



THE GROVE
INDEPENDENT SCHOOL

The Grove School and EYFS Safeguarding Policy

2018/19

The Grove Child Protection & Safeguarding Policy

The Principal is *Deborah Berkin*

This policy was developed on *30/08/18*

This policy was signed off by the Proprietor on *03/09/18*

The policy will be reviewed on *30/08/19*

The Designated Safeguarding lead (DSL) who takes the lead for Child Protection is *Deborah Berkin*

The Deputy Designated Safeguarding leads are *Emma Carlin and Henry Berkin*

The name of the Designated Teacher for Children who are Looked After is *Emma Carlin*

The named Member of the Governing Body for Safeguarding is *Iain Hovel*

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Introduction

The policy is in line with:

- Milton Keynes Safeguarding Children Board Policies and Procedures which are available on mkscub.org
- Working Together to Safeguard Children (2018) ([hyperlink to document](#))
- Keeping Children Safe in Education (2018) ([hyperlink to document](#))
- Information Sharing (2018) ([hyperlink to document](#))
- What to do if a child is being abused (2015) ([hyperlink to document](#))
- Children Act 1989 and Children Act 2004 ([Hyperlink to 1989 Act](#)) ([Hyperlink to 2004 Act](#))
- Education Act 2002 ([Hyperlink to Ed. Act 2002](#))
- Teaching Standards (March 2013) ([Hyperlink to document](#))
- Guidance for Safer Working Practice for those working with Children and Young People in Education Settings (SWP Consortium Oct 2015) ([hyperlink to document](#))
- Sexting in Schools and Colleges, Responding to incidents and Safeguarding young people (UK Council for Child Internet Safety – UKCCIS 2016) ([hyperlink to document](#))
- Sexual Violence and Sexual Harassment between Children in Schools and Colleges (May 2018) ([hyperlink to document](#))

Safeguarding is defined as (*Working Together to Safeguard Children, 2018*):

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best outcomes.

The term "Child" or "Children" refers to as anyone under the age of 18 years.

We believe that:

- Schools play a key role in the prevention of abuse;
- All children have the right to be protected from harm; and
- Children need support which matches their individual needs, including those who may have experienced abuse.

Section 1: School Commitment

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

The purpose of this policy is:

- To inform staff, parents, volunteers and advisory board members about the school's responsibility for safeguarding children and to develop awareness and identification of abuse; and
- To establish and maintain an environment where children are and feel safe, can learn, and are encouraged to talk and are listened to.

Everyone working in or for our school shares an objective to help keep children and young people safe by:

- reading and understanding Part 1 of Keeping Children Safe in Education (2018);
- providing a safe environment for children and young people to learn and develop in our school setting; and
- identifying children and young people who are suffering or likely to suffer significant harm at the earliest opportunity and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting.

Children with SEN and disabilities

Children with Special Educational Needs (SEN) and disabilities can face additional safeguarding challenges. The Grove ensures that additional barriers can exist when recognising abuse and neglect in this group of children, these can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- The potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, including peer on peer abuse, without outwardly showing any signs; and
- Communication barriers and overcoming these difficulties.

The Grove Independent School (“The Grove”) is committed to safeguarding and promoting the well-being of all of its pupils. Each pupil’s welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our pupils. The diagram below indicates what we consider under the umbrella of safeguarding and indicates some of the other policies that relate to safeguarding. The Grove ensures that all policies are cross-referenced and reviewed annually. All policies are available to staff, and a register is kept and signed by staff as evidence that they have read, understood and thus agreed to adhere to any policies.



Section 2: Providing a Safe and Supportive Environment

2.1 Safer Recruitment and Selection

The Grove pays full regard to the Department for Education's ("DfE") guidance 'Keeping Children Safe in Education' ("KCSIE") 2018. We ensure that all appropriate measures are applied in relation to everyone who works in the school, who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice as laid out in KCSIE (2018 Part 3) is adhered to in terms of scrutinising applicants and DBS Checks, appropriate to the level required. For this we use the DfE's separate statutory guidance on supervision and regulated activity.

