weekend leave.
- Self-mutilation.
- Talk of or attempts at suicide.

In addition to these signs and symptoms, staff are made aware of the procedures to raise concerns.

12. Procedures in case of a disclosure of abuse by a pupil.

Staff members working with children are advised to maintain an attitude of “it could happen here” where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the **best** interests of the child. Knowing what to look for is vital to the early identification of abuse and neglect. If staff members are unsure, they should always speak to the DCPC. (KCSIE, 09/20).

A child may confide in any member of staff – they do not always go to teachers or matrons. All staff employed at Northbourne Park School should therefore be aware that a pupil might disclose abuse to them. Please refer to flow chart detailing actions where there are concerns (KCSIE, September 2020) in Appendix A.

Under no circumstances should a member of staff carry out their own investigation into the allegation of abuse.

Members of staff:

1. Have a listening role.
2. Should not interrupt the child until he/she has completed what he/she wishes to say.
3. Should seek clarification of what is being said only by asking open questions.
(It is NOT APPROPRIATE to lead the child in any way, to guess or to make suggestions)
4. May clarify what the child has said only when it is necessary to determine if child abuse is at issue. (It is NOT APPROPRIATE for the member of staff to clarify the details of the abuse.)
5. Should always take seriously what is being said.
6. Should never give an undertaking of absolute confidentiality.
7. Should tell the child that the substance of the disclosure will be passed on, but only to those who need to be informed.
8. May reassure the child that his/her disclosure is in line with the School's *Statement of Intent*.
9. Should listen initially without taking notes.
10. Must ensure that the pupil feels secure once the disclosure is concluded.
(It may be appropriate to hand the child, with their assent, into the care of the School Nurse, saying that they have been upset. If this is necessary, the disclosure of abuse must not be mentioned under any circumstances)
11. Must make a note of the disclosure as soon as is reasonably practicable.
(This note should record the time, date, place and people present, as well as what was said. It should be signed/dated and should note any observed physical evidence e.g. injuries or bruises and record the non-verbal behaviour of the pupil and the actual language used by the pupil)

when making the disclosure. This note may be used in any subsequent court proceedings). If in doubt about recording requirements, staff should discuss with the DCPC.

12. Must immediately inform the Headmaster (the DCPC) and give the note to him.
(If the disclosure constitutes an allegation of abuse by the Headmaster, it is the Chairman of Governors who must be informed – NOT the Headmaster.)

The member of staff's formal involvement ends at this point. He/she may have an informal role supporting or monitoring the child. The member of staff must not discuss the disclosure with anyone else.

The following mnemonic may be of use as an aide-memoire:

- R Respond without showing signs of disquiet, anxiety or shock.
- E Enquire casually about how an injury was sustained or why a child appears upset.
- C Confidentiality should not be promised to children or to adults.
- O Observe carefully the behaviour and demeanour of the child or the person expressing concern.
- R Record in detail what you have seen and heard on any material available.
- D Do not interrogate or enter into detailed investigations.

13. Managing allegations of abuse by adults who are not School employees

Allegations against adults who are not School employees should be reported to the Designated Child Protection Co-ordinator (DCPC), the Headmaster, unless he is the subject of the allegation.

The Headmaster will

1. Read, sign and date the notes of the disclosure and remind the member of staff who made them to discuss the matter with no-one.
2. Report the allegation to the Local Authority Designated Officer within 24 hours of a disclosure or suspicion of abuse. This may be done without giving names of either the pupil or the School in the first instance.
3. Where appropriate the Headmaster will contact the Early Help and Preventative Services in order to address any emerging issues or identified potential risks. This includes help that may be required by the family of the child by contacting the Area Attendance and Inclusion Lead Officers.

The Headmaster will be mindful that what at first appears trivial can later be revealed to be much more serious, and an allegation of child abuse or neglect may lead to a criminal investigation. The School will therefore not do anything that may jeopardise a Police investigation, such as asking a child leading questions or attempting to investigate the allegations of abuse.

The Headmaster will respond as appropriate providing support to the Social Services and /or the Police as required including a referral if required, including the child's

- Name (and any other names that the child is known by),
- Date of birth,
- Home address,
- Home telephone number,
- Parents' (or Guardians') name,
- Names of siblings (if known),
- GP's name(if known),
- Ethnicity and religion of parents,
- The nature of the abuse at issue (i.e. physical, emotional, sexual or neglect),
- Details of the allegation, including the notes of the pupil's disclosure of abuse,
- Reference to previous referrals made by Northbourne Park School to Kent Social Services,
- Whether the parents' consent to the referral has been given.
- Whether the parents have been informed that the referral has been made.
- The names of any people at Northbourne Park School or Kent Social Services that the Headmaster has contacted to discuss this matter.

