



Child Protection Framework Policy

Revised September 2024

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APPENDIX

1. Contacts

School contacts

Headteacher	Esther Taylor 01296 668543
Designated Safeguarding Lead (DSL)	Esther Taylor
Deputy Designated Safeguarding Lead(s)	Aysha Clarke Liz Singer Kim Brooks Lynne Kosky Lara Rutherford 01296 668543
Nominated Safeguarding Governor	Hilary Rossington
Chair of Governors	Gavin Sandmann

Contacts in The Local Authority

Education Safeguarding Advisory Service ESAS offers support to education providers to assist them to deliver effectively on all aspects of their safeguarding responsibilities.	01296 387981
First Response Team (aka MASH) (including Early Help, Channel) The First Response Team process all new referrals to social care, including children with disabilities. Referrals are assessed by the team to check the seriousness and urgency of the concerns and whether Section 17 and/or Section 47 of the Children Act 1989 apply. The First Response Team will ensure that the referral reaches the appropriate team for assistance in a quick and efficient manner.	01296 383962 Out of hours 0800 999 7677
Local Authority Designated Officer (LADO) The Buckinghamshire Local Authority Designated Officer (LADO) is responsible for overseeing the management of all allegations against people in a position of trust who work with children in Buckinghamshire on either a paid or voluntary basis	01296 382070
<u>Bucks Family Information Service</u> Information for families on a range of issues including childcare, finances, parenting and education	01296 383065
<u>Buckinghamshire Safeguarding Children Partnership (BSCP)</u>	

Procedures, policies and practice guidelines
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<u>Schools Web</u> School bulletin, Safeguarding links, A-Z guide to information and services	
Buckinghamshire Council School Improvement and Traded Delivery Manager	Buckinghamshire Council Yvette Thomas
Buckinghamshire Council Prevent Co-ordinator	Buckinghamshire Council Alison Watts
Thames Valley Police	101 (999 in case of emergency)

This policy should be read in conjunction with the following policies and other policies you feel it would be useful to refer to:

- Anti-bullying
- Attendance
- Behaviour
- Children Looked After
- Complaints
- Equalities
- GDPR
- Lettings
- SEN/Inclusion
- Health & Safety (including managing children with medical needs) & First Aid
- Photography
- E-Safety/ Online safety (including use of mobile/electronic devices)
- Staff Code of Conduct
- PSHE - to include RE & RSE
- Whistleblowing
- Safer Recruitment
- Record Keeping

Definitions

Safeguarding and promoting the welfare of children means:

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Acting to enable all children to have the best outcomes.

Child protection is part of the safeguarding process and it refers to the procedures undertaken to protect individual children who have been identified as suffering or likely to suffer significant harm.

Abuse is a form of maltreatment of a child and may involve inflicting harm or failing to act to prevent harm. Further information regarding the categories of abuse can be found in the appendix to this document.

Children includes everyone under the age of 18.

2. Introduction

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

- Children Act 1989 (amended 2004)
- “Working Together to Safeguard Children 2018” - July 2018 [Working Together To Safeguard Children July 2018](#)
- “Keeping Children Safe in Education”- statutory guidance for schools and further education colleges - [Keeping children safe in education \(publishing.service.gov.uk\)](#)
- Information Sharing Guidance for Safeguarding Practitioners [Information Sharing Guidance](#) – DfE July 2018
- Children Missing Education; Statutory Guidance for Local Authorities - Sept 2016 [Children missing education - GOV.UK](#)
- Statutory Guidance issued under section 29 of the Counter-Terrorism and Security Act - 2015 [Prevent Duty Guidance](#)
- The Equality Act - 2010 [Equality Act 2010: guidance - GOV.UK](#)
- What to do if you’re worried a child is being abused - March 2015 [What to do if you are worried a child is being abused](#)
- Statutory guidance on FGM [Multi-agency Statutory Guidance on Female Genital Mutilation](#)

Clear governance and leadership are central to embedding a safeguarding culture. The Governing Body takes its responsibility seriously under **section 175 of the Education Act 2002** to safeguard and promote the welfare of children; working together with other agencies to ensure effective and robust arrangements are in place within our school to identify and support those children who are suffering harm or whom may be at risk of harm. Governors will ensure all staff at the school have read and understood their responsibilities pertaining to **Part 1, Part 5 and Annexe B of Keeping Children Safe in Education 2022**.

All staff are required to read and adhere to the **Staff Code of Conduct**.

Every member of the school community is responsible for contributing to a positive culture of safeguarding.

The school recognises that as well as risks to the welfare of children from within their families, children may be vulnerable to abuse or exploitation outside their homes and from other children. Staff must remain vigilant and alert to these potential risks.

The aims of this policy are:

To provide an environment in which children feel safe, secure, valued and respected.

To ensure that senior leaders, teaching staff and non-teaching staff, supply staff, governors and volunteers:

- Are aware of the need to safeguard and promote the wellbeing of children
- Identify the need for early support
- Promptly report concerns, in line with guidance from the Buckinghamshire Continuum of Need
- Are trained to recognise signs and indicators of abuse

To provide systematic means of monitoring children known to be or thought to be at risk of harm and ensure contribution to assessments of need and support plans for those children.

To ensure Brookmead School has a clear system for communicating concerns both internally and with external agencies in line with the Working Together guidance.

To ensure the school has robust systems in place to accurately record safeguarding and child protection concerns.

To develop effective working relationships with all other agencies involved in safeguarding, supporting the needs of children at our school.

To ensure that all staff appointed have been through the safer recruitment process and understand the principles of safer working practices as set out in our **Staff Code of Conduct**.

To ensure that any community users of our facilities have due regard to expectations of how they should maintain a safe environment, which supports children's wellbeing.

This policy is published on our website, www.brookmead.bucks.sch.uk and hard copies are available from the school office.

3. Responsibilities

All staff, supply staff, volunteers, visitors, governors and contractors understand safeguarding children is everyone's responsibility. Any person who receives a disclosure of abuse, an allegation or suspects that abuse may have occurred must report it immediately to Esther Taylor Headteacher and DSL or, to Aysha Clarke Deputy Headteacher and Deputy DSL or to any other of the above named DSLs on site.

Staff must maintain a good working knowledge of the Buckinghamshire Continuum of Need The Continuum of Need - Buckinghamshire Safeguarding Children Partnership (buckssafeguarding.org.uk) and any updates and how it should be used to inform decision making regarding a referral to First Response.

Staff must have the skills, knowledge and understanding to keep both looked after children and previously looked after children safe.

Staff must understand vulnerability and that barriers exist when Recognising abuse, neglect and exploitation. Consider the following groups who may have increased vulnerability:

- Young carers
- Children with SEND
- Children living with domestic abuse
- Children whose parents suffer with poor mental health, including substance misuse
- Criminal exploitation, including sexual exploitation, County Lines radicalisation and gang involvement
- Look after children and previously look after children
- Children who have a social worker
- Privately fostered children
- Asylum seekers
- So-called Honour Based Violence, including FGM and forced marriage
- Children who frequently go missing or whose attendance is a concern
- Children who are part of the LGBTQ+ group
- Children who are at risk of discrimination due to faith and belief, race or ethnicity.

The Governing Body understands and fulfils its safeguarding responsibilities.

It must:

Ensure that the Headteacher and (when not the Headteacher) the DSL creates and maintains a strong, positive culture of safeguarding within the school.

Ensure that this policy reflects the unique features of the community we serve and the needs of the pupils attending our provision. This policy will be reviewed at least annually and whenever new guidance is issued.

