



White Spire School  
CHILD PROTECTION POLICY

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1. KEY CONTACTS in school/setting

**Headteacher / Principal / senior officer:**

Name: Finlay Douglas  
Contact details: 01908 373266

**Senior designated safeguarding lead:**

Name: Michelle Bartle  
Contact details: 01908 373266

**Deputy designated safeguarding lead:**

Name: Finlay Douglas  
Contact details: 01908 373266

**Members of safeguarding team:**

Name: Phil Wilson  
Name: Katy Cozens  
Name: Shams Sharples  
Name: Sophie Lunnon

Contact details: 01908 373266

**Designated e-safety lead:**

Name: Phil Wilson  
Contact details: 01908 373266

**Designated prevent lead:**

Name: Finlay Douglas  
Contact details: 01908 373266

**Designated CSE lead:**

Name: Michelle Bartle  
Contact details: 01908 373266

**Designated CLA (child looked after) lead:**

Name: Michelle Bartle  
Contact details: 01908 373266

**Chair of governing body:**

Name: Neil Griffiths  
Contact details: 01908 373266

**Designated governor for safeguarding:**

Name: Derek Stanley  
Contact details: 01908 373266

**Safeguarding link governor:**

Name: Carol Fordham  
Contact details: 01908 373266

**Designated CLA (child looked after) governor**

Name: Derek Stanley  
Contact details: 01908 373266

**Designated governor for safer recruitment:**

Name: Ernie Thomas  
Contact details: 01908 373266

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## Introduction

The purpose of a Child Protection policy is to:

- Inform staff, parents, volunteers and governors about the school's responsibilities for protecting children.
- Enable everyone to have a clear understanding of how these responsibilities should be carried out.

**Safeguarding** is protecting children from maltreatment; preventing the impairment of health or development; ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes. (*Working Together to Safeguard Children 2015*).

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

**Child Protection** is a part of safeguarding and promoting welfare. This refers to activity that is undertaken to protect specific children who are suffering or likely to suffer significant harm (*Working Together to Safeguard Children 2015*).

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

**Staff:** The term staff covers all individuals working for or on behalf of the school, full time or part time, temporary or permanent, in either a paid or voluntary capacity.

**Designated Safeguarding Lead (DSL):** Refers to the designated safeguarding lead at the school.

**Child:** Child refers to all young people under the age of 18. It applies to pupils in the school and extends to visiting children and students from other establishments

**Parent:** The term parent refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

**Abuse:** The term abuse covers neglect, physical, emotional or sexual abuse or any combination of these. Parents, carers and other people can harm children either by direct acts and / or failure to provide proper care. Additional information can be found in *Working together to safeguard children and Keeping Children Safe in Education, 2016*



This policy is to be read in conjunction with

- Anti-bullying policy
- Behaviour for Learning policy
- Positive handling and restraint policy
- E-safety policy
- Staff Conduct policy
- Staff induction policy
- Health and Safety policy
- Equality policy and Diversity
- Complaints policy
- PREVENT policy
- CSE policy
- Children missing in education policy
- Looked-after and previously looked-after children policy
- Whistleblowing policy
- Mental health and well being policy
- Keeping Children Safe in Education, DfE, 2016
- What to do if you're worried about a child being abused: Advice for Practitioners (DfE, 2015)
- Levels of need when working with children and families (MKSCB, Oct 2017)
- Intimate care policy



## CHILD PROTECTION STATEMENT

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all of our students. Safeguarding is everybody's business. White Spire School is committed to ensuring that all our children and young people are safe and feel safe; that children, parents/carers and staff are able to talk about any safeguarding concerns and feel assured that they will be listened to; and that all staff and volunteers are aware of and implement Safeguarding procedures and guidance, including what to do if they suspect a child or young person may be experiencing, or be at risk of harm.

At White Spire all school staff will receive appropriate Safeguarding children training (which is updated on a regular basis), to ensure they are aware of their role in the early recognition of the indicators of abuse or neglect and of the appropriate procedures to follow. In addition all staff will receive safeguarding and child protection updates (via email and staff meetings) as required. All staff to receive Safeguarding training which is updated at least once every 3 years to provide them with relevant skills and knowledge to safeguard children effectively.

The Designated Safeguarding Lead of White Spire School will ensure that all temporary staff and volunteers are made aware of the school's safeguarding policies and procedures, including the child protection policy and staff code of conduct or behaviour policy.

Our procedures contained in this policy are consistent with Milton Keynes Safeguarding Children Board (MKSCB) procedures and that they apply to all staff, volunteers and governors.

**In any case where an adult is concerned that a child is, or may be, at risk of significant harm they must make a referral directly to Milton Keynes Council Multi-Agency Safeguarding Hub (MASH) see contact details at the end of this document. Any member of staff can contact children's social care if they are concerned about a child.**

**If a child or other person is at immediate risk of harm, the first response should always be to call the police on 999.**

This policy applies to all adults, including volunteers, working in or on behalf of White Spire School.