14. Procedures for managing allegations of abuse by one or more pupils.

These procedures remain the same for any suspicion or allegation of abuse, whether dealing with abuse by one or more pupils against another pupil; or by others. When there is '*reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm*', any pupils against whom allegations have been made will be separated from their peers, their parents contacted and sent home, pending the next steps. All staff should be aware that children can abuse other children (often referred to as peer on peer abuse). This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence, such as rape, assault by penetration and sexual assault;
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse;

- upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- sexting (also known as youth produced sexual imagery);
- initiation/hazing type violence and rituals.

Events following the referral will follow Kent inter-agency procedures. The School's involvement ceases with the referral. All discussion of the allegation by employees of Northbourne Park School is forbidden from this point. Neither teachers nor members of the Governing Body may interfere with the evidence (for example by attempting to interview the child or his/her parents).

15. Serious violence

All staff should be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

All staff should be aware of the associated risks and understand the measures in place to manage these. Advice for schools and colleges is provided in the Home Office's Preventing youth violence and gang involvement and its Criminal exploitation of children and vulnerable adults: county lines guidance.

16. Dealing with allegations of abuse by School employees and / or volunteers.

In case of serious harm, the police should be informed from the outset.

Allegations against staff or volunteers should be reported to the Designated Child Protection Co-ordinator (DCPC), the Headmaster, unless he or she is the subject of the allegation.

If the Headmaster is absent, the allegation should be passed on to the Deputy Designated Child Protection Co-ordinator.

If the allegation is made against the Designated Child Protection Co-ordinator, the Headmaster, the person receiving the allegation should immediately inform the Chairman of Governors without notifying the Headmaster first.

The Chairman of Governors will normally appoint the Deputy Head to take the role of the Headmaster in fulfilling the procedure below.

The Headmaster (or nominated replacement) will

1. discuss the case with the Local Authority Designated Officer (LADO) within 24 hours of a disclosure or suspicion of abuse.
2. make written notes of his discussions with the LADO.

Notes

If there is a possibility that a criminal offence involving a child/young person has taken place, then the LADO will inform the police immediately for them to conduct an initial evaluation. The police should review the case with the CPS within four weeks of the initial evaluation. If there is a possibility that significant harm to a child/young person has taken place, then the LADO will involve Social Services and immediately convene a strategy discussion involving the Headmaster.

The Headmaster and LADO will decide that the member of staff needs to be suspended if they believe that:

- i. the member of staff will impede the investigation by remaining at work
- ii. there is a continuing risk of harm to a child that suspension can lessen
- iii. the Headmaster intends to summarily dismiss the teacher
- iv. there is no better option (e.g. alternative duties)

If the Headmaster needs to suspend a member of staff, then he will:

- a) Recognise that suspension of an employee (or pupil) in such circumstance must not be construed as a disciplinary penalty (as the investigation of the allegation is on-going). In consequence, a suspended teacher will be in receipt of full pay and benefits. Voluntary alternatives to suspension (e.g. paid leave of absence or alternative duties within the School) may be considered by the Headmaster.
- b) Consider placing a suspended employee normally resident in School accommodation in temporary alternative accommodation (provided at the School's expense).
- c) Interview the suspended employee, who will be entitled to bring a trade union representative (or a friend) to the interview. At the interview, the employee will be informed of the allegation laid against him/her and provided with all possible information not prejudicial to the conduct of the on-going investigation.
- d) Send any suspended employee written notification of the reasons for suspension within 24 hours of the oral interview. In this written notification the employee will be provided with the name of a member of the SMT who will act as an information channel, keeping them abreast of the progress of the investigation.
- e) Inform the Chairman of Governors of the suspension.
- f) Inform the pupil who has made an allegation (and his/her parents) that the accused employee has been suspended.

If it is judged that there is no cause to involve the police or Social Services, there remains a possibility that the School will need to take formal disciplinary action against the employee. The Headmaster, Chairman of Governors and LADO will discuss the next step options and action will follow within 3 days:

- i. No further action
- ii. Use of the School's disciplinary processes (outlined in the *NPS Staff Disciplinary Policy*)
- iii. Summary dismissal of the employee

17. DBS

Northbourne Park is committed to reporting to the DBS, within one month of leaving the School, any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children.