Regularly monitor and evaluate the effectiveness of this Child Protection Policy.

Appoint a Designated Safeguarding Lead (DSL), who is a member of the Senior Leadership Team (SLT) and has the required level of authority and also appoint at least one Deputy DSL. The roles and responsibilities of the DSL and Deputy DSL are made explicit in those post-holders' job descriptions. If not the DSL, the Headteacher still maintains overall responsibility for safeguarding and child protection within the school.

Recognise the importance of the role of the DSL, ensuring they have sufficient time, training, skills and resources to be effective. Refresher training must be attended every 2 years, in addition knowledge and skills must be refreshed at regular intervals, at least annually.

Ensure that all staff complete safeguarding training to include their roles and responsibilities with regards to the school IT system's online filtering and monitoring.

Ensure measures are in place for the governing body to have oversight of how the school's delivery against its safeguarding responsibilities are exercised and evidenced, to include reviewing online filtering and monitoring on a regular basis and at least annually. This will be through contacting the schools IT provider (Buckinghamshire IT Department) who are the providers of our filtering systems. We will ask for assurances of filtering systems. We will annually test the system as a safety team (Headteacher as DSL, Mike Smith as IT technician and Angela Mitchell as Health and Safety. A summary of this will be produced annually. Ensure robust structures are in place to challenge the Headteacher where there are any identified gaps in practice or procedures are not followed.

Recognise the vital contribution that the school can make in helping children to keep safe, through incorporation of safeguarding within the curriculum. This will also be taught through the PSHE curriculum and relevant issues through the Relationship Education (primary schools) or Relationship Sex Education (secondary schools, mandatory from Sept. 2020). Ensure that through curriculum content and delivery children understand to keep themselves safe.

Ensure that school is following the statutory RSE guidance –Relationships and sex education (RSE) and health education - GOV.UK (www.gov.uk)

Ensure safe and effective recruitment policies and disciplinary procedures are in place.

Ensure resources are allocated to meet the needs of pupils requiring child Protection or early intervention.

Ensure the DSL completes an Annual Safeguarding Report for Governors and a copy is shared with the Education Safeguarding Advisory Service at Buckinghamshire Council.

It is the duty of the Chair of Governors Gavin Sandmann to liaise with relevant agencies if any allegations are made against the Headteacher. If there are concerns that issues are not being progressed in an expedient manner, staff/pupils/parents/carers should escalate concerns to the Local Authority Designated Officer (LADO) via First Response.

The Governing body must ensure that procedures are in place to manage safeguarding concerns of allegations against staff, supply staff, governors, volunteers, visitors or contractors where they could pose a risk of harm to children. The guidance in Part four of Keeping children safe in education must be followed if there were any such concerns.

The Governing Body must ensure that a named teacher is designated for Looked After Children and that an up to date list of children who are subject to a Care Order or are accommodated by the Local Authority is regularly reviewed and updated. The school must work with the Virtual Schools Team to support the educational attainment for those children who are Looked After. At Brookmead, this person is Esther Taylor.

The governing body has a statutory duty to appoint a Nominated Governor for safeguarding. The Nominated Governor must be familiar with Buckinghamshire Safeguarding Children Partnership procedures, Local Authority procedures and guidance issued by the Department for Education. The Nominated Governor must:

- Work with the DSL to produce the Child Protection Policy annually.
- Undertake appropriate safeguarding training, to include Prevent and Safer Recruitment training.

- Ensure child protection is regularly discussed at Governing Body meetings
- Meet at least termly with the DSL to review and monitor the school's delivery on its safeguarding responsibilities, to review the Single Central Record and complete an audit of the staff files.
- Take responsibility to ensure that the school is meeting the OFSTED requirements as set out in the inspection guidance:

Inspecting safeguarding in early years, education and skills settings

Education inspection framework (EIF) - GOV.UK (www.gov.uk)

All governors must complete safeguarding training on appointment, to also include Prevent training. This training must be regularly updated in line with national or local guidance. The governing body must ensure that relevant staff have due regard to the relevant data protection principles set out in the Data Protection Act 2018 and the GDPR, which allow them to share or withhold personal information when it is necessary to safeguard any child.

We have a Designated Safeguarding Lead (DSL) who is responsible for:

Creating a culture of safeguarding within the school where children are protected from harm.
Ensuring all staff receive an effective induction and ongoing training to support them to recognise and report any concerns.

Ensuring children receive the right help at the right time using the Buckinghamshire Continuum of Need document.

Ensuring referrals to partner agencies, are followed up in writing, including referrals to First Response and Early Help (FSS).

Establishing and maintaining a safe and secure system for recording safeguarding and child protection records. These records must be audited regularly to ensure all actions are completed.

Ensuring all child protection files are held separately from pupils' educational records.

Maintaining the record for staff safeguarding training.

Ensuring that the safeguarding team contact details and photos are displayed in prominent areas around the school and also on the website.

Being the designated point of contact for staff to be able to discuss and share their concerns.

Ensuring the online filtering and monitoring system is reviewed regularly, at least annually.

Being available to staff and outside agencies during school hours and term time for consultation on safeguarding concerns raised.

Having responsibility to ensure that cover is arranged outside of term-time during working hours, with the expectation that all meetings in school holidays are attended including those convened at short notice.

During residential and extended school hours, ensuring arrangements are in place for staff to have a point of contact.

Contributing effectively to multiagency working, for the safeguarding and promotion of the welfare of children, as set out in Working Together.

Providing the Headteacher (if the Headteacher is not the DSL), with an annual report for the Governing Body, detailing how school delivers on its safeguarding responsibilities and any child protection issues within the school. The Governing Body will use this report to fulfil its responsibility to provide the Local Authority with information about their safeguarding policies and procedures

Meeting at least once a term with the Nominated Governor to share oversight of the safeguarding provision within the setting, monitor performance and develop plans to rectify any gaps in policy or procedure. A record should be kept of these meetings. Providing the Headteacher (if DSL is not Headteacher) with up to date information of any issues.

Meeting the statutory requirement to keep up to date with knowledge, enabling them to fulfil their role, including attending mandatory and any other additional relevant training.

Referring immediately to the Police, using the guidance, When to call the police [2491596 C&YP schools guides.indd \(npcc.police.uk\)](#) for any cases where a criminal offence may have been committed or risk of harm is imminent.

At Brookmead School, safeguarding in the Early Years is a priority in line with Department for Education (DfE) guidelines, ensuring the safety and welfare of all children. All staff working with young children receive regular safeguarding training to help them identify and respond to any concerns regarding a child's wellbeing. Concerns are reported promptly to the Designated Safeguarding Lead (DSL), who is trained to handle such cases in accordance with statutory requirements. To further protect children, the use of mobile phones and smartwatches is strictly prohibited in Early Years settings, ensuring a secure environment. Brookmead maintains a culture of vigilance, ensuring that safeguarding practices are robust, transparent, and meet DfE standards for child protection in Early Years settings.

4. Procedures

Our school procedures for all staff, supply staff, governors, volunteers, visitors and

contractors in safeguarding and protecting children from harm are in line with Buckinghamshire Council and [Buckinghamshire Safeguarding Children Partnership](#) safeguarding procedures, **“Working Together to Safeguard Children 2018”** [Working Together to Safeguard Children 2018](#), **“Keeping Children Safe in Education”** [Keeping children safe in education 2023](#) and statutory guidance issued under section 29 of the **Counter-Terrorism and Security Act 2015** [Revised Prevent duty guidance: for England and Wales - GOV.UK \(www.gov.uk\)](#).

