

OUSEDALE SCHOOL

SAFEGUARDING & CHILD PROTECTION POLICY

1.0 INTRODUCTION

1.1 This Policy has been developed in accordance with:

- Relevant law, regulation and statutory and non-statutory government guidance, including:
 - Education Act 2002
 - Keeping children safe in education - Statutory guidance for schools and colleges (Sept 2018)
 - Working Together To Safeguard Children 2015
 - What To Do If You're Worried A Child Is Being Abused 2015
 - Counter-Terrorism and Security Act 2015
- Information and advice supplied by the Milton Keynes Safeguarding Children Board (MKSCB) and its Inter-Agency Policy & Procedure Documents available to view at <http://www.mkscb.org/mkscb>

1.2 The Governing Board takes seriously its responsibility under Section 175 of the Education Act 2002 to safeguard¹ and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

1.3 We recognise that all staff² and governors have a full and active part to play in protecting our students from harm, and that the child's welfare is our paramount concern. Safeguarding children is everybody's responsibility.

1.4 All staff believe that our school should provide a safe caring positive and stimulating environment that promotes the social, physical and moral development of the individual child.

1.5 The aims of this policy are:

1.5.1 To support the child's development in ways that will foster security, confidence and resilience.

1.5.2 To provide an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties, knowing that they will be listened to.

¹ Safeguarding (as defined in the Joint Inspector's Safeguarding report is taken to mean "All agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children's welfare are minimised" and "where there are concerns about children and young people's welfare, all agencies take all appropriate actions to address those concerns, working to agree local policies and procedures in full partnership with other agencies"

² "Staff" covers ALL adult staff on site, including temporary, supply, contract and ancillary staff, and volunteers working with children.

- 1.5.3 To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and their responsibilities in identifying and reporting possible cases of abuse/harm.
- 1.5.4 To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support plans for those children.
- 1.5.5 To acknowledge and emphasise the need for effective and appropriate communication between all members of staff in relation to safeguarding students.
- 1.5.6 To use and promote a structured procedure within the school (using My Concern) which will be followed by all members of the school community in cases of suspected abuse or harm.
- 1.5.7 To develop effective working relationships with all other agencies involved in safeguarding children.
- 1.5.8 To ensure that all adults within our school who have access to children have been checked as to their suitability. This includes other community users of our facilities via our lettings policy procedures and a central record is kept for audit. The school will complete a risk assessment for each volunteer in who works in the school to decide whether they need to do enhanced DBS checks.
- 1.5.9 All adults within our school must ensure their approach is child-centered. This means they should consider, at all times, what is in the best interests of the child and the importance of all adults sharing information and working together to get a full picture of need so the right help can be given to a child.
- 1.5.10 To acknowledge that all children and young people have the same protection, regardless of age, disability, gender assignment, race, religion or belief, sex or sexual orientation.

2.0 PROCEDURES

- 2.1 Our school procedures for safeguarding children will be in line with Milton Keynes Safeguarding Children Board's Inter-Agency Policy & Procedure Documents. We will ensure that:
 - 2.1.1 The governing board understands and fulfils its safeguarding responsibilities. The role of Safeguarding Governor shall be undertaken by the Chair or Vice-Chair of the Governing Board.
 - 2.1.2 We have designated senior members of the Leadership Team for child protection and a number of Deputy designated teachers from the pastoral team who have undertaken child protection training in accordance with MKSCB guidelines, and other training as recommended, usually every two years.
 - 2.1.3 We have a member of the associate staff who will act in the designated teacher's absence who has also received Designated Teacher training.