### **General Principles**

Safeguarding and the welfare of children is the responsibility of all school staff.

We will ensure there are appropriate systems in place for seeking and taking into account the child's wishes and feelings when making decisions, taking action and deciding what services to provide to protect individual children. Under the education act (Section 175/157) will ensure that arrangements are in place to safeguard and promote the welfare of children and young people by:



### **Safeguarding policy principles**

- The welfare of the child is paramount.
- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm.
- Pupils and staff involved in child protection issues will receive appropriate support.

### **Safeguarding policy aims**

- To raise awareness among all school staff of the need to safeguard all children and of their responsibilities in identifying and reporting abuse.
- To ensure school leaders have mechanisms in place to confirm that all staff have read the policy and, as a minimum, Keeping Children Safe in Education 2016.
- To ensure all staff know the of the Designated Safeguarding Leads and are aware of their role and responsibilities.
- To support staff to understand and discharge their roles and responsibilities (Part One of Keeping Children Safe in Education, 2016).
- To ensure arrangements are in place to safeguard and promote the welfare of children and young people, particularly those who are most disadvantaged, and that a structured procedure is in place which all staff and volunteers follow when dealing with safeguarding concerns .
- To provide a safe environment in which children can learn and develop, where they feel secure, listened to and encouraged to talk.
- To ensure appropriate systems are in place for seeking and taking into account children's wishes and feelings when making decisions, taking action and deciding what services to provide to protect individual children.
- To establish and maintain an environment in which school staff and volunteers feel able to raise any concerns they may have in relation to child safety and well-being, confident in the knowledge that they will be listened to.
- To promote partnership working with parents and professionals.
- To ensure the school curriculum includes opportunities for children to develop the skills they need to recognise and stay safe from abuse.
- To ensure safer recruitment and safe workforce practices are in place and followed.
- To ensure robust procedures are in place for the recognition and referral of child protection or child welfare concerns.
- To take account of and inform policies related to the protection of children from specific forms of risk and abuse including: anti-bullying, the risk of radicalisation, child sexual exploitation and female genital mutilation (FGM).
- To recognise that additional barriers can exist when recognising abuse and neglect in children with special educational needs and disabilities.
- To provide monitoring of and support for children and young people who are in care or subject to child protection plans, proactively contributing to the implementation of their plan.



## Statutory Framework and Local Guidance

In order to safeguard and promote the welfare of children and young people White Spire School will act in accordance with the following legislation and guidance:

- Children Act, 1989
- Children Act, 2004
- Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children (updated 2017)
- Keeping Children Safe in Education 2016
- What to do if you're worried a child is being abused 2015
- Education Act, 2002 (Section 175/157) - outlines the responsibility of Local Authorities and School Governing Boards to:

*"ensure that their functions relating to the conduct of school are exercised with a view to safeguarding and promoting the welfare of children who are its pupils".*

- Disqualification under the Childcare Act, 2006
- Keeping Children Safe in Education (DfE, September 2016)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

**All staff as a minimum should read part one and annex a of Keeping Children Safe in Education: Sept 2016 Keeping Children Safe in Education guidance incorporates:**

- What school and college staff should know and do
- The role of the school or college
- The role of school and college staff
- What school and college staff need to know
- What school and college staff should look out for
- What school and college staff should do if they have concerns about a child
- Types of abuse and neglect
- Specific safeguarding issues
- Managing allegations and concerns about teachers and other staff
- Further information on child sexual exploitation (CSE) and female genital mutilation (FGM)
- Forced marriages
- Honour based violence
- Preventing radicalisation

- The Education (Pupil Information) (England) Regulations 2005
- Sexual Offences Act (2003)
- Counter Terrorism and Security Act 2015 (PREVENT duty) Section 26
- Female Genital Mutilation Act 2003 (Section 74, Serious Crime Act 2015)
- Inspection Framework: education, skills and early years and any accompanying or revised inspection evaluation schedules and handbooks
- School inspection handbooks for Section 5 and Section 8 inspections - Handbook for inspecting schools in England under section 5 of the Education Act 2005
- Serious Crime Act 2015
- Working Together to Safeguard Children (updated 2017)



All organisations who work with children and young people are bound by the overarching statutory inter-agency guidance *Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children (DfE March 2015)*: <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

### **Local child protection procedures**

White Spire School is aware of and compliant with multi-agency child protection procedures that have been agreed locally through Milton Keynes Safeguarding Children Board (MKSCB) and which are based on statutory guidance *Working Together to safeguard children, updated 2017*.  
[Milton Keynes Safeguarding Children Board procedures](#)

MKSCB procedures include detailed chapters on what to do if you have a concern and how to make a referral; safer recruitment guidance; and managing allegations against staff (LADO guidance). They also include a range of other information and guidance regarding more specialist safeguarding topics.