Brookmead School will always welcome pupils from the travelling community and are in liaison with the appropriate council teams to ensure the smooth integration into the school community. With all pupils any safeguarding concerns will be reported in the appropriate manner and as soon as they are recognised.

We will ensure:

Visitors must be:

- Clearly identified with visitor/contractor passes.
- Met and directed by school staff/representatives.

- Signed in and out of the premises by school staff.
- Given a safeguarding leaflet to read or directed to a poster informing them of how to report a concern
- Given restricted access to only specific areas of the school, as appropriate.
- Escorted by a member of staff/representative as required.
- Given access to pupils restricted to the purpose of their visit.

All members of staff must complete regular safeguarding training, attend regular refresher training and partake in any training opportunities arranged or delivered by the DSL. Updates must be cascaded to all staff throughout, at a minimum of once a year. All new staff will receive safeguarding and child protection training on induction including online safety.

All parents/carers must be made aware of the school's responsibilities in regard to child protection procedures through this policy.

All staff, including supply staff, must follow the reporting procedures as follows when reporting any child protection concerns:

- Staff must ensure the child is in a safe place and in receipt of support
- Staff must initially make a verbal report to the DSL to alert them to the safeguarding/child protection concern
- Staff must make a written report using the school record keeping process; (CPOMS)
- Staff are aware of the reporting of concerns procedures. All have login details for CPOMS – Chromebooks are available should the reporter not have access to a device.
- Staff must ensure the time and date of the incident is recorded – this is automatic in CPOMS
- A factual account of the incident must be recorded, including who was involved, what was said/seen/heard, where the incident took place and any actual words or phrases used by the child
- Use a body map to record any injuries seen or reported by the child included in CPOMS
- Staff must name and date the report giving details of their role within school - automatic within CPOMS
- The DSL must record when the report was passed to them and what action was taken alongside any outcomes achieved (the logging of who and when is an automatic process within CPOMS). All DSLs are notified of incidents and staff are advised to inform the DSL of any updates via CPOMS reporting.
- The DSL must ensure the child's wishes and feelings are taken into consideration when deciding on next steps.

Through our **Attendance Policy**, we have a robust system for monitoring attendance and will act to address absenteeism with parents/carers and pupils promptly and identify any safeguarding issues arising.

Brookmead School's first day absence system is – Office Manager will check with the class teacher to confirm absence; then Office Manager will contact the parents to clarify why the child is off school if we have not had notification. Should the Office Manager fail to get hold of parents after 5 days of absence a home visit will be carried out. In instances where there is a serious safeguarding concern, or after a long period of school closure, there may be a home visit on the first day of absence if school are not notified of why the child is absent or if there are concerns. Should the pupil be absent from school for 10 days with no contact they will be reported as 'a child missing in education' and the appropriate departments will be contacted within the LEA.

All children attending our school are required to have a minimum of two identified emergency contacts. Any pupil whose absence is causing concern and where it has not been possible to contact a parent/carer, will be reported as a Child Missing in Education (CME) using the **Buckinghamshire CME Protocol**. Any absence, of a pupil who is currently subject to a child protection or child in need plan is immediately referred to their social worker.

Brookmead School has a mandatory duty to inform the local authority, via the First Response Team, if they become aware that a child under the age of 16 years is living with someone other than their parent, step-parent, aunt, uncle or grandparent for a period of more than 28 days. This is defined as being a private fostering arrangement.

All staff, parents/carers and children are made aware of the school's escalation through contacting a DSL and through the attendance policy.

Our lettings policy reflects the ongoing responsibility the school has for safeguarding those using the site outside of normal school hours, ensuring the suitability of adults working with children on school sites at any time. School must have sight of the up to date **Child Protection Policy** of any organisation hiring the school's facilities.

The school operates **Safer Recruitment** practices. Governors ensure that staff who are involved in the recruitment process have received safer recruitment training. Robust procedures are in place in order to prevent and deter people who are unsuitable to work with children, from applying or being employed by the school.

Any safeguarding allegations against members of staff, supply staff, governors, including volunteers and contractors are referred to the Local Authority Designated Officer (LADO).

Our procedures are reviewed and updated annually as a minimum, or as there are changes to legislation.

Children are encouraged to share any concerns or worries with staff and are regularly reminded about this as part of the curriculum, assemblies and tutor time.

5. Record-Keeping and Retention of Records

When a disclosure of abuse or an allegation against a member of staff or volunteer has been made, no matter how low level, our school must have a record of this. These records are maintained in a way that is confidential and secure, in accordance with our **Record Keeping Policy** and **Data Protection Legislation**.

Records should include:

- a clear and comprehensive summary of the concern
- a clear, detailed and robust chronology must be maintained
- details of how the concern was followed up and resolved
- a note of any action taken, decisions reached and the outcome.

There is a statutory requirement for our school to pass any child protection records to the pupil's next school. This must take place within 5 days of the 1st day of term or within 5 days of an in-year transfer. There must be an auditable system in place to evidence this has taken place – this is through a signed sheet, CPOMS records which show transfer where applicable from one CPOMS system to another or through a ticked record sheet. All child protection records are held separately from pupils educational records. No records should be maintained within the school once the files have been transferred unless there are extenuating circumstances related to allegations – for which records must be kept.

The last statutory school maintains child protection files until a pupil reaches the age of 25 years, therefore if the transfer school is unknown, or a pupil is going to be electively home educated, any child protection files will remain at our school in a secure location. Child protection files will only be destroyed when the pupil reaches their 25th birthday.

We have a robust system for reviewing our archived information held. Our files are stored and disposed of in line with GDPR protocols, local and national retention policies.

6. Alternative Provision

When a child is accessing an alternative provision, the school will ensure that the provision has secure and robust safeguarding arrangements in place. A member of staff, from school, will regularly visit the provision and meet with the child to hear their voice. The SENDCo is the person whose responsibility it is to visit any alternative provision prior to a child attending. Currently the Buckinghamshire PRU is used as an alternative provision.

7. Confidentiality

We recognise that all matters relating to child protection are confidential.

The Headteacher or Designated Safeguarding Lead must only disclose personal information about a pupil to other members of staff on a need to know basis.

Staff must not keep duplicate or personal records of child protection concerns. All information must be reported to the Designated Safeguarding Lead and securely stored in the designated location within the school, separate from the pupil records.

All staff are aware they cannot promise a child to keep secrets which might compromise the child's safety or well-being or that of another as they have a duty to share. Staff must, however, reassure the child that information will only be shared with those people who will be able to help them and therefore need to know.

We will always undertake to share our intention to refer a child to Social Care (First Response) with their parent/carer's consent, unless to do so could put the child at greater risk of harm or impede a criminal investigation. If in doubt, we will consult with First Response on this point. We recognise that GDPR data Protection Act 2018 must not be a barrier for sharing information regarding safeguarding concerns in line with 'Working Together'. Gov guidance link:

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

8. Recognising abuse, neglect and exploitation, neglect and exploitation

In the event of a child disclosing abuse staff must:

Refer to the following guidance:

“What to do if You’re Worried a Child is Being Abused”

Stat guidance template (publishing.service.gov.uk)

Listen to the child, allowing the child to tell what has happened in their own way and at their own pace. Staff must not interrupt a child who is freely recalling significant events. Remain calm. Be reassuring and supportive, endeavouring not to respond emotionally.