All staff will complete the following training during their induction:

- Read the Safeguarding Policy;
- On-line safety;
- Role and identity of the Designated Safeguarding Lead (DSL) and deputies;
- KCSIE part one (all staff);
- KCSIE Annex A (leaders and those who work directly with children);
- Pupil Pastoral Policy (including behaviour and anti-bullying);
- Safeguarding response to children who go missing from education; and
- Staff code of conduct (including whistleblowing and acceptable use of IT, staff/pupil relationships and comms including use of social media).

The Grove is committed to keeping an up to date Single Central Record (SCR) or Register which covers the following people:

- all staff (including supply staff) who work at The Grove;
- all others who work in regular contact with children in The Grove, including Advisory Board members and volunteers; and
- (for independent schools/academies/free schools) all members of the proprietor body.

The Single Central Record (SCR) records the safer recruitment checks and states whether the checks have been carried out or certificates obtained, the date on which the checks were completed and by whom.

If we have staff from an agency or third-party organisation, we will obtain written notification from that agency or organisation that they have carried out the checks, and we will ensure that we check the identification of the person presenting themselves for work and that this is the same person on whom the checks have been made.

The following people have undertaken **Safer Recruitment Training within the last 3 years**, and at least one of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

- Deborah Berkin (Principal);
- Alison Cowdrill (PA to The Principal);
- Jenna Caramba-Coker (Office Manager); and
- Henry Berkin (Business Manager).

Visiting Speakers

Visiting speakers are CHECKED AS SUITABLE before they are invited into The Grove. The children are not left without a member of The Grove Staff present with a visitor.

Declaration / Disqualification

This part of the policy applies to all staff working in The Grove and during the out of school care provision. All staff will complete a disqualification form as part of the recruitment process. As an organisation this ensures that:

- We practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- This includes not allowing people to work at The Grove or to be directly concerned in their management, if they are disqualified.
- Other orders have not been made to them against them relating to the care of children.
- They have not had their registration cancelled in relation to childcare or children's homes or have been disqualified from private fostering. (Disqualification occurs as soon as the above criteria are met, for example, as soon as a caution or conviction occurs, even before the person is formally included in the children's barred list).
- Establishes a safe environment in which children can learn and develop.

Home-stays (Exchange Visits)

Where children from overseas are staying with UK parents as part of an exchange organised by The Grove, those parents will be deemed to be in 'Regulated Activity' for the duration of the stay and as such will require to submit to an enhanced DBS check including barring check. As a volunteer, all checks will be processed free of charge by the DBS. Where additional people in the host family are aged over 16 (i.e. elder siblings), The Grove will consider on a case by case risk assessment basis whether such checks are necessary.

2.2 Safe Working Practice

The Teaching Standards (March 2013) state that teachers, including head teachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties. All staff who work within The Grove are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

In accordance to the Safer Working Practice Consortium's 'Guidance for Safer Working Practice for those with Children and Young People in Education Settings' (Oct 2015) and linked to our Staff Behaviour Policy (Code of Conduct) and Whistle Blowing Policy; safe working practices in The Grove ensure that pupils are safe and that all staff:

- work in an open and transparent way;
- discuss and/or take advice from school management over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender, sexuality or disability;
- comply and are aware of the confidentiality policy; and
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them, and they could be referred to the Local Authority Designated Officer (LADO).

2.3 Risk Assessments

Risk assessments are taken seriously and used to good effect to promote safety. Risk assessments are available for all aspects of The Grove's work, (such as premises and equipment, on-site activities, off-site activities, venues used, transport) Where relevant, risk assessments are carried out for individual pupils, and supported by action plans identifying how potential risks would be managed. Please refer to the "school trips file" when completing a risk assessment for a trip.

Individual risk assessments are also used when deciding a response to a child demonstrating potentially harmful behaviour such as sexually harmful behaviour or when identifying whether a child who may be particularly vulnerable, such as a child at risk of Child Sexual Exploitation.