- 2.1.4 All members of staff are provided with opportunities to receive training and information by a senior designated teacher in order to develop their understanding of the signs and indicators of abuse and harm at least every two years. This will include training and information on any emergent safeguarding issues such as Child Sexual Exploitation (CSE) (Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology), County Lines (groups or gangs using young people or vulnerable adults to carry and sell drugs from borough to borough, and across county boundaries), Female Genital Mutilation (FGM), Honour Based Violence (HBV), Radicalisation and The Prevent Duty, the needs of Looked After and Previously Looked After Children, online safety and peer on peer abuse including sexual violence and harassment between students in schools.
- 2.1.5 All members of staff, volunteers, and governors know how to respond to a student who discloses abuse or harm and the procedure to be followed in appropriately sharing a concern of possible abuse/harm or a disclosure of abuse/harm.
- 2.1.6 All parents/carers are made aware of the school's responsibilities in regard to child protection procedures through publication of the school's Safeguarding & Child Protection Policy on the school website, and reference to it in our prospectus/brochure.
- 2.1.7 Our lettings policy will seek to ensure the suitability of adults working with children on school sites at any one time.
- 2.1.8 Community users organising activities for children are aware of and understand the need for compliance with the school's safeguarding & child protection guidelines and procedures.
- 2.1.9 Our lettings policy for other users requires that the organiser will provide a satisfactory Disclosure and Barring Service (DBS) check prior to the commencement of the letting, and will assume all responsibility for ensuring the suitability of personnel who come into contact/work with children as part of the letting.
- 2.1.10 Our selection and recruitment policy includes all checks on staff suitability including DBS checks in accordance with current legislation.
- 2.1.12 The name of any member of staff considered not suitable to work with children will be notified to the National College of School Leadership and/or DBS as appropriate, with the advice and support of Education Personnel.
- 2.1.13 Our procedures will be annually reviewed and up-dated.
- 2.1.14 The name of the Designated Teacher will be clearly communicated in the staff handbook, with a statement explaining the school's role in referring and monitoring cases of suspected abuse. (See Appendix 1).

- 2.1.15 All adults, (including supply teachers and volunteers) new to our school will be given a written statement about the school's policy and procedures which will comprise Appendices 1 and 2, and the DfE document 'Keeping children safe in education: information for all school and college staff' (All staff must read at least part one of this guidance and ensure they understand the guidance). Staff will also be expected to read and understand the school's Child Protection Policy, Behaviour Policy, Staff Code of Conduct and Role of the Designated Teacher and record that these have been read on My Concern.
- 2.1.16 At least one member of staff on a recruitment panel (usually from the Senior Team) will have completed Safer Recruitment training. This training must be renewed every 5 years.

3.0 RESPONSIBILITIES

- 3.1 We understand that our responsibility to safeguard children requires that we all appropriately share any concerns that we may have about children. All staff should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life. These should be discussed with a designated lead teacher.
- 3.1.1 We have designated teachers (for each campus) who are responsible for:
- 3.1.2 Referring a child by telephone if there are concerns about a child's welfare, possible abuse or neglect to the local Multi Agency Safeguarding Hub (MASH). A written record of the referral will be e-mailed to Children's Services (using the Multi Agency Referral Form or Common Assessment Framework). FGM concerns and Prevent concerns should also be reported to the Police.
- 3.1.3 Ensuring that detailed and accurate records of concerns about a child are kept on 'My Concern' our on-line safeguarding & child protection data base even if there is no need to make an immediate referral.
- 3.1.4 Ensuring that all such records are kept confidentially and securely and are separate from student records.
- 3.1.5 Where there are serious safeguarding concerns regarding contact home, there is a court order in place or the child is Looked After, this will be marked on SIMS so that all staff are aware.
- 3.1.6 Acting as a focal point for staff concerns and liaising with other agencies and professionals.
- 3.1.7 Ensuring that either they or another appropriately informed member of staff attends case conferences, family support meetings, core groups, or other multi-agency planning meetings, contributes to the Assessment Framework process, and provides any necessary reports which have been shared with parents as appropriate.
- 3.1.8 Ensuring that any student currently the subject of a Child Protection plan or Child In Need plan who is absent without explanation for two days is referred to their key worker's Children's Services Team.