Not ask leading questions. Staff are reminded to ask questions only when seeking clarification about something the child may have said or to gain sufficient information to know that this is a safeguarding concern. Staff are trained to use TED; Tell, Explain, Describe.

Make an accurate record of what they have seen/heard using the school’s record keeping processes, recording; times, dates or locations mentioned, using as many words and expressions used by the child, as possible. Staff must not substitute anatomically correct names for body part names used by the child.

Reassure the child that they did the right thing in telling someone.

Staff must explain to the child what will happen next and the need for the information to be shared with the DSL.

In the unlikely event the DSL and the deputy DSL are not available, staff are aware they must share their concerns with the most senior member of staff.

If there is immediate risk of harm to a child, staff will NOT DELAY and will ring 999.

The child will be monitored/accompanied at all times following a disclosure, until a plan is agreed as to how best they can be safeguarded.

Following a report of concerns the DSL must:

Decide whether there are sufficient grounds for suspecting significant harm, in which case a referral must be made to First Response and the police if it is appropriate, referring to the guidance, When To Call The Police:

[2491596 C&YP schools guides.indd \(npcc.police.uk\)](#)

The rationale for this decision should be recorded by the DSL.

School should try to discuss any concerns about a child’s welfare with parents/carers and, where possible, obtain consent before making a referral to First Response. However, in accordance with DfE guidance, this should only be done when it will not place the child at increased risk or could impact a police investigation. Where there are doubts or reservations about involving the child’s family, the DSL should clarify with First Response or the police whether the parents/carers should be told about the referral and, if so, when and by whom. This is important in cases where the police may need to conduct a criminal investigation. The child’s views should also be considered.

If there are grounds to suspect a child is suffering or is likely to suffer significant harm, the DSL (or Deputy) must contact First Response by telephone immediately, in first instance and then complete the Multi Agency Referral Form (MARF).

If the child is in immediate danger and urgent protective action is required, the police and/or ambulance must be called, via 999. The DSL must notify First Response of the occurrence, what action has been taken and to take advice about informing parents/carers.

Pupils with SEND

Brookmead handles safeguarding concerns related to pupils with special educational needs and disabilities (SEND) by implementing practices that address the unique vulnerabilities of these students. Staff receive training to recognise signs of abuse, neglect, or exploitation in SEND pupils, which may differ from typical indicators. Brookmead ensures that communication methods are adapted to meet the needs of pupils who may struggle to express concerns verbally. Collaboration with external professionals, such as therapists and social workers, may be required. The SENDCo is a DSL in case adaptations need to be made when a child with additional needs discloses a concern or additional emotional support is required.

Where additional support is required if a child is unwell long term, the SENDCo will co-ordinate support for the child and weekly well being checks will be made in person or online, dependent on the health needs of the child. Where there are safeguarding concerns, a multiagency approach may need to take place.

9. Multi-agency working

Brookmead School know what the role of schools is, as a relevant agency, within the three safeguarding partner arrangements and as required, will contribute to multi-agency working, in line with the statutory guidance 'Working Together to Safeguard Children'.

When named as a relevant agency and involved in safeguarding arrangements, Brookmead School will co-operate alongside other agencies with the published arrangements.

Brookmead School will contribute to inter-agency plans to offer children support of early help and those children supported through child protection plans.

Brookmead School will allow access for and work with children's social care to conduct or consider whether to conduct as section 17 or section 47 assessment.

If, following a referral, the situation is not improving for the child, the DSL will follow the escalation process.

10. Supporting Staff

We recognise that staff becoming involved with a child who has suffered harm, or appears to be likely to suffer harm, could find the situation stressful and upsetting. We will support such staff by providing an opportunity to talk through their anxieties with the DSL and to seek further support if necessary. This could be provided by the Headteacher or another trusted colleague, Occupational Health, and/or a representative of a professional body, Employee Assistance Programme (PAM) or trade union, as appropriate.

11. Safer Recruitment

Brookmead School follows the guidance as set out in the KCSIE together with the information provided by the Bucks Safeguarding Children Partnership to ensure that all the appropriate checks have been carried out on new staff and volunteers.

Safer Recruitment in Bucks guidelines are followed – see appendix A

12. Allegations against staff, supply staff, volunteers and contractors (including Governors)

Here at Brookmead School, we have our own procedures for managing concerns and/or allegations against those working in school to include staff, supply teachers, volunteers and contractors.

KCSIE 2024 - Part four contains comprehensive guidance covering the two levels of allegations/concern:

1. allegations that may meet the harms threshold
2. Allegations/concerns that do not meet the harms threshold - referred to for the purpose of this guidance as 'low level concerns'.

All school staff, supply staff, volunteers and contractors must 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/carers to be conducted in view of other adults.

We understand that a pupil may make an allegation against a member of staff, member of supply staff, volunteer or contractor. If such an allegation is made, the member of staff notified of the allegation will immediately inform the Headteacher or the most senior teacher if the Headteacher is not present. If the allegation is made against the Headteacher, the Chair of Governors must be informed.

At Brookmead School we recognise that an allegation may be made if a member of staff, a member of supply staff, a governor, a volunteer or a contractor has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children. This includes behaviours both inside and outside of school.

The Headteacher/Senior Teacher/Chair of governors (where the allegation is in reference to the Head Teacher) on all such occasions must immediately discuss the content of the allegation with the Local Authority Designated Officer (LADO).

The Head Teacher/Senior Teacher must:

Follow all advice given by the LADO throughout the investigation process, including how to manage the staff member, supply staff member, governor, volunteer or contractor against whom the allegation is made, as well as supporting other staff, supply staff members, governors, volunteers and contractors within the workplace.

Follow all advice given by the LADO relating to supporting the child making the allegation, as well as other children connected to the organisation.

Ensure feedback is provided to the LADO about the outcome of any internal investigations.

The school will follow the local safeguarding procedures for managing allegations against staff, supply staff, governors, volunteers and contractors, a copy of which can be found in the school office.

If the allegation is made against a member of staff supplied by an external agency, the agency will be kept fully informed and involved in any enquiries from the LADO.

Suspension of the member of staff against whom an allegation has been made needs careful consideration and, if necessary, we will consult with the LADO in making this decision. Guidance will also be sought from HR.

Our lettings agreement for other users requires that the organiser will follow the Buckinghamshire Council procedures for managing allegations against staff and where necessary, the suspension of adults from school premises.

Should an individual staff member, supply staff member, governor, volunteer or contractor be involved in child protection, other safeguarding procedures or Police investigations in relation to abuse, neglect or exploitation they must immediately inform the Head Teacher. In these circumstances, the school will need to assess whether there is any potential for risk of transfer to the workplace and the individual's own work with children.

Investigations will be done in the most timely manner possible to safeguard the child.

13. Whistleblowing

We have a **Whistleblowing Policy** which can be found in the staffroom. Staff are required to familiarise themselves with this document during their induction period.

All staff must be aware of their duty to raise concerns about the attitude or actions of colleagues and report their concerns to the Headteacher or Chair of Governors.

Low-level concerns

At Brookmead School all staff know they have a responsibility to share any concerns, no matter how small, about any adults working in school to Phase Leaders, DSLs or Headteacher verbally and then in writing via email to the most senior of staff (DHT or HT). Staff are made aware of what a low-level concern might look like using the examples from the KCSIE page 106. All reports will be dealt with effectively and recorded, enabling the school to identify any concerning behaviour and support any adults becoming the subject of false low-level concerns.

14. Physical intervention/Positive handling

Our policy on physical intervention/positive handling by staff is set out separately, as part of our **Positive Handling Policy**.