Notes:

Ceasing to use a person's services includes: dismissal; non-renewal of a fixed-term contract; no longer engaging/refusing to engage a supply teacher provided by an employment agency; terminating the placement of a student teacher or other trainee; no longer using staff employed by contractors; no longer using volunteers; resignation; and voluntary withdrawal from supply teaching, contract working, a course of initial teacher training, or volunteering.

Reports will include as much evidence about the circumstances of the case as possible. Failure to make a report constitutes an offence and as a consequence could lead to the School being removed from the register of independent Schools. 'Compromise agreements' cannot apply in this connection. Northbourne Park has a legal duty to respond to requests from the DBS for information they hold already. The School does not have to find it from other sources.

18. Safer Recruitment

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The School will follow the procedures for 'Safer Recruitment' as outlined in Safeguarding Children and Safer Recruitment in Education (2007), the Every Child Matters agenda, the Children Act 2004 and with regard to Keeping Children Safe In Education guidance (KCSIE, September 2019). All staff will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The school also holds details of all staff supplied by agencies in its Single Central Register. The school ensures appropriate checks have been undertaken prior to any staff working on site.

19. Boarding

Northbourne Park School's boarding provision is inspected by the Independent Schools Inspectorate (ISI). Additional elements apply under the National Minimum Standards.

In cases where a member of the boarding staff is suspended pending an investigation of a child protection nature, arrangements for alternative accommodation away from children will be made.

The School will ensure that boarding parents have an understanding of the responsibility for Child Protection placed on the School and its staff, setting out these obligations in the *NPS Boarding Parents' Handbook*.

20. Responsibilities

The Governors ensure that the School,

1. Has in place a policy for dealing with concerns about a child, in accordance with locally agreed inter-agency procedures and makes them available to parents on the School website or by sending a paper copy on request.
2. Has in place arrangements for handling allegations of abuse against members of staff, volunteers / the Headmaster.
3. Names the Headmaster as the Designated Child Protection Co-ordinator (DCPC) to take responsibility for child protection matters.
4. Requires training (updated every two years) in child protection and inter-agency working for the DCPC and the appropriate training of other staff and volunteers.
5. Has in place arrangements for reviewing the School's *Child Protection Policy and Procedures* and of the efficiency with which the related duties have been discharged, including swift remediation of deficiencies.
6. Operates safe recruitment procedures including DBS checks and compliance with Independent School Standards Regulations.

The Headmaster has a legal duty to ensure that procedures exist to ensure the proper protection of children at Northbourne Park School and to deal efficiently with any suspicions of abuse, either in the home or in the School.

He will:

1. Ensure that the procedures of the School's *Child Protection Policy* accord with the requirements of the law and represent good standards of practice.
2. Discuss development of the procedures with the School's Senior Management Team.
3. Ensure that the Houseparents have an opportunity to review the policy and its procedures.
4. Ensure that the School's procedures are brought to the attention of all staff, parents and pupils.
5. Ensure that all staff (i.e. teaching staff and any other staff employed by the School who have access to children) are alert to the signs of possible child abuse and know what to do if they have any concerns or suspicions.
6. Report annually to the Governors on Child Protection and the response to Child Abuse within the School.

The Designated Child Protection Co-ordinator (DCPC) (also the Headmaster) will:

1. Be responsible for redrafting the NPS Child Protection Policy and for presenting it for discussion by the Senior Management Team before communicating it to all staff.

2. Be responsible for publishing appropriate details of the policy in *NPS Staff Handbook*, the *NPS Parents' Handbook*, and for ensuring that the relevant procedures are presented to the Bursar in order to inform the School's support staff.
3. Be responsible for the day-to-day management of the policy and associated procedures.
4. Act as a source of advice and coordinate action within the School over suspected cases of abuse.
5. Liaise with all relevant agencies involved in the protection of children, building a good working relationship with colleagues from these agencies.
6. Be responsible for action in cases of suspected child abuse, as the first person to whom suspicions are reported by staff, and as the person who discusses the situation with the relevant agencies.
7. Liaise with the appropriate agencies, in accordance with published guidance, when alerted to possible or actual child abuse, including historical complaints of abuse.
8. Have received training in how to identify abuse and know when it is appropriate to refer a case. He will have a working knowledge of referral procedures and other published guidance on dealing with reports of abuse, and of how Area Child Protection Committees operate.
9. Will attend and contribute to a child protection case conferences when required.
10. Keep detailed accurate secure written records of concerns about (or referrals upon) child protection issues.
11. Ensure the key issues (or new developments) in the field of child protection are communicated promptly to staff employed at Northbourne Park School, and make sure that all staff have training in child protection, appropriate to their role in the School.
12. Ensure that the *NPS Safeguarding and Child Protection Policy and Procedures* is updated and reviewed annually and work with the Headmaster and SMT regarding this.