**All designated teaching staff and governors** must be aware of this guidance and its implications.

Schools are not investigating agencies and it essential that child protection issues are addressed through agreed procedures, however schools continue to play a role after referral and need to develop strong links with partner agencies, particularly Children's Social Care, via the MASH.

White Spire School recognises the importance of multi-agency working and will ensure that staff are able to attend or appropriately contribute to all relevant meetings including Family Support (Child in Need) Meetings; Child Protection Conferences; Core Groups; Strategy Meetings.

### **Roles and Responsibilities**

All adults working with or on behalf of children have a responsibility to protect them. There are, however, key people within schools and the Local Authority who have specific responsibilities under child protection procedures. The names of those carrying out these responsibilities for the current year are listed at the front of this document.

It is the role of the governing body and the school leadership team to ensure that the Designated Leads for Safeguarding have received the necessary training (every two years) and annual updates, have access to the resources needed to enable them to carry out their responsibilities and have regular professional supervision to support them in this role. They will be given time to effectively fulfil the duties that their role demands.

The school leadership team will ensure that Designated Leads for Safeguarding attend the required training and that they refresh their training every two years.

All other staff (teaching and non-teaching) must be offered an appropriate level of training and must undergo refresher training every three years.



It is the role of the Designated Leads to ensure that the child protection procedures are followed within the school and to make appropriate, timely referrals to the Milton Keynes Multi-Agency Safeguarding Hub (MASH) in accordance with MKSCB multi-agency safeguarding procedures.

It is the role of the Designated Leads for Safeguarding to ensure that all staff who are employed within the school, including temporary staff and volunteers, are aware of the school's internal procedures in addition to the government guidance *Keeping Children Safe in Education*; to advise other staff; and to offer support to those requiring this.

The Designated Lead is Responsible for key responsibilities found in *Keeping Children Safe in Education, 2016*

In detail the Designated Safeguarding Lead is responsible for:

#### **Managing referrals and cases (Appendix 2-MARF (Multi agency referral form))**

- Referring all cases of suspected abuse or neglect to the Milton Keynes Multi-Agency Safeguarding Hub (MASH) and the Police (cases where a crime may have been committed).
- Liaising with the Headteacher to inform him of issues - especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations.
- Being the source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Supporting staff who make referrals.
- Sharing information with appropriate staff in relation to a child's looked after (CLA) legal status (whether they are looked after under voluntary arrangements with consent of parents or on an Interim Care Order or Care Order) and contact arrangements with birth parents or those with parental responsibility.
- Ensuring they have details of looked after children's social workers and the name of the virtual school Headteacher in the authority that is responsible for the child.

#### **Adult referral**

At White Spire School, pupils above 18 years old will come under the adult services. If staff have a concern, they must follow this up using the schools safeguarding procedures and report any concerns to the designated leads.

The designated leads will follow up any concerns with the allocate social worker (if applicable). If there is a concern about an adult being at risk of abuse and they are in immediate danger, the school will ring 999. If there is not immediate danger, the concern will be reported to Milton Keynes Council Adult Social care by completing an alert form.

The Headteacher, in conjunction with the Designated Leads for Safeguarding, will provide an annual report for the governing body detailing any changes to the policy and procedures; training undertaken by all staff and governors; and other relevant safeguarding issues.





The role of the Nominated Governor for Safeguarding is to ensure that the school has effective child protection policy and procedures in place and that the policy and structures supporting safeguarding children are reviewed annually. Governors must not be given details relating to individual child protection cases or situations, in order to ensure confidentiality is not breached.

During school hours a member of the Designated Safeguarding Lead Team will be available for staff and pupils to discuss any safeguarding concerns. For out of school activities the Senior/Deputy Safeguarding Lead will be available.

The Deputy Designated Safeguarding Lead and Designated Safeguarding Leads are all trained to the same level as the Senior Designated Safeguarding Lead. In the absence of the Senior Designated Safeguarding Lead, Designated Leads will report to the Deputy Designated Leads for support and guidance to ensure that the ongoing safety and protection of pupils. In the event of the long term absence of the Senior Designated Safeguarding Lead, the deputy will assume all of the functions above.

### **Training**

The Designated Leads for Safeguarding will undertake specialist child protection training, which will be updated at a minimum of every two years plus annual updates via email/staff meeting).

The Headteacher (*where not a designated lead*) and all staff members will undertake child protection training which is updated at a minimum of 3 yearly, in line with advice from MKSCB.

All staff will have regular in house updates to provide them with the relevant skills and knowledge to safeguard effectively.

New starters will take part in an induction period which will include the reading of several key policies.

### **Raising Awareness**

At White Spire School the Designated Safeguarding Leads work alongside staff to ensure that school's Child protection policies and procedures are known, understood and used appropriately. The policy is reviewed and updated yearly. Parents may review the schools Child Protection policy along with other information on the schools website. Parents are made aware by a designated lead if a referral is made unless advised otherwise by MASH.