Use of reasonable force and restrictive practices in schools - GOV.UK (www.gov.uk)

15. Anti-Bullying

Anti-Bullying is referenced within the **Anti Bullying Policy** and measures are in place to prevent and respond to all forms of bullying, which acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

16. Discriminatory Incidents

In line with the **Equalities Act 2010**, our **Equalities Policy** addresses all forms of discriminatory incidents, our Positive Behaviour Policy also addresses equalities within it. The Equalities section on our website shows our Equalities Objectives.

17. Health and Safety

We recognise the importance of safeguarding pupils throughout the school day. Our **Health and Safety policy** reflects the consideration we give to the protection of our children, both physically and emotionally, within the school environment.

Part of the safeguarding measures we have in place include the safe drop off and collection of pupils at the start and end of the school day. Children who use a taxi are brought to the office and once the taxi driver has arrived are safely escorted to the car. Children who come by bus are escorted by a class teacher to the bus; a register is taken and they are counted on; the staff member ensures that each child is wearing a seat belt. If a child is expected to be on the bus and are not with the others a call will be made to the parent to clarify where they are before the bus leaves.

Pupils who leave the site during the school day do so only with the written permission of a parent/carers and are collected by an authorised adult where appropriate. School should be notified by the parents/carers regarding whom they have authorised for this task. Brookmead School use Inventory (an electronic signing in and out system). All pupils collected early are required to use the system. Emails are requested by the Office Manager as confirmation of the early time of collection and are communicated to the class teacher. Should a parent arrive unannounced the reason for this is clarified and recorded prior to releasing the pupil.

Registers are provided by after school clubs to the office. If a pupil is expected at an after-school provision the provider is asked to contact the office immediately should they not arrive. The Office Manager will then clarify if the child was absent that day or will contact the parent/guardian immediately.

Children are safely handed over by the class teacher to the appropriate club at the end of the day.

In the event of a pupil going missing during the course of the school day we will carry out immediate checks to ensure the pupil is not on site, we will then contact the pupil's parents/carers and inform the police.

When the school is hired out to a 3rd party provider, we ensure that they have appropriate arrangements in place to keep children safe through the sight of their child protection and safer recruitment procedures.

At Brookmead School we ensure that we are aware of the content of materials used by any visiting speakers prior to their visit.

18. Prevent Duty

We are aware of the Prevent Duty under **Section 26 of the Counter Terrorism and Security Act 2015** to protect young people from being drawn into terrorism.

All school staff and governors have completed Prevent training and we have training logs to evidence this.

We have in place and monitor appropriate web filtering systems.

The DSLs and senior leaders are familiar with their duties under The Prevent Duty Guidance: Revised Prevent duty guidance: for England and Wales - GOV.UK (www.gov.uk)

19. Online Safety

All staff are aware of the school policy for **Online-Safety** which sets out our expectations relating to:

- Creating a safer online learning environment,
- Giving everyone the skills, knowledge and understanding to help children stay safe on-line, question the information they are accessing and support the development of critical thinking,
- Inspiring safe and responsible use of mobile technologies, to combat behaviours on-line which may make pupils vulnerable, including the sending of nude or semi-nude images.
- Use of camera equipment, including smart phones and smart watches
- What steps to take if there are concerns and where to go for help.
- Staff use of social media as set out in the **Staff Code of Conduct**.

Cyber-bullying by children, via texts, social media and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures.

School are aware of the risks posed by children in the online world; in particular non-age appropriate content linked to self-harm, suicide, grooming and radicalisation.

Pupils, staff and parents/carers are supported to understand the risks posed by:

- the CONTENT accessed by pupils
- their CONDUCT on-line
- who they have CONTACT within the digital world
- COMMERCE - risks such as online gambling, inappropriate advertising, phishing and or financial scams.

Further information can be found in our online safety policy.

Brookmead School has online filtering and monitoring systems in place to ensure children are safeguarded from potentially harmful online material. These systems are regularly monitored, at least annually, by the DSL, IT provider and nominated Safeguarding Governor. A record will be kept of the reviews.

School will follow the advice as given by the government, to advise and support children with any online learning taking place at home to ensure this is done so safely.

Use of Mobile Phone and Electronic Devices is part of the Online Safety Policy.

which sets out the acceptable use of mobile technologies by pupils whilst onsite. This includes sanctions which will be applied when these boundaries are not adhered to.

Visitors to our school are respectfully requested to turn all mobile devices off.

Staff use of mobile technology whilst on site is set out in the **Staff Code of Conduct**.

All staff receive online awareness training in order to understand the risks children are exposed to. On induction and at least once per academic year.

All staff understand expectations roles and responsibilities with regards to the online filtering and monitoring processes.

20. Sending nude or semi-nude images

Sending nude images or semi-nude images, is one of a number of 'risk-taking' behaviours associated with the use of digital technologies, social media or the internet. It is accepted that children experiment and challenge boundaries and therefore the risks associated with 'online' activity can never be completely eliminated.

Further advice and guidance can be found using the link below:

Sharing nudes and semi-nudes

Staff, pupils and parents/carers are supported, via training, to understand the creation and sharing of sexual imagery, such as photos or videos, of under 18s is illegal. This includes images of pupils themselves if they are under the age of 18.

Any disclosures/incidents that occur will follow the normal safeguarding practices and protocols for our school. We will also use the guidelines for responding to incidents, as set out in:

Sharing nudes and semi-nudes: advice for education settings working with children and young people - GOV.UK (www.gov.uk) produced by the UK Council for Internet Safety. The DSL will inform parents/carers of any incidents.

21. Child on Child Abuse, including sexual violence and sexual harassment.

Brookmead School believes that all children have a right to attend school and learn in a safe environment free from harm by both adults and other pupils. We recognise that some safeguarding concerns can occur via child on child abuse.

All staff operate a zero-tolerance policy to child on child abuse and will not pass off incidents as 'banter' or 'just growing up'.

All staff recognise that child on child issues may include, but may not be limited to:

- Bullying (including cyber bullying)
- Racial abuse
- Physical abuse, such as hitting, hair-pulling, shaking, biting or other forms of physical harm
- Sexual violence and sexual harassment
- Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party (Harmful sexual behaviour HSB)
- Abuse related to sexual orientation or identity
- Sending nude or semi-nude images (consensual & non-consensual)
- Up skirting and initiation/hazing type violence and rituals
- Emotional abuse
- Abuse within intimate partner relationships

All staff should be able to reassure victims that they are being taken seriously and that they will be supported and kept safe. Incidents of child on child abuse must be reported to the DSL, who will refer to the appropriate agencies as required.

The following will be considered when dealing with incidents:

- Whether there is a large difference in power between the victim and perpetrator i.e. size, age, ability, perceived social status or vulnerabilities, including SEND, CP/CIN or CLA
- Whether the perpetrator has previously tried to harm or intimidate pupils
- Any concerns about the intentions of the alleged perpetrator
- How to best support and protect the victim and alleged perpetrator as well as any other children who may have been involved or impacted.
- Risk assessments and safety planning will be created in conjunction with external professionals.

In order to minimise the risk of child on child abuse taking place, as a school we must:

- Deliver RE/RSE/PSHE to include teaching pupils about how to keep safe and understanding what acceptable behaviour looks like
- Ensure that pupils know that all members of staff will listen to them if they have concerns and will act upon them
- Have systems in place for any pupil to be able to voice concerns
- Develop robust risk assessments if appropriate
- Refer to any other relevant policies when dealing with incidents, such as the **Behaviour Policy** and/or the **Anti-Bullying Policy**.