2.4 Safeguarding Information for pupils

All pupils in The Grove are aware of a number of staff who they can talk to. The Grove is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. We aim for all pupils to know that we have a Designated Safeguarding Lead ("DSL"), who is a senior member of staff with responsibility for child protection. Likewise, pupils are informed that there are two Deputy DSL's who they would talk to if the DSL was not in school, we inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm.

Pupils in The Grove are treated with dignity and respect and their views are listened to. The Grove's arrangements for consulting with and listening to pupils are the school council as well as the tutor groups that the children spend time in every day. We make pupils aware of these arrangements by holding assemblies and talking to the children whilst they are in their tutor groups about issues that can arise related to safeguarding.

Safeguarding is a priority which is reflected in the curriculum, which is used to promote safeguarding and is tailored to local concerns.

2.5 Partnership with Parents

The Grove shares a purpose with parents to educate and keep children safe from harm. All of the parents have access to the safeguarding policy on line.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission to do so, or it is necessary to do so, in order to protect a child.

The Grove will share with parents any concerns we may have about their child unless to do so may place a child at increased risk of harm.

We encourage parents to discuss any concerns they may have with Deborah Berkin and we encourage use of email and surveys as an opportunity to provide feedback to The Grove. We make parents aware of our policy through our website and parents know that this policy and others are always accessible via The Grove's website. Posters and displays also ensure that Safeguarding has a high profile within the whole school community.

We keep parents up to date with our Safeguarding curriculum by our school e-news.

Staff use of mobile phones and devices with cameras

Photographs are often required for the children's development folders/display work and we ensure that the staff use The Grove owned cameras when taking these photographs and not their own.

Following the Serious Case Review from Plymouth Safeguarding Board. We ensure that all staff leave their mobile phones in their vehicles when they arrive at work or store them in their locker. Staff are only allowed to use their mobile phones or any device with a camera on it during their breaks and in designated areas (i.e. the Staff room/resources room or off-site).

2.6 Partnerships with others

The Grove recognises that it is essential to establish positive and effective working relationships with other agencies. We have formed allegiances with our Local Authority, *Multi-Agency Screening Team (MASH)*, *CAMHS*, *Police*, *Health*, *Childline in Partnership with schools*, *NSPCC*, *National Youth Advocacy Service*, *Surestart*. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

As a school, we will cooperate with Social Care where they are conducting child protection enquiries. Furthermore, The Grove will endeavour to attend appropriate multi-agency meetings such as Early Intervention Panels, Early Intervention Single Assessment (EISA) and TAC meetings, Child In Need Reviews and Initial and Review Child Protection Case Conferences, AND Children Looked After (CLA) Reviews. We will provide written reports as required for these meetings and, wherever possible, these reports will be shared with parents prior to the meetings. We appreciate that attendance and contribution to these meetings may require key members of staff to be contactable and available during school holidays.

2.7 School Training and Staff Induction

The Grove's Designated Safeguarding Lead undertakes refresher training at 2 yearly intervals, provided by Milton Keynes Safeguarding Board. The Designated Safeguarding Lead (DSL) also attends other opportunities such as Training provided by our association (ISA) to ensure that they are up to date with current practices and procedures and in order to further their continuous professional development.

The Principal and all other school staff, including non-teaching staff and volunteers, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training in Basic/Foundation Safeguarding Awareness on an annual basis. The Grove ensures that this takes place by providing on-line training annually and face to face training bi-annually.

All staff (including temporary staff and volunteers) are provided with The Grove's safeguarding policy and child protection procedures and are informed of The Grove's child protection arrangements on induction. All staff sign a register to say that they have received, read and understood the policy.

2.8 Support, Guidance and Supervision for Staff

Staff will be supported by *the Designated Safeguarding Lead (DSL) and Deputy DSL's at school, Local Authority and professional associations.*

The designated safeguarding lead for Safeguarding/Child Protection will be supported by *Emma Carlin and Henry Berkin.*

Advice is available from The Grove's Safeguarding Advisor from the Local Authority.