The designated lead ensures that the school's safeguarding and child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, working with the school's governing board regarding this.

As a school we link with other professionals to ensure that staff are aware of training opportunities and the local policies.



We ensure that the Safeguarding file and any Child Protection information is sent to the new school /college as soon as possible. We ensure that the file is kept confidential and that the party receiving the file signs to say that they have received the file.

### **All staff responsibilities**

All staff will receive mandatory Child Protection training( 3 years as a minimum) and regular updates that will include:

- Any relevant policies/procedures
- Staff code of conduct and safe working practices
- Keeping Children Safe in Education, DfE, 2016
- What to Do If You Are Concerned About a Child: Advice for Practitioners (DfE, 2015)
- Information about the signs and indicators of abuse and neglect
- information regarding child sexual exploitation, female genital mutilation and Prevent
- Information on what to do if they have concerns about a child or young person.
- To read and understand Part 1 of Keeping Children Safe in Education, 2016. Staff and leaders working directly with children and young people must also read Annex A.
- To be aware of the mandatory duty, introduced by the Serious Crime Act 2015 that requires teachers to report known cases of Female Genital Mutilation involving children under the age of 18 to the police.
- bullying including cyber bullying
- children missing in education
- child missing from home or care
- child sexual exploitation (CSE)
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM): To be aware of the mandatory duty, introduced by the Serious Crime Act 2015 that requires teachers to report known cases of Female Genital Mutilation involving children under the age of 18 to the police.
- forced marriage
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- hate
- mental health
- missing children and adults strategy
- private fostering
- preventing radicalisation
- relationship abuse
- sexting
- trafficking

Staff that are new to White Spire School will receive a mandatory induction to familiarise themselves with the schools policies and procedures. Please see staff induction policy.

### **Quality assurance of safeguarding in school**



White Spire School is compliant in completing an annual Safeguarding audit to the Milton Keynes Safeguarding Children Board (MKSCB) within the notified timeframe. The outcomes of this audit is shared with our Governing Board and will form the key actions to be taken as a result of the audit. The actions of the audit will be included in the school's development planning.

### **Governing Board responsibilities**

The Governing Board will ensure that at White Spire School we are upholding the school's statutory responsibilities. They will not be given details relating to individual child protection cases.

In summary responsibilities placed on Governing Boards include:

- Appointing an appropriate senior member of staff to act as the Designated Safeguarding Lead. It is a matter for individual schools as to whether they choose to have one or more Deputy Designated Safeguarding Lead.
- Ensuring, in conjunction with the Headteacher/Principal/Senior Officer, that the Designated Safeguarding Lead fulfils the role and upholds the school's statutory responsibilities.
- Supporting inter-agency working, which includes providing a coordinated offer of early help when additional needs of children are identified.
- Ensuring that an effective child protection policy and procedures are in place and that the policy and structures supporting safeguarding children are reviewed annually, together with a staff behaviour policy or code of conduct.
- Ensuring staff are provided with Part One of Keeping Children Safe in Education, 2016 - Appendix 1 and are aware of specific safeguarding issues.
- Ensuring that staff induction is in place with regards to child protection and safeguarding.
- Ensuring that all of the Designated Safeguarding Leads (including deputies) should undergo formal child protection training every two years (in line with MKCSB guidance) and receive regular (annual) safeguarding refreshers (for example via e-bulletins, meeting other DSLs, or taking time to read and digest safeguarding developments).
- Prioritising the welfare of children and young people and creating a culture where staff are confident to challenge senior leaders over any safeguarding concerns.
- Ensuring that children are taught about safeguarding in an age appropriate way.
- Ensuring appropriate filters and monitoring systems are in place to safeguard children from potentially harmful and inappropriate online material.
- That there is a nominated governor for child protection on the Governing Board.  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

### **When to be concerned**



At White Spire School safeguarding and promoting the welfare of children is **everyone's responsibility**. All staff work with professional and families to ensure that our approach is child centred. Staff are extremely vigilant in ensuring that the child's best interest is adhered to at all times.

### **Early help**

All children that attend White Spire School have been identified as Section 17 (Children Act 1989). All children who attend White Spire School have an EHCP in place which identifies provision needed for individual needs. As a school all children have access to:-

- Smaller classes
- Higher pupils to staff ratio
- Interventions according to individual needs
- Specialist staff
- Working with parents/carer's
- Working with other agencies

Staff will work with the designated safeguarding lead to identify when a child/family is in need of early help. There will be active monitoring and feedback for any ongoing or escalating concerns.

All staff are trained and aware of the main categories of maltreatment: physical abuse, emotional abuse, sexual abuse and neglect and their indicators.

### **Children with special educational needs and disabilities**

White Spire School is a complex needs school. Staff are trained to recognise abuse and neglect and the barriers that can exist. Staff are trained to manage additional barriers and to ensure that children are appropriately safeguarded.