We recognise that 'Up skirting' involves taking a photograph under an individual's clothing without their knowledge. We understand that it causes the victim distress and humiliation and that any gender can be a victim. Staff recognise that 'Up skirting' is a criminal offence and must promptly report any such incidents to the Headteacher, DSL or most senior member of staff.

Reference will be made to the following government guidance and part 5 of the **Keeping Children Safe in Education document** to ensure that all staff understand the serious nature of sexual violence and sexual harassment between children in schools. The school ensure that they keep up with current legislation and practice referring to trusted advisors such as BSCP, NSPCC and Ofsted guidance.

Sexual violence and sexual harassment can occur between two children of **any age and sex**. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children. This can occur online, face to face (both physically and verbally) and can take place inside or outside of school. As set out in Part five of the KCSIE all staff maintain an attitude of **‘it could happen here’** and it is never acceptable.

All staff have a responsibility to address inappropriate behaviour in a timely manner, however seemingly insignificant it may appear.

All victims will be reassured that they are being taken seriously and that they will be supported and kept safe. No child will ever be made to feel ashamed for making a report or that they are creating a problem for our school.

Support will be given to both victims and perpetrators as required.

22. Cultural Issues

As a school we are aware of the cultural diversity of the community around us and work sensitively to address the unique culture of our pupils and their families as they relate to safeguarding and child protection. This includes children at risk of harm from abuse arising from culture, ethnicity, faith and belief on the part of their parent, carer or wider community.

Staff must report concerns about abuse linked to culture, faith and beliefs in the same way as other child protection concerns.

23. So-Called ‘Honour’ Based Abuse

Staff at our school understand there is a legal duty to report known cases of Female Genital Mutilation (FGM) and So Called ‘Honour’ Based Abuse to the police and they will do this with the support of the DSL. [Mandatory reporting of female genital mutilation: procedural information - GOV.UK](#)

Our school is aware of the need to respond to concerns relating to forced marriage and understand that it is illegal, a form of child abuse and a breach of children’s rights. We recognise some pupils, due to capacity or additional learning needs, may not be able to give an informed consent and this will be dealt with under our child protection processes. Brookmead School staff can contact the Forced Marriage Unit if they need advice or information. Contact 020 7008 0151 fmu@fcdo.gov.uk

We are aware of the signs of FGM [Female genital mutilation \(FGM\) | NSPCC](#)

We recognise both male and female pupils may be subject to honour-based abuse.

We promote awareness through training and access to resources, ensuring that the signs and indicators are known and recognised by staff.

Any suspicions or concerns for forced marriage are reported to the DSL who will refer to First Response or the police if emergency action is required.

24. Contextual Safeguarding and extra-familial harms

Contextual Safeguarding is an approach to understanding and responding to children's experiences of significant harm beyond their families. Extra-familial harm is linked to contextual safeguarding; these concepts refer to harms that occur outside of the family system often during the adolescent years.

At Brookmead School all staff recognise that pupils may encounter safeguarding incidents that happen outside of school and can occur between children outside of this environment. We will respond to such concerns, reporting to the appropriate agencies in order to support and protect the pupil.

All staff and especially the DSLs, will consider the context of incidents that occur outside of school to establish if situations outside of their families may be putting the pupil's welfare and safety at risk of abuse or exploitation, including (but not limited to) sexual exploitation, criminal exploitation and serious youth violence.

Children who may be alleged perpetrators will also be supported to understand the impact of contextual issues on their safety and welfare.

In such cases the individual needs and vulnerabilities of each child will be considered.

Further guidance can be found at: <https://contextualsafeguarding.org.uk/>

25. Serious Violence

All staff are aware of signs and 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 significant change in well-being or signs of assault or unexplained injuries. Staff are aware that 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.

At Brookmead School we are aware of the range risk factors which increase the likelihood of involvement in serious violence such as being male, having been frequently absent or permanently excluded from school, having experienced child maltreatment and having been involved in offending such as theft or robbery. School will take appropriate measures to manage any situations arising. [Preventing youth violence and gang involvement - Practical advice for schools and colleges \(publishing.service.gov.uk\)](#)

26. Domestic Abuse

All staff recognise that children can witness and be affected by domestic abuse that occurs within their home between family members and can suffer long lasting emotional and psychological effects. Staff will report any concerns using the school's safeguarding procedures.

27. Children who need a social worker (Child Protection and Child In Need Plans)

Staff recognise that children may have a social worker due to safeguarding or welfare needs and this can cause them to have barriers with attendance, behaviour, learning and mental health.

Brookmead School will share information with a social worker for any child whom they are supporting to ensure decisions are made in the best interests of the child.

Informed decisions, will be made by staff with regards to safeguarding for those children who are being supported by a social worker.

The Virtual School lead the support for this cohort of children and Brookmead School will work in partnership with them and the Local Authority to improve outcomes for these children.

28. Mental Health

At Brookmead School, we are aware that mental health problems can be an indicator that a child has suffered or may be at risk of suffering abuse, neglect, or exploitation.

Staff recognise that traumatic adverse childhood experiences can have lasting impact throughout a child's life and this can impact on mental health, behaviour and education.

Staff will report any mental health concern that is linked to a safeguarding concern to the DSL.

Where there are concerns for a child's mental health Brookmead School will seek advice from a trained professional, who would be able to make a diagnosis of a mental health problem.

[Mental health and behaviour in schools \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

29. Looked After Children

Brookmead School will have each phase leader responsible for promoting the education achievement and well-being for LAC and previously LAC children. The headteacher, Esther Taylor, is the lead person for LAC.

The DT works closely with the DSL to ensure that any safeguarding concerns are responded to quickly and effectively and are shared with the appropriate agencies.

The Virtual School, who is responsible for overseeing the progress of this group of children, work in partnership with the DT and other agencies, supporting them to promote better outcomes for these children.

30.Children with family members in prison

Children who have a parent in prison are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. School will access support for any affected children through The National Information Centre on Children of Offenders (NICCO) who can provide information designed to support professionals working with offenders and their children.

NICCO

31. Homelessness

Brookmead School recognises that being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. If there are indicators that a family or individual are at risk, school will seek timely support from the local authority.

32. Modern Slavery and the National referral Mechanism

Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs. If school are concerned that a child is being affected by modern slavery they will refer to the home office guidance for further information on the indicators that someone may be a victim, what support is available to victims and how to refer them to the NRM, whilst also seeking support from the local authority.

Modern slavery: how to identify and support victims - GOV.UK (www.gov.uk)

33. Allegations against pupils

If an allegation is made against a pupil, the school will follow the procedures in the Behaviour Policy with regards to sanctions that may need to be applied.

Where there is a risk of significant harm, a child on child referral will be made to Children's Services for either victim, perpetrator or both.

If it is necessary for a child to be interviewed by the police, or other authorities, school will ensure that parents/carers are informed as soon as possible, following advice from external agencies and that the child is supported by an appropriate adult during the interview. The safety and welfare of the child will always be carefully considered by school.

Appendix

Everyone who works with children has a duty to safeguard and promote their welfare. They should be aware of the signs and indicators of abuse and know what to do and to whom to speak if they become concerned about a child or if a child discloses to them.

The following is intended as a reference for school staff and parents/carers if they become concerned that a child is suffering or likely to suffer significant harm.