The Headmaster will also:

Be responsible for ensuring that the Boarding Team is alert to the signs of possible child abuse and know what they have to do if they have any suspicions.

Be responsible for ensuring that the Boarding team is familiar with the *NPS Safeguarding and Child Protection Policy and Procedures* and that they understand that they must **always** follow its procedures **exactly** in cases of suspected or actual child abuse,

Put into practice, methods for encouraging pupils to tell someone if they are being abused physically, emotionally, sexually or by neglect.

All teaching staff will:

Know the *NPS Safeguarding and Child Protection Policy and Procedures*

Deal with suspected or actual abuse according to the policy

The Bursar will:

Be responsible for ensuring that the School's support staff are alert to the signs of possible abuse and know what they have to do if they have any suspicions.

Non-Teaching Staff (all support, part-time and voluntary staff who work with children) **will:**

Know the procedure they must follow if they become alert to suspected or actual child abuse

Follow the procedure in cases of possible or actual abuse

All pupils should:

Be aware of the School's Statement of Intent on Child Protection (Section 2)

Inform a trusted person within the School if they are being abused physically, emotionally, sexually, or by neglect, or if they are aware of such abuse.

Reject the idea that disclosing abuse of any form is "dobbing in"

All parents should:

Be aware of the School's *Safeguarding and Child Protection Policy and Procedures* and its Statement of Intent (Section 2)

Contact the Headmaster if they suspect that their son / daughter is being abused physically, emotionally, sexually or by neglect.

21. Child Protection in the Curriculum

Northbourne Park School seeks to raise awareness of child protection issues through safety education as part of the PSHE (Personal, Social and Health Education) programme.

22. RSHE (Relationships Education, Relationships and Sex Education and Health Education)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/908013/Relationships Education Relationships and Sex Education RSE and Health Education.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/908013/Relationships_Education_Relationships_and_Sex_Education_RSE_and_Health_Education.pdf)

This is statutory guidance from the Department for Education issued under Section 80A of the Education Act 2002 and section 403 of the Education Act 1996. All schools must have regard to the guidance. The document contains information on what schools should do and sets out the legal duties with which schools must comply when teaching Relationships Education, Relationships and Sex Education (RSE) and Health Education.

23. The link between mental health and safeguarding

All the staff at Northbourne Park School including the Governors, recognize the link between mental health and safeguarding. The school's response is as follows:

- Provide the staff with regular training on mental health and how to identify signs.
- Counselling facility for children who need support.
- Agenda item in weekly staff meetings to raise any concerns.
- Mental Health training for the children.
- Governor and SMT support for staff.
- Mental Health Policy that recognizes the link between mental health and Safeguarding.

24. Abuse of a Position of Trust.

The Sexual Offences (Amendment) Act 2000 creates an offence of "Abuse of Trust". In view of this legislation, it is important that all staff employed at Northbourne Park School recognise that they are in a 'position of trust' and so make sure that they keep within the appropriate boundaries during their dealings with pupils.

The conduct of staff and the language they use in conversation with pupils must fall within appropriate boundaries. Irrespective of the age of consent (and even if the basis for a relationship is consensual) it is illegal for a School employee in a "position of trust" to engage in any sexual activity with (or directed towards) a pupil.

It is important that any School employee who is concerned that actions (or words) might be construed as an abuse of a position of trust (or who is concerned that a pupil is working to move their relationship into an unacceptable area) should

- Make a written note of the incident(s) that is/are the focus of their concern,
- Discuss the incident(s) with the DCPC (Headmaster).
- Keep the counter-signed notes on file in case of a future accusation of abuse of trust,
- Consider discussing the matter with their trade union.

25. Staff Guidance and Training

Guidance for staff, to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil (for example, in one-to-one tuition, sports coaching, conveying a pupil by car, engaging in inappropriate electronic communication with a pupil, and so on) is available in the *NPS Safe Working Practices*. In addition, all staff receive annual training before the start of each academic year to ensure they are aware of updates and the school's procedures.