- 3.1.9 Ensuring that all school staff are aware of and agree to follow the school's Safeguarding & CP policy and procedures, and know how to recognise and refer any concerns (see Appendix 1).
- 3.1.10 Keeping themselves up to date with knowledge to enable them to fulfil their role, including attending relevant training, at least every two years, provided by MKSCB, and the LA.
- 3.1.11 All staff will receive safeguarding and child protection updates (for example via e- mail, e- bulletins and staff meetings), as required throughout the academic year. New staff will be provided with a Child Protection induction session.
- 3.1.12 All staff should be aware that behaviours linked to the likes of drug taking, alcohol abuse, truancing and sexting put children in danger.
- 3.1.13 Information regarding which agencies to contact during holiday time, if parents/guardians have an issue with safeguarding and/or child protection, will be available on the school website.

4.0 SUPPORTING CHILDREN

- 4.1 We recognise that a child who is abused, who witnesses violence or who lives in a violent environment may feel helpless and humiliated, may blame him/herself, and find it difficult to develop and maintain a sense of self-worth.
- 4.2 We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- 4.3 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 4.4 We recognise that children with special educational needs and disabilities (SEND) can face additional safeguarding challenges. We understand that additional barriers can exist when recognizing abuse and neglect in this group of children.
- 4.5 Our school will support all students by:
 - 4.5.1 Encouraging the development of self-esteem and resilience in every aspect of school life including through the curriculum.
 - 4.5.2 Promoting a caring, safe and positive environment within the school.
 - 4.5.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
 - 4.5.4 Notifying MASH as soon as there is a significant concern.
 - 4.5.5 Ensuring that a named teacher is designated for Looked after Children (LAC) and Previously Looked After Children and that an up to date list of children is regularly reviewed and updated. The senior designated teacher will work with the virtual head to discuss issues and funding to help support the progress of LAC in the school.

- 4.5.6 Providing continuing support to a student (about whom there have been concerns) who leaves the school by ensuring that such concerns and school medical records are forwarded under confidential cover to the Head at the student's new school as a matter of urgency, a photocopy of these records should be kept in a confidential file.
- 4.5.7 Students will be informed of which agencies (e.g. Childline / NSPCC/ MASH etc.) they can contact regarding safeguarding and child protection during the holiday periods via assemblies, PSHE and tutor time. This information will also be available on the school website.
- 4.6 Our school will support children by:
 - 4.6.1 Encouraging self-esteem and wellbeing through the curriculum including PSHE and Wellbeing lessons, through mentoring and through our relationships with students.
 - 4.6.2 Promoting a caring, safe and positive environment within the school.
 - 4.6.3 Liaising and working together with all other support services and those agencies involved in safeguarding children.
 - 4.6.4 Notifying MASH / Police as soon as there is a significant concern.
 - 4.6.5 Teaching students about safeguarding, including online safety and promoting wellbeing and positive mental health.
- 4.7 The school will report students who are missing in education (children who are of compulsory school age who are not registered pupils at a school and are not receiving suitable education) to the Local Authority and MASH team. The school will also follow its attendance procedures.
 - 4.7.1 The school will endeavor to hold more than one contact number for each student to allow additional options to make contact with a responsible adult when a student is identified as missing in education or there are other welfare or safeguarding concerns.
- 4.8 For students in alternative provision, the school will obtain a written statement from alternative education providers which states that they have completed vetting and barring checks that are necessary on their staff.
- 4.9 Inform the Local Authority if there are young people in private fostering arrangements.

5.0 CONFIDENTIALITY

- 5.1 The Head Teacher or designated teacher will disclose personal information about a student to other members of staff on a need to know basis only.
- 5.2 However, all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 5.3 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being or that of another.

- 5.4 We will always undertake to share our intention to refer a child to the MASH with their parents/carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will confer with MASH on this point.
- 5.5 If a child is in immediate danger or is at risk of harm a referral should be made to children's services and/or the police immediately. Anyone can make a referral but a designated teacher must be informed, and recorded on 'My Concern', that a referral has been made.

6.0 SUPPORTING STAFF

- 6.1 We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting, and will support those staff as appropriate.
- 6.2 We recognise that designated staff should have access to support and appropriate workshops, courses or meetings as organised by the LA.
- 6.3 Staff will be adequately trained in recognising signs of abuse so that they have the confidence to acknowledge and report concerns.