The Children Act 1989 defines abuse as when a child is suffering or is likely to suffer 'significant harm'. Harm means ill treatment or the impairment of health or development. Four categories of abuse are identified:

Categories of Abuse

Child abuse is a form of maltreatment. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Physical Abuse

A form of abuse which may involve; hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- a) provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- b) protect a child from physical and emotional harm or danger
- c) ensure adequate supervision (including the use of inadequate caregivers)
- d) ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Exploitation

Exploitation is a form of child abuse and may take a number of forms:

Child Sexual Exploitation (CSE) and child Criminal Exploitation (CCE)

Both CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

Taken from – **Keeping Children Safe in Education.**

Home Office – Serious Violence Strategy, April 2018 (publishing.service.gov.uk)

County Lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs using dedicated mobile phone lines or other form of "deal line". This activity can happen locally as well as across the UK - no specified distance of travel is required. Children and vulnerable adults are exploited to move, store and sell drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Taken from "**Keeping Children Safe in Education.**"

Extremism

Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces. Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Harmful sexual behaviour (HSB)

Children's sexual behaviour ranges, from normal and developmental expected to inappropriate, problematic, abusive and violent. The inappropriate, problematic, abusive and violent behaviour can cause developmental damage and is referred to as "Harmful Sexual Behaviour" (HSB).

APPENDIX A - BUCKS SAFER RECRUITMENT

The minimum standards for the safer recruitment of employees (and volunteers) working with children, young people and vulnerable adults in Brookmead are continually updated to comply with statutory requirements and HR recruitment policies.

Alongside these minimum standards some services may have additional requirements.

1. Safer Recruitment Pre-Employment Vetting Checks

(a) Disclosure and Barring Service (DBS) Checks

Recruiting Managers should contact the Safeguarding in Employment Team (SiE) within HR where necessary to determine eligibility for Basic Checks, DBS Checks (Standard and Enhanced) and Barred List Checks for employees, volunteers, contractors and any other relevant persons where there is any question

Information about the eligibility requirements for the different levels of DBS Checks are summarised on the Intranet and Schoolsworld and the SiE Team is always willing to provide advice.

Managers should also always review whether a new and / or different level of DBS Check is required as a result of:

Internal recruitment e.g. appointing an existing staff member to an internal vacancy;

An internal transfer; Transfer from working at the school via an agency to direct employment at the school; A secondment; Changes to a staff member's existing job role e.g. where there is a significantly different degree of contact and / or access to children or adults with needs;

Work on a project e.g. which involves working with children and / or adults with needs.

Staff member takes on an additional role where the degree of contact and / or access to children or adults with needs is at a different level to an existing DBS Check

Enhanced DBS Checks should be obtained for all eligible employees (including volunteers) working directly with vulnerable groups (children, young people and vulnerable adults).

Barred List Checks should only be obtained for those applicants, employees, volunteers, contractors (and any other relevant persons) who are working in "regulated activity."

Sight of an individual's copy of a DBS Disclosure Certificate must not be accepted by itself as DBS Check "clearance." There are two ways to confirm clearance:

- (A) DBS Check clearance must be given by a Registered Body providing a DBS service. For BROOKMEAD SCHOOL DBS Check clearance is recorded by the Resourcing & Safeguarding team in Human Resources.

(B) An individual confirms s/he is a member of the DBS Update Service and provides his/her original DBS Certificate, together with any relevant DBS Update Service details. A Recruiting Manager should verify that an original DBS Certificate is at the appropriate level and includes the appropriate vetting checks and workforce relevant for a job role. A Recruiting Manager with applicant's permission should check a DBS certificate status online DBS update service to confirm that an individual's DBS Certificate is current and that there is not any new information on an individual's record or whether a new DBS Certificate is required. (The SiE Team in HR can provide further information and advice.) A Recruiting Manager must obtain permission from an individual where a copy of a DBS Certificate is required (any copies of DBS Certificates obtained must be destroyed after no later than six months).

Any 'positive' DBS Disclosures must be handled in accordance with agreed BROOKMEAD SCHOOL processes (see 4 (b) below).

For applicants who have lived abroad for 6+ months in the last 5 years Certificate of Good Conduct will be also required.

An applicant should not commence work prior to DBS Check clearance without the appropriate authorisation and completion of a Risk Assessment.

An applicant should not commence work in children's residential or fostering and adoption settings under any circumstances prior to DBS Check clearance.

For "high risk" roles (e.g. social workers working with children frequently or intensively) then DBS Rechecks should be obtained every 3 years. DBS Rechecks should be obtained where there has been a break in service of 3 months or more unless an individual has joined and maintained membership of the DBS Update Service.

A DBS Recheck should be considered after 3 years where an applicant had originally had to obtain an overseas certificate of good conduct.

A fresh DBS check (where relevant) must be obtained for all staff who are being 'TUPE transferred' into BROOKMEAD SCHOOL.

A record of DBS Check clearance should be recorded or be available on HR files (recognising that those files may be held electronically and / or "locally" depending upon the nature of a school's or Service HR arrangements).

BROOKMEAD SCHOOL staff working at a police station (e.g. staff in the "children's" and "adults" MASH Team working at a Thames Valley Police Station) must obtain a DBS Check (at the relevant level) and any additional Police Check that may be required (e.g. "Non-Police Personnel Vetting - Level 2 - Thames Valley Police").

(b) Childcare Disqualification Regulations

Relevant staff members (and volunteers) are required to confirm that they are not "disqualified" under the terms of these Regulations. Further information is available from the SiE Team in HR.

(c) Teaching Regulation Agency (TRA) Checks

TRA Checks must be obtained for all teaching staff prior to the start of employment; TRA Checks can be obtained via the TRA website.

Brookmead School will confirm that any applicants for teaching positions are not subject to a Prohibition Order (including Interim Orders), a GTCE sanction or are listed as teachers who have failed Induction or Probation.

"Teaching staff" in this instance includes all teachers at a school (qualified and unqualified), HLTAs and some Teaching Assistants (at Academies). (The SiE Team at HR can provide further information if required.)

Section 128 (of the Education and Skills Act 2008) Checks

section 128 Checks can be obtained via the Teaching Regulation Agency website;

section 128 Checks should be obtained for all members of a school's Governing Body, all members of an Academy's / Free School's Proprietary Body and School Trust and all members of a school's / Academy's SLT (down to Head of Department level where appropriate).

Further information about the purpose and nature of section 128 checks are available from the SiE Team at HR.

(d) Overseas checks

Overseas Certificates of Good Conduct (in effect police checks from other countries) – to the same standards as for DBS Checks - are required where reasonably practicable for all applicants who have lived abroad in one country for six or more months within the last 5 years.

For teaching positions: “obtaining a letter (via the applicant) from the professional regulating authority (this is often the Department/Ministry of Education but varies across the world) in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach. Applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the Regulated Professions database. Whilst the safeguarding and qualified teacher status (QTS) processes are different it is likely that this information will be obtained from the same place, therefore applicants can also contact the UK Centre for Professional Qualifications who will signpost them to the appropriate EEA regulatory body”. (KCSiE, paragraph 279).

(e) Qualifications

Where professional or minimum qualifications are required, original certificates must be witnessed, photocopied and signed as evidenced. Registration with professional bodies should be confirmed. Evidence must be forwarded to HR and kept on HR recruitment or local files as relevant.

(f) Identity

A Recruiting Manager must provide HR with confirmation that appropriate identity checks have been carried out so any verification can be recorded on a HR or local file as appropriate (original documentation should be witnessed, photocopied and signed as evidenced).