Safeguarding is also an agenda item for staff meetings and therefore there is an opportunity for discussion and to raise concerns on a weekly basis.

It is recognised that staff should receive regular Safeguarding Supervision and support if they are working directly and regularly with children whose safety and welfare are at risk, and therefore the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead receive DSL training with the LEA at least every two years. They also receive regular updates from both their association (ISA) as well as changes to legislation from ISI.

2.9 Alternative Provision

The Grove is committed to safeguarding our children even if they are placed in alternative provision for a period of time within the school day/week. We therefore seek written reassurance that any Alternative Provision provider has acceptable safeguarding practices in place including; their response to concerns about a child; safer recruitment processes; attendance and child missing education procedures; and appropriate information sharing procedures. The Grove will also obtain a written statement from the provider that they have completed all the vetting and barring checks that are necessary on their staff.

Section 3: Ensuring that Children are Safe at School and at Home

3.1 Child Protection Procedures

Teachers and other adults in The Grove are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

Definitions (*'Working Together' 2018 and 'Keeping Children Safe in Education' 2018*):

- **A child:** any person under the age of 18 years.
- **Harm:** ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another;
- **Development:** physical, intellectual, emotional, social or behavioural development;
- **Health:** includes physical and mental health; maltreatment includes sexual abuse and other forms of ill-treatment which are not physical.
- **Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.
- **Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child (Fabricated Induced Illness).
- **Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.
- **Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the

internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

- **Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

All staff follow The Grove's Child Protection Procedures which are consistent with 'Working Together to Safeguard Children 2018' and the Milton Keynes Safeguarding Children Board guidance.

It is **not** the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All members of staff however, have a duty to recognise concerns and maintain an open mind. Accordingly, all concerns regarding the welfare of pupils will be recorded and discussed with the designated safeguarding lead with responsibility for child protection (or the deputy Designated Safeguarding Lead (DSL) in the absence of the designated person) prior to any discussion with parents.

Where a member of staff is recognising signs or indicators that a child may have unmet needs or welfare concerns these will always be passed on to the DSL to ensure that any appropriate interventions and/or referrals can be actioned. The DSL will use the Milton Keynes Continuum of Concern to determine the threshold of concern and then will determine whether this can be dealt with within The Grove or whether this may require an Early Intervention.

Single Assessment, Referral into the Early Intervention Panels or a referral into the Multi Agency Screening Hub (MASH) if the child may be at the threshold of Child In Need or there is concern that the child is at risk of significant harm and thus Child Protection Enquires (S47) may be needed. These signs of indicators may be of one of the main four types of abuse or neglect or may be of other specific safeguarding issues.

3.2 Supporting the child and partnership with parents

The Grove recognises that the child's welfare is paramount, however good child protection practice and outcomes rely on a positive, open and honest working partnership with parents.

Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child.

We will provide a secure, caring, supportive and protective relationship for the child.

Children will be given a proper explanation (appropriate to age and understanding) of what action is being taken on their behalf and why.

We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Safeguarding Lead will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child.

3.3 The Prevent Duty

Under section 26 of the Counter-Terrorism and Security Act 2015, The Grove is aware that we must have due regard to the need to prevent people from being drawn into terrorism, and that this is known as the Prevent Duty.

In order to fulfil the Prevent Duty staff have received information/training to help them to identify children who may be vulnerable to radicalisation, and The Grove is committed to accessing further training to ensure that all staff are up to date and aware of this duty. If staff do identify children for whom this may be a concern, they should apply the usual referral process and Child Protection procedures and pass this information to the Designated Safeguarding Lead (DSL).

The Designated Safeguarding Lead will contact the Prevent Coordinator should there be concerns about a child or family linked to potential radicalisation or extremism. The Prevent Coordinator will then assist the DSL regarding whether a referral is appropriate and whether this child or family will need to be referred to the Channel Panel.

The Thames Valley