### **Children missing in education**

At White Spire School attendance, absence and exclusions are closely monitored and there are systems in place to track this. Where there is a pattern/persistence of missing school, the school attendance officer will investigate.

A child going missing from education can be a clear indicator of abuse and neglect. The attendance office will monitor absence and the designated lead will be notified of unauthorised absences.

If a child is missing from education and there is an immediate safeguarding concern a referral to the Multi-Agency Safeguarding Hub/ SEN team will be made by the schools designated lead.

Supporting documents-Child missing in education policy/attendance policy

### **Looked after children**



The most common reason for a child to become looked is as a result of abuse or neglect. The school ensures that staff have the necessary skills and understanding to keep looked after children safe. Appropriate staff have information about a child's looked after legal status and care arrangements. The designated teacher for looked after children and the DSL have details of the child's social worker and the name and contact details of the local authority's virtual head for children in care.

Supporting documents- Looked-after and previously looked after children school policy.

### **Safer Recruitment**

The governing body and school leadership team are responsible for ensuring that the school follows safe recruitment processes in accordance with government requirements and MKSCB procedures, including:

- Ensuring the Headteacher, other staff responsible for recruitment and at least one member of the governing body completes safer recruitment training
- Ensuring the upkeep of a Single Central Record of all staff and regular volunteers
- Ensuring written recruitment and selection policies and procedures are in place
- Adhering to statutory responsibilities to check staff who work with children
- Ensuring all governors have enhanced DBS checks.
- Ensuring that regular volunteers have an enhanced DBS and are appropriately supervised.
- Taking proportionate decisions on whether to ask for any checks beyond what is required
- Ensuring that at least one person on any appointment panel is safer recruitment trained.

White Spire School *is compliant with guidance contained in part 3 of Keeping Children Safe in Education*-- Part 3 and in local procedures for managing safer recruitment processes, set out in Milton Keynes Safeguarding Children Board procedures - Chapter 2.

Volunteers including governors will undergo checks. Under no circumstance will a volunteer who has not been appropriately checked be left unsupervised.

The school checks the identity of all contractors working on site and requests a DBS with barred list checks where required. Contractors who have not undergone checks will not be allowed to work unsupervised during the school day.

### **Site Security**

Visitors to the school, including contractors, are asked to sign in and are given a sticker badge, which confirms they have permission to be on site. Parents who are delivering or collecting their children do not need to sign in. All visitors are expected to observe the school's safeguarding and health and safety regulations.

### **Safe Working Practice**



White Spire School has developed a clear Code of Practice that staff understand and have agreed to. The Code of Practice offers guidance to staff on the way they should behave when working with children.

### **Information Sharing and Confidentiality**

All staff are aware that they must not promise to keep 'secrets' with children and that if children disclose abuse, this must be passed on to the Designated Leads for Safeguarding as soon as possible and the child should be told who their disclosure will be shared with.

Staff should make a record on a Child Welfare Concern form (where possible) of the date, time and place of the conversation, as soon as possible. The record must be a factual statements and observations rather than interpretations or assumptions.

It should be recorded in the child's own words, along with any observations on what has been seen and any noticeable non-verbal behaviour. This record must be dated and signed. Any original notes will need to be attached to a welfare concern form and placed in the child protection file.

Staff will be informed of relevant information in respect of individual cases regarding child protection on a 'need to know basis' only. All staff understand that child protection issues warrant a high level of confidentiality, not only out of respect for the pupil and staff involved but also to ensure that information being released does not compromise evidence.

White Spire School *is guided by local procedures for information sharing and confidentiality, which are set out in chapter 2.4 Milton Keynes Safeguarding Children Board procedures.* <http://mkscb.procedures.org.uk/>

### **Record Keeping**

Child Protection records are kept centrally and securely by the Senior Designated Leads for Safeguarding. Any electronic records are protected and can only be accessed by the Designated Safeguarding Leads. Staff are aware that they must make a record of Child Protection issues and events as soon as possible and that these records must be signed and dated. Child Protection records must not be made in the child's academic file.

All copies of such record need to be given to the designated Safeguarding lead promptly and no copies should be retained by the staff member volunteer completing the record.

The Designated Safeguarding Lead will ensure that all Safeguarding records are managed in accordance with the Education (Pupil Information) (England) Regulations 2005. When a child changes school

If a pupil who is/or has been the subject of a child protection plan changes school, the Designated Safeguarding Lead will inform the social worker responsible for the case and transfer the appropriate records to the Designated Safeguarding Lead at the receiving school, in a secure manner, and separate from the child's academic file.



### **Allegations against members of staff and volunteers (LADO (Jo Clifford) procedures)**

White Spire School recognises that it is possible for staff and volunteers to behave in a manner that causes harm to children and takes any allegation made against members of staff or volunteers seriously. The local arrangements for managing allegations are understood and followed. All staff know who to talk to if they are concerned about the behaviour of an adult.