(g) Right to work in the UK/Asylum and Immigration Checks

Evidence of “proof of right to work in the UK” must be confirmed for each employee and then photocopied and signed as evidenced and forwarded to HR (or any HR provider used by a school) for retention on a HR or local recruitment file. Confirmation of “proof of right to work in the UK” is a legal requirement for all employees.

(h) References

A minimum of two written references including one from an existing employer, covering a minimum period of 5 continuous years is required (where reasonably practicable) for all roles. References should be obtained directly from a referee and received prior to interview wherever possible. This requirement is particularly important for job roles in Children’s Services.

All references should be obtained unless permission is expressly refused. An explanation must be obtained and fully considered where references cannot be obtained prior to an interview.

References for people working in children’s residential settings including fostering and adoption should be verified directly with a referee.

Referees must be asked to state any known reason why an applicant would not be suitable to work with children / vulnerable adults (as appropriate) and include details of any concerns or allegations made against an applicant including any disciplinary records currently held on file. These points are contained within the agreed template for safeguarding reference requests.

(i) Application forms/CVs

An application form to be completed for all applicants to employed and/or volunteer posts. A CV may be added as additional evidence of experience.

(j) Undertaking online searches for shortlisted candidates

KCSiE 2024 para 221 says. *“In addition, as part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates.*

This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview. Schools and colleges should inform shortlisted candidates that online searches may be done as part of due diligence checks. See Part two - Legislation and the Law for information on data protection and UK GDPR”

‘Should’ in statutory guidance means that this should be done unless there is good reason not to; if there is a good reason not to undertake online searches, the school or college should have a written rationale for this.

Schools should include a paragraph in adverts or other recruitment materials informing candidates that as part of recruitment process the online searches will be carried out on shortlisted candidates. It is important to note that the DfE is not encouraging potential employers to search candidates’ social media presence; schools should not be looking at Facebook, Instagram, etc., as this could introduce bias into the recruitment process and result in recruiters discriminating against candidates.

As an example of an online search, consider that you have shortlisted Monica Brown previously known as Monica Jefferson – putting the terms ‘Monica Brown crown court / Monica Brown magistrates court / Monica Brown convicted’ may provide relevant information and follow the same searching also for Monica Jefferson.

Schools and colleges should decide whether online searches will be completed in-house or whether an external provider will be used.

Any information found which may make the applicant unsuitable to work with children should be given to the interview panel so that it can be discussed with the applicant at interview (taking into account the criminal record filtering rules).

(k) Selection Interviews

The inclusion of appropriate safeguarding interview questions (e.g. checking an applicant’s motivation to work with children or vulnerable adults) should be included in every interview. Full records of all interview notes should be kept on HR (or other HR providers’) recruitment files – using BROOKMEAD SCHOOL corporate retention guidelines.

2. Contract of employment

Where required for a job role (and using statutory eligibility requirements) a contractual requirement for a DBS Check will be clarified as part of any job specification at the outset of a recruitment process as well as at any subsequent selection stage as deemed necessary.

There is a contractual requirement (whether explicitly stated or not - e.g. including a relevant volunteer) for any employee or other person employed or working in a job role where a DBS Check is required to notify his / her line manager immediately of any criminal matter or police investigation involving that employee or person arising whilst in employment or work. A line manager must then notify the relevant Head of Service/Service Director, as appropriate.

3. HR records and personnel files

Relevant HR Recruitment Files (held centrally, locally or electronically) must include confirmation that all relevant pre-employment documentation and vetting checks detailed above have been undertaken and completed and that all the information obtained has been thoroughly assessed prior to formal clearance.

4. Starting work prior to receipt of a DBS Disclosure and “Positive” DBS Disclosures

(A “positive” DBS Check is one which contains criminal information as notified by the DBS.)

(a) Commencing employment prior to receipt of a DBS Certificate Disclosure

Where a DBS Disclosure has not been returned from the DBS and a reasoned business case has been made for an applicant to commence work prior to receipt of a DBS Disclosure, a Risk Assessment Form must be completed and authorised by a Service Director or Headteacher as appropriate.

A DBS Check application form must have been completed by an applicant and a Recruiting Manager must have ensured an application has been submitted to the DBS in those circumstances.

A “clear” Barred List Check must always be obtained prior to the commencement of employment or work in those circumstances.

A copy of any Risk Assessment Form completed must be submitted to the relevant HR recruitment operations team and recorded on the relevant HR recruitment file.

Please note: there is no exception in any circumstances for employment to commence in a children’s residential setting - including fostering and adoption settings - prior to receipt of an Enhanced DBS Disclosure.

(b) Positive DBS Disclosures (Certificates which contain criminal information)

An email is sent by the Safeguarding in Employment Team (SiE Team) to advise a Recruiting Manager / Service / School that an applicant’s DBS Disclosure contains “positive” information. (Please note that the SiE Team does not know at this stage the nature of any criminal information on a DBS Disclosure.)

A Recruiting Manager / Service / School must contact an applicant and request sight of an applicant’s original DBS Disclosure Certificate - ideally at a face to face meeting. A copy of an applicant’s DBS Certificate may be taken providing an applicant has provided written consent (please note that a DBS Disclosure Certificate must be destroyed within six months of receipt).

At a meeting with an applicant, a Recruiting Manager / Service / School should obtain clarification, additional information (where appropriate) and an explanation about any information disclosed on a DBS Disclosure Certificate.

A Recruiting Manager / Service / School should consider contacting the HR Safeguarding in Employment Team for advice about the information on a DBS Disclosure Certificate prior to a decision being made about whether to recommend employment of an applicant.

A Recruiting Manager / Service / School must complete a Risk Assessment Form which should be sent to the relevant Service Director / Headteacher using an agreed secure method.

All positive DBS Disclosure Certificates for staff members / job applicants / volunteers must be referred to and be “signed off” by a relevant Service Director / Headteacher in order for a staff member / job applicant to be cleared for working in a relevant job role.

Once a Service Director / Headteacher has made a decision about whether a staff member / job applicant / volunteer should be employed, a completed Risk Assessment Form including a Service Director’s / Headteacher’s decision should be sent securely and confidentially by a Manager / Service Director / School to the HR Safeguarding in Employment Team. (Please note that BROOKMEAD SCHOOL’s Corporate Management Team (CMT) require HR Safeguarding in Employment to escalate any process failures to the relevant Executive Director.)

The Safeguarding in Employment Team will keep a copy of any Risk Assessment Form in accordance with statutory guidelines. (Any copies of DBS Disclosure Certificates held in HR or a Service area must be destroyed within six months of receipt.)

(c) Complex Positive DBS Disclosures

Where the content of a DBS Disclosure Certificate presents particular difficulties because of the information disclosed then that case should be discussed with the relevant Service Director or Headteacher, as appropriate, and a decision should be made about whether the case needs to be forwarded to the Special Panel for dealing with “complex” positive DBS Disclosures. (Further information about the “Special Panel” is available from the HR Safeguarding in Employment Team.)

5. Complex Safer Employment issues arising amongst existing staff

Any “complex” safer employment issues arising amongst existing staff (e.g. because of new information on a DBS Recheck or because an employee discloses involvement with current police investigation) must be referred to a relevant Service Director or Head Teacher. A Service Director or Headteacher can then discuss the case with a senior officer in the Safeguarding in Employment team before agreeing an appropriate course of action. In very difficult circumstances, a case should be referred to the Special Panel for dealing with complex positive disclosures/recruitment decisions (see paragraph 4 (c) in the previous section).

See Brookmead Safer Recruitment Policy