7.0 ALLEGATIONS AGAINST STAFF

- 7.1 All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- 7.2 Guidance about conduct and safe practice (including safe use of mobile phones by staff) will be given as part of the Child Protection induction.
- 7.3 We understand that a student may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Head Teacher or the most senior teacher if the Head Teacher is not present.
- 7.3.1 The Head Teacher/senior teacher on such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO) as appropriate.
- 7.3.2 If the allegation made to a member of staff concerns the Head Teacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult as in 7.2.1 above, without notifying the Head Teacher first.
- 7.3.3 The school will follow the MKSCB procedures for managing allegations against staff, a copy of which can be found on the Milton Keynes Council Education website.
- 7.3.4 Suspension of the member of staff against whom an allegation has been made needs careful consideration, and we will consult (as in 7.2.2 above) in making a decision.
- 7.3.5 Staff must abide by the Code of Professional Conduct and Practice for Ousedale School Staff in relation to contact with students via social media, messaging and emails.

8.0 CONFIDENTIAL REPORTING or 'WHISTLE BLOWING'

- 8.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- 8.2 All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues and refer to the Confidential Reporting Policy.

9.0 PHYSICAL INTERVENTION AND THE USE OF REASONABLE FORCE

- 9.1 We acknowledge staff must only ever use physical intervention as a last resort, when a child is endangering him / herself or others and that all times it must be the minimal force necessary to prevent injury to another person. DfE advice 'Use of reasonable force: Advice for head teachers, staff and governing bodies' states that:
- Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder.
 - In a school, force is used for two main purposes – to control pupils or to restrain them.
 - The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.

The following list is not exhaustive but provides some examples of situations where reasonable force can and cannot be used.

Schools can use reasonable force to:

- remove disruptive children from the classroom where they have refused to follow an instruction to do so
- prevent a pupil behaving in a way that disrupts a school event or a school trip or visit
- prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others
- prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground
- restrain a pupil at risk of harming themselves through physical outbursts.

Schools cannot:

- use force as a punishment - it is always unlawful to use force as a punishment.

In addition to the general power to use reasonable force described above, head teachers and authorised staff can use such force as is reasonable given the circumstances to conduct a search for the following prohibited items:

- knives and weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property

At all times any physical intervention must be the minimal force necessary to prevent injury to another person.

- 9.2 Such events should be recorded and where possible signed by a witness.
- 9.3 We understand that physical intervention of a nature, which causes injury or distress to a child, may be considered under child protection or disciplinary procedures.
- 9.4 The school's Behaviour Policy also references the use of reasonable force.

10.0 ANTI-BULLYING

- 10.1 Our policy on the prevention and management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

11.0 DISCRIMINATORY & PREJUDICED INCIDENTS

- 11.1 Repeated discriminatory or prejudiced based incidents or a single serious incident may lead to consideration under child protection procedures.

12.0 PREVENTION

- 12.1 We recognise that the school plays a significant part in the prevention of harm to our students (including the prevention of radicalisation, FGM, HBV, CSE, peer on peer abuse, County Lines, domestic abuse) by providing students with effective lines of communication with trusted adults, supportive friends and an ethos of protection and appropriate training for staff.
 - 12.1.2 The school recognises it has a "due regard" to the need to prevent children from being drawn into terrorism (Prevent Duty) and to identify children at risk of being drawn into terrorism and to challenge extremist ideas. This includes ensuring that children are safe from terrorist and extremist material when accessing the internet in school. Students identified as being vulnerable to radicalisation must be referred to children services and to the channel programme.
 - 12.1.3 If it is discovered that an act of FGM appears to have been carried out on a student under 18 it will be reported to the police.
 - 12.1.4 The school will try to minimise the risk of peer on peer abuse through its safeguarding and pastoral procedures. Peer on peer abuse includes physical, emotional and sexual (includes sexting) abuse. Any abuse will not be tolerated or passed off as "banter" or "part of growing up".
 - 12.1.5 Any allegations of sexual violence or sexual harassment will be dealt with in accordance with the School's Sexual Violence and Sexual Harassment policy.