*Keeping Children Safe in Education: Allegations of abuse made against teachers and other staff* sets out the duties of employers and employees in handling allegations and also in caring for their employees. This section covers a range of relevant processes, incorporating **the role of the LADO**.

White Spire School *is guided by local procedures for managing allegations against staff, carers and volunteers, which are set out in chapter 1.1.6 Milton Keynes Safeguarding Children Board procedures* . <http://mkscb.procedures.org.uk/>

### **Whistle Blowing**

All concerns of poor practice or possible child abuse by staff should be reported to the head teacher. Complaints about the headteacher should be reported directly to the chair of governors.

Staff may also report their concern's directly to children's social care or the police if they believe that it is necessary. Staff may also ring for advice from the NSPCC Whistleblowing Advice Line (0800 028 0285).

### **Staff/pupil online relationship**

White Spire School provides advice to staff regarding their personal online activity and has strict rules regarding online contact and electronic communication with pupils. Staff found to be in breach of these rules may be subject to disciplinary action or child protection investigation. Staff to read White Spire School's E-Safety policy for more information.

### **Allegations against pupils and peer on peer abuse**

White Spire School recognises that Children and Young People can be perpetrators of abuse. This can manifest itself in many ways. It may include

- Physical abuse such as biting or hitting
- Sexually harmful behaviour/sexual abuse such as inappropriate sexual language, touching, sexual assault
- Sexting, including pressure to send sexual images
- Teenage relationship abuse
- Prejudiced behaviour

Allegations within the school are taken very seriously and dealt with immediately.

Where there is reasonable cause to suspect that a child is suffering or likely to suffer significant harm staff are to inform the Designated Safeguarding Lead. Advice will be sought from the Milton Keynes Multi Agency Safeguarding Hub (MASH) and a referral may be made and police may also be informed.

The safety and welfare of all pupils is paramount, including the victim, the accused and others who are directly or indirectly involved. Parents and carers will be informed at the earliest opportunity.



Within White Spire School, we take several steps to minimise/prevent peer on peer abuse. This includes

- An open and honest environment where children feel safe to share information about anything that is worrying or upsetting them.
- The school's curriculum which reinforces the schools message
- The school is well supervised.

#### **The use of school premises by other organisations**

White Spire School does not allow other organisations to use the facilities but if services or activities are provided separately by another body using the school premises, the governing body will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

#### **Extended school and trips**

All afterschool activities are managed by the school, our own child protection policy applies. For offsite activities, a risk assessment is taken before hand to satisfy health and safety and safeguarding requirements. If other organisations provide a service or activities onsite on behalf of the school, we will check that they have appropriate procedures in place.

When there are out of hours activities, staff will be given information on how to contact individual designated leads.





### **Specific Safeguarding Issues**

White Spire School recognises that a number of other school policies and procedures form part of the wider safeguarding and child welfare agenda and therefore this Child Protection Policy should be read in conjunction with the policies listed below:

- Anti-bullying policy
- Behaviour for Learning
- Positive handling and restraint policy
- E-safety
- Staff Conduct/Staff Discipline
- Health and Safety
- Equality policy and Diversity
- Complaints policy
- PREVENT
- Whistleblowing
- Mental health and well being policy
- Keeping Children Safe in Education, DfE, 2016
- What to do if you're worried about a child being abused: Advice for Practitioners (DfE, 2015)
- Staff induction policy
- Health and Safety policy
- CSE policy
- Children missing in education policy
- Looked-after and previously looked-after children policy
- Levels of need when working with children and families (MKSCB, Oct 2017)
- Intimate care policy

(This is not an exhaustive list and schools may include others not mentioned here.)

### **Policy Review**

The governing body is responsible for reviewing this policy annually and ensuring that it is compliant with current legislation and good practice. Also for ensuring that the school maintains an up to date list of key contacts and related policy and procedures are kept up to date.



## Contacts and further information

To make a referral or consult Children's Services regarding concerns about a child:

**Multi-Agency Safeguarding Hub (MASH):**

Tel: 01908 253169 or 253170 during office hours or

Emergency Social Work Team 01908 265545 out of office hours

email: [children@milton-keynes.gov.uk](mailto:children@milton-keynes.gov.uk)

**For allegations about people who work with children:**

Contact the MASH as above

Or:

Local Authority Designated Office (LADO)

Tel: 01908 254306

email: [lado@milton-keynes.gov.uk](mailto:lado@milton-keynes.gov.uk)

**If in doubt - consult.**

**In any case where an adult is concerned that a child is, or may be, at risk of significant harm they must make a referral directly to Milton Keynes Council Multi Agency Safeguarding Hub (MASH):**

Tel: 01908 253169 or 253170 during office hours or

Emergency Social Work Team 01908 265545 out of office hours

email: [children@milton-keynes.gov.uk](mailto:children@milton-keynes.gov.uk)