The Governing body undertakes an annual review of the child protection policies and procedures and of the efficiency with which the related duties have been discharged.

A Statement of Intent

Northbourne Park School is committed to providing a caring, friendly and safe environment for all its pupils so they can learn in a relaxed and secure atmosphere. The School takes seriously its responsibility to protect its pupils from bullying and abuse. Ours is an OPEN SCHOOL. This means that anyone who knows that abuse is happening is expected to tell.

If you are being abused in anyway, you must tell someone. It won't stop unless you do. Anyone working at Northbourne Park School will know how to support you if you tell them about this sort of thing. You can also contact Childline on 0800 1111 at any time.

26. Other Organisations

Staff members taking trips to another organisation or working with the School's pupils on another site obtain assurance that appropriate child protection checks and procedures apply to any staff with direct access to the pupils.

27. Multi-agency working

Northbourne Park School has a pivotal role to play in multi-agency safeguarding arrangements. The Governing body should ensure that the school contributes to multi-agency working in line with statutory guidance Working Together to Safeguard Children. It is especially important that the school understands its role in safeguarding partner arrangements including and new safeguarding partners and child death review partner arrangements.

Locally, the three safeguarding partners (the local authority; a clinical commissioning group for an area within the local authority; and the chief officer of police for a police area in the local authority area) will make arrangements to work together with appropriate relevant agencies to safeguard and promote the welfare of local children, including identifying and responding to their needs. The Governing body, prop, Senior Management Team and the designated safeguarding lead make themselves aware of and follow local arrangements. The three safeguarding partners have a shared and equal duty to work together to safeguard and promote the welfare of children. To fulfil this role they set out how they will work together and with any relevant agencies. Relevant agencies are those organisations and agencies whose involvement that the three safeguarding partners consider may be required to safeguard and promote the welfare of children with regard to local need. The three safeguarding partners must set out in their published arrangements which organisations and agencies they will be working with and the expectations placed on any agencies and organisations by the new arrangements.

The three safeguarding partners should make arrangements to allow the school to be fully engaged, involved and included in the new safeguarding arrangements.

The Dfe has published Working Together Transitional Statutory Guidance to support Local Safeguarding Children Boards (LSCBs), the new safeguarding and child death review partners, and the new Child Safeguarding Practice Review Panel in the transition from LSCBs and serious case reviews (SCRs) to a new system of multi-agency arrangements and local and national child safeguarding practice reviews.

Northbourne Park School is under a statutory duty to co-operate with the published arrangements.

The Governing body understands the local criteria for action and the local protocol for assessment and ensure they are reflected in their own policies and procedures. They are also prepared to supply information as requested by the three safeguarding partners.

Northbourne Park School works with social care, the police, health services and other services to promote the welfare of children and protect them from harm. This includes providing a coordinated offer of early help when additional needs of children are identified, and contributing to inter-agency plans to provide additional support to children subject to child protection plans. The school allows access for children's social care from the host local authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, a section 17 or a section 47 assessment.

28. Communication of this Policy

The School provides all new staff with a copy of this policy as part of their induction process and all staff sign to acknowledge that they understand and will abide by its contents and aims.

Other School policy documentation makes reference to this policy, particularly the

Safeguarding Policy to cover online learning, mental health and school closure due to a virus pandemic
NPS e-safety policy
NPS Staff Handbook,
NPS Parents' Handbook
NPS Safe Working Practices Policy.