12.2 The school community will therefore:

12.2.1 Establish and maintain an ethos, which is understood by all staff, which enables children to feel secure and encourages them to talk knowing that they will be listened to.

12.2.2 Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.

12.2.3 Provide opportunities across the curriculum which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

12.2.4 Ensure that access to the internet in school using the school's infrastructure is appropriately filtered and appropriate staff notified of any network sites students have attempted to access that have been blocked by the school's filtering system.

12.2.5 Ensure students are safeguarded from exposure to illegal, potentially harmful and inappropriate online material that could facilitate child sexual exploitation, radicalisation and sexual predation (content). This will include:

- being subjected to harmful online interaction with other users (contact)
- personal online behaviours that increases the likelihood of, or causes harm (conduct).

13.0 HEALTH & SAFETY

13.1 Our Health & Safety Policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the school environment and in relation to internet use and when away from school when undertaking trips and visits.

14.0 POLICY REVIEW

14.1 The governing board of our school is responsible for ensuring the annual review of this policy.

14.2 The school will also complete an annual safeguarding audit.

If you are concerned about a student for any reason, contact a Designated Safeguarding Lead or report your concern immediately via My Concern. Doing nothing is not an option. Do not wait to pass this information on. Listen, record and seek advice immediately.

Reviewed and approved by Personnel Committee 2nd July 2018
To Full Governing Board 9th July 2018
Next review due – July 2019

OUSEDALE SCHOOL

SAFEGUARDING & CHILD PROTECTION PROCEDURES

	Newport Pagnell Campus	Olney Campus
Senior Designated Teacher	Claire Penny	Jeremy Stormer
Deputy Designated Teachers	Stuart Glover Julie Collins Dawn Freer Amanda Powell Amanda Brook	Alison Williams Paul McFadden
Other Staff who have received safeguarding training	Jo Green Craig Poulton Lexie Hughes Amie Smith	Emma Rickard
Nominated governor for child protection	Dave Moulson	

Young people have rights of their own independent of their parents. They have a right to protection from harm, and the welfare of the child is paramount. Child abuse may be a criminal offence. Therefore, there is a duty on schools to report suspicions and disclosures.

These procedures are part of Ousedale School's comprehensive Child Protection Policy.

Cases of harm, neglect or abuse (physical, emotional or sexual), suspected by, or disclosed to individual members of staff MUST BE REPORTED IMMEDIATELY TO THE DESIGNATED TEACHER(S) OR IN THEIR ABSENCE THE HEADTEACHER who will decide the school's action. IF THE DESIGNATED TEACHER(S) OR THE HEADTEACHER CAN NOT BE CONTACTED, e.g. out of hours or during a school trip, STAFF MUST REFER THE CONCERN IMMEDIATELY BY TELEPHONE TO THE MK REFERRAL HUB on 01908 253169/70 or if out of office hours on 01908 265545.

NB: As Child Protection cases may go to law it is very important that teachers do not ask leading questions. Such questions may invalidate the evidence in any later prosecution in court.

Designated Teacher(s) will:

Ensure a 'Quick Note' is entered on SIMS for students who are the subject of Child Protection issues/concerns past and/or present.

- Where the SIMS note says "See WELFARE" the student is currently either a Looked After Child or the subject of a Child Protection Plan. Details are on the SIMS Welfare tab for the student.
- Where the SIMS note says "CP issues" welfare concerns regarding the student, past or present, have been passed to the Designated Teacher. For these students, please contact the PAL or SLT link before contacting home.

Staff will:

Be aware of these issues but not make public reference to them, i.e. maintain CONFIDENTIALITY, and immediately pass any welfare concerns regarding these students to the Designated Teacher.