**If a child or other person is at immediate risk of harm, the first response should always be to call the police on 999.**

For information about **safeguarding training for schools and education settings** contact the secretary to the Children & Families Head of Safeguarding:

**Tel: 01908 254962 or email: [sue.butler@milton-keynes.gov.uk](mailto:sue.butler@milton-keynes.gov.uk)**

For general queries regarding safeguarding, please feel free to contact the Children & Families Head of Safeguarding:

**Tel: 01908 254307**

More information and guidance about safeguarding children, including inter-agency training opportunities, can be found on:

Milton Keynes Safeguarding Children Board website: [www.mkscb.org](http://www.mkscb.org)

**Vulnerable adult:** 01908 253772

**AdultAlert:** <https://www.milton-keynes.gov.uk/social-care-and-health/safeguarding-people-at-risk/adults-at-risk>



**NSPCC Whistleblowing Advice Line**

Tel: 0800 028 0285

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**Useful links**

What to do if you are worried about a child being abused	<a href="https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2">https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2</a>
Keeping children safe in education 2016	<a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a>
Milton Keynes Safeguarding Children Board	<a href="http://mkscb.procedures.org.uk/">http://mkscb.procedures.org.uk/</a>
NSPCC	<a href="https://www.nspcc.org.uk/">https://www.nspcc.org.uk/</a>



## Appendix 1

### Significant harm

The Children Act 1989 introduced Significant Harm as the threshold that justifies compulsory intervention in family life in the best interests of children. Physical Abuse, Sexual Abuse, Emotional Abuse and Neglect are all categories of Significant Harm.

At White Spire School, if the term rape or allegations of sexual violence/assault is mentioned, the designated safeguarding lead will ring MASH immediately.

## Appendix 2

# Multi Agency Referral Form (MARF)

The MARF is designed to enable a non-urgent referral to be made to the Multi Agency Referral Hub (MASH)  
No other forms will be accepted and these procedures supersede all previous versions

### What to do

All three sections of this form must be completed as fully as possible before any referral is made to the Multi Agency Safeguarding Hub (MASH). The form is designed to include all family members in one referral, if that is appropriate, but please ensure that where concerns relate to a specific child or young person that this is clearly identified. It needs to be submitted by email together with a completed copy of the CAF to [children@milton-keynes.gov.uk](mailto:children@milton-keynes.gov.uk) (colleagues who need to use a secure external account should use [MASHBusinessSupport@milton-keynes.gcsx.gov.uk](mailto:MASHBusinessSupport@milton-keynes.gcsx.gov.uk) )

### If concerns are more urgent

Where there are urgent child protection concerns, the MKSCB policy and procedures should be followed. These can be viewed at [www.mkscb.org](http://www.mkscb.org). Situations where there is immediate possible or actual significant harm to a child or young person should be referred immediately by telephone to 01908 253169 (or 01908 265545 out of hours) and the MARF (a completed CAF is not required under these circumstances) should be emailed to confirm the referral to email address above.

### Help us to help you

Please provide as much detail as possible. The information provided will be used to determine the response is needed. In most cases it will be expected that action will have already been taken to address the issues causing concern and these must be fully described in the relevant section so please provide sufficient detail or evidence of previous interventions and support, including their aims and resulting outcomes.

In the majority of cases, referrals will have been fully discussed, and consent obtained, before any referral is made for additional services, unless this would place any child or young person at risk; in which case a full explanation of the circumstances must be given in the space provided.

### Thresholds and Outcome of Referrals

To review the referral we use the Milton Keynes Safeguarding Children Board 'Levels of need when working with children, young people and families' which sets out the thresholds for intervention. This can be helpful if you are unsure whether to submit a referral to the MASH. You can view a copy at [www.mkscb.org](http://www.mkscb.org)

Following this review, colleagues in the MASH may:



- a) Ask for further information or suggest alternative responses including further support through what we call Level 1 (Universal services) or Level 2 (Additional).
- b) Refer to the relevant Children and Family Practice for further assessment where children needs can be met by a multi-agency response at what we call Level 3 (Additional).
- c) Refer to children's social care for a more specialist Children and Families Assessment (where children or young people may be at risk of, or are, suffering significant harm which requires Level 4 intervention).

The referrer will be acknowledged within 24 hours and are notified of the outcome within two weeks.

Referrer details	
Name	
Job title	
Organisation	White Spire School
Telephone	01908 373266
Email	@whitespire.milton-keynes.sch.uk

Date you are submitting this MARF to the MASH	
Date	

Date the CAF was completed (please attach a copy to this referral)	
Date	
If not completed, why is this?	