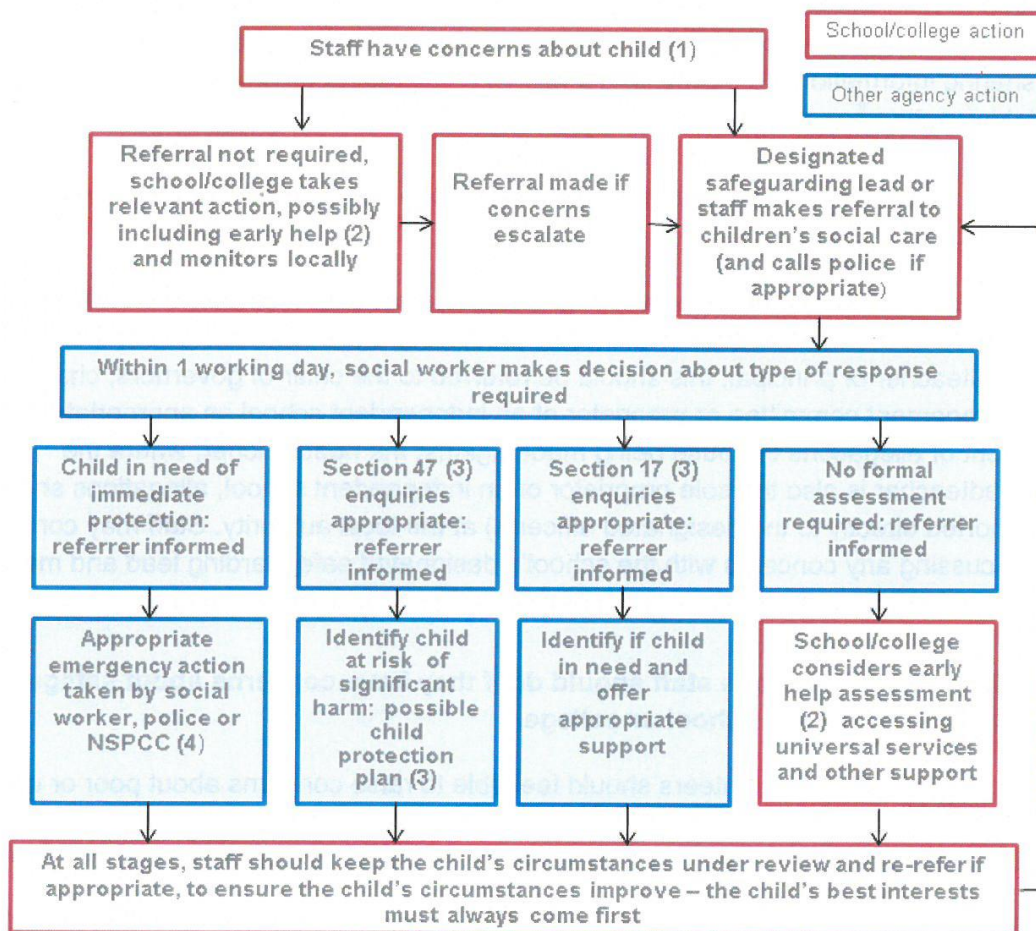
All staff have access to this policy on the School's *Policy Library*.

All parents have access to this policy on the School website on www.northbournepark.com and it is available to them on request in paper or in electronic form.

Safeguarding contacts 2020

Kent Safeguarding Children Multi-Agency Partnership	
Room 2.71 Sessions House County Road Maidstone ME14 1XQ Tel: 03000 42 11 26 Email: kscb@kent.gov.uk www.kscb.org.uk	
Kent Front Door	
Kroner House Eurogate Business Park Ashford TN24 8XU Tel: 03000 41 11 11 Email: frontdoor@kent.gov.uk	
Out of Hours Tel: 03000 41 91 91	
Education Safeguarding Service Contacts	
Head of Service	Tel: 03000 41 57 88
Training and Development Manager	Tel: 03000 41 87 07
Education Safeguarding Advisor - Online Protection	Tel: 03000 41 57 97
West Kent Area Area Safeguarding Adviser (Education)	Tel: 03000 41 22 84
East Kent Area Area Safeguarding Adviser (Education)	Tel: 03000 41 85 03
South Kent Area Area Safeguarding Adviser (Education)	Tel: 03000 41 56 48
North Kent Area Area Safeguarding Adviser (Education)	Tel: 03000 41 24 45
Additional Contacts	
NHS England: Kent and Medway Area Team	Tel: 01732 375 200
Kent and Medway Fire and Rescue Service	Tel: 01622 692 121
Kent and Medway Police	Tel: 101 and ask to speak to someone in the Child Abuse Investigation Unit
National Probation Service	Tel: 03000 47 63 25
Kent, Surrey & Sussex Community Rehabilitation Company	Tel: 03000 47 30 00
LADO	Tel: 03000 41 08 88
Designated Nurse for Safeguarding	Tel: 01634 335 043 (Safeguarding Team Secretary)
CXK	Tel: 01233 224 244

Actions where there are concerns about a child



1. In cases which also involve an allegation of abuse against a staff member, see Part four of this guidance.
2. Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working together to safeguard children](#) provides detailed guidance on the early help process.
3. Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. This can include s17 assessments of children in need and s47 assessments of children at risk of significant harm. Full details are in Chapter one of [Working together to safeguard children](#)
4. This could include applying for an Emergency Protection Order (EPO).