I am aware of the school's Safeguarding & Child Protection Policy & procedures above, and I have read and understood part one of the DfE document 'Keeping children safe in education: information for all school and college staff' and will adhere to them:

Signed:

Print name: Date:

SAFEGUARDING & CHILD PROTECTION

This card summarises the information on Safeguarding & Child Protection in the Staff Handbook. To safeguard children, all staff are obliged to know and comply with the guidance/policies.

What is child abuse?

Child abuse takes many forms including physical, emotional, sexual and neglect. Abusers can be anyone from a stranger, a family member or a friend, a significant adult or another child. Abusers work secretly; staff should be aware of how abusers might operate.

Some indicators of child abuse/children at risk of harm – there are many more

- Students with unexplained or hidden injuries;
- Students who are dirty, smelly or look unkempt/underfed;
- Students who are regularly left in charge of their siblings;
- Students who are unusually withdrawn, miserable or aggressive;
- Students who are desperate for affection/attention;
- Students who draw graffiti inappropriate pictures/words;
- Students who exhibit overt/precocious sexual behaviours.
- Students who access inappropriate extremist, sexual, prejudiced material online

PLEASE KEEP THIS CARD WITH YOU WHENEVER YOU WORK WITH STUDENTS.

MAINTAIN A PROFESSIONAL DISTANCE

Staff must follow the key principles of maintaining a professional distance at all times.

You must NOT:

- Work with students where you are alone or cannot be seen by others;
- Touch a student inappropriately e.g., tuck in a shirt;
- Hit, smack, flick, prod or use any form of physical punishment;
- Do anything of a personal nature the student can do independently;
- Bring, or allow students to bring or access, any pornographic materials or materials of a sexually provocative or extremist nature, be alert to what is happening in your lessons;
- Knowingly access, or allow students to access, inappropriate internet sites;
- Take pictures or films of students, or distribute such items, without complying with the appropriate school policies;
- Allow concerns of child abuse to go unreported;
- Trivialise or exaggerate child protection issues/abuse.
- Interact with students or present yourself in an unprofessional way on social media.

Remember: someone else might misinterpret your well-intentioned actions.

Treat students with respect.

Respect their right to personal space.

PROTECT YOURSELF FROM ALLEGATIONS OF CHILD ABUSE

As a member of staff you must NOT:

- Believe 'it could never happen to me';
- Rely on your good name to protect you;
- Place yourself in a situation or circumstance where you are vulnerable to allegations.

DO NOT:

- Give to, or share with, students any personal information e.g. access to social media sites, mobile numbers, personal email addresses;
- Initiate, encourage or engage students in conversations, comments, activities of a sexually provocative nature;
- Show favouritism to any student or allow a student to be ridiculed or to become a scapegoat;
- Encourage or leave unreported any inappropriate attention from a student e.g. a crush, notes, emails, text messages etc;
- Take student/s on their own in your car;
- Meet or contact student/s outside organised activities.

Remember: You are not the student's parent. You are not the student's friend.

SAFEGUARDING CHILDREN

Staff should encourage and foster openness, dealing with all issues as they occur. Students then feel that they can raise concerns about feeling unsafe or uncomfortable, for whatever reason, confident they will be believed and the matter dealt with appropriately.

If you suspect a child is or is at risk of being abused or harmed

- You have a duty to report all concerns, however nebulous or trivial, including fears about CSE, FGM, Radicalisation, online safety and peer on peer abuse.
- Tell the Designated Teacher(s) – or, in their absence, the Headteacher.
- Record your concerns on paper.

If a child discloses to you that they are being abused/harmed

- Do not promise that you won't pass the information on – you will.
- Listen to the child – do not directly question him/her.
- Never stop a child who is freely recalling significant events.
- Do not pass judgement or show feelings about the information.
- Reassure the child; ensure they are safe.
- Make a note of the discussion, taking care to record timing, setting and what was said.

Do not investigate – refer the matter on immediately. Never leave the school building without informing the Designated Teacher(s) or the Headteacher of your concerns. In their absence refer the matter by telephone to the MK Referral Hub on 01908 253169/70 or if out of hours 01908 265545.