## Section 1: Family Details

Child/ren's details					
Name	DOB	Gender	Home Address	Educational setting child/young person attends	Focus of this referral Y/N?
Language Used:	English		Religion:		
Other methods of communication:					
Parent or carer details					
Name	Relationship	PR*	Address if different	Telephone	

\*PR: Parental Responsibility [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

Other significant adults in child's life				
Name	Relationship	PR*	Address if different	Telephone
Disability				



Do any of the family members being assessed have a disability?		
<b>Ethnicity</b>		
Please ask the child/young person/family to describe their ethnicity		
<b>* Ethnicity Code Table:</b>		
<b>White</b> A1 – British A2 – Irish A3 – Any other white background	<b>Mixed</b> B1 – White and Black Caribbean B2 – White and Black African B3 – White and Asian B4 – Any other mixed background	<b>Asian or Asian British</b> C1 – Indian C2 – Pakistani C3 – Bangladeshi C4 – Any other Asian background
<b>Black or Black British</b> D1 – Caribbean D2 – African D3 – Any other Black background	<b>Other Ethnic Groups</b> E1 – Chinese E2 – Any other ethnic group F1 – Not Stated	
<b>Other professional involvement</b>		
Please indicate which organisations and professionals already in contact with the family	Professionals name	Organisation

## Section 2: Referral detail

<b>What are you worried about?</b>
Describe the concerns you have and why further support is needed. If you are identifying risk of, or actual, significant harm, be as specific as possible. Information will be shared with the family unless it places the child at risk to do so.
<b>What is working well?</b>
Describe the support and intervention already offered/provided to the child(ren) and family, including the aim of any support given and what has been achieved.



DRAFT



### Section 3: Information sharing and confidentiality statement

Please read this statement out to the family:

*The information that you have shared with us helps us to understand what support you may need. This means that we may need to share your information with appropriate agencies and community organisations as agreed below, so that we can work together to help provide support to meet your needs. If we need to share information with any other organisations later we will ask you about this before we do it. Milton Keynes Safeguarding Children Board’s Protocols state that if a child or young person is at risk of harm or abuse, we must report it to the appropriate authorities but it is your right to be informed of this first.*

**The process has been fully explained to me and I understand what is likely to happen.**

Family members - Signatures					
Signed		Name		Date	
Signed		Name		Date	
Signed		Name		Date	
Signed		Name		Date	
Signed		Name		Date	
Signed		Name		Date	
Signed		Name		Date	

If consent has not been gained please provide an explanation
<i>Has the referral been discussed with the parents or carers, and what is their view?</i>

*This is the end of the MARF form.*





### **Appendix 3**

#### **Female Genital Mutilation/Honour based violence**

Female genital mutilation (sometimes referred to as female circumcision) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK.

At White Spire School we believe that all pupils should be kept safe from harm.

Although our school has few children that are in high risk groups and considers girls in our school safe from FGM we will continue to monitor and review our policy annually

White Spire School will include training for staff on raising awareness of FGM and the signs to look for.

As a school we will report any concerns we have about a pupil in line with the child protection policy.

### **Appendix 4**

#### **Sexting**

##### **Definition**

Sexting is when someone shares sexual, naked or semi-naked images or videos of themselves or others, or sends sexually explicit messages. They can be sent using any device that allows you to share media and messages. (NSPCC)

At White Spire School we ensure that:

- Staff are aware what sexting is.
- Children are taught about sexting and how to protect themselves.
- Pupils are made aware of where they can go for support and advice

Staff have a duty to report any concerns in line with the Child Protection Policy

### **Appendix 5**

#### **Radicalisation and Extremism**

Please see school's PREVENT policy.



## **Appendix 6**

### **Fabricated or induced illness**

Staff remain vigilant in spotting signs of fabricated or induced illness. If staff believe that an illness is induced/fabricated this will be reported to the Designated Safeguarding Lead who will follow procedure.

## **Appendix 7**

### **Child Sexual Exploitation**

Please see Child Sexual Exploitation policy.

## **Appendix 8**

### **Private fostering arrangements**

If a person other than a parent or close relative care for a child for 28 days or more with the parents consent, children's services must be notified. If staff become aware of such arrangements, staff must make a Designated Lead award and the school will notify the local authority.

## **Appendix 9**

### **Some of the following signs may be indicators of physical abuse:**

- Children with frequent injuries;
- Children with unexplained or unusual fractures or broken bones; and
- Children with unexplained:
  - bruises or cuts;
  - burns or scalds; or
  - bite marks.

### **Some of the following signs may be indicators of emotional abuse:**

- Children who are excessively withdrawn, fearful, or anxious about doing something wrong;
- Parents or carers who withdraw their attention from their child, giving the child the 'cold shoulder';
- Parents or carers blaming their problems on their child; and



- Parents or carers who humiliate their child, for example, by name-calling or making negative comparisons.

**Some of the following signs may be indicators of sexual abuse:**

- Children who display knowledge or interest in sexual acts inappropriate to their age;
- Children who use sexual language or have sexual knowledge that you wouldn't expect them to have;
- Children who ask others to behave sexually or play sexual games; and
- Children with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy.

**Some of the following signs may be indicators of sexual exploitation:**

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or don't take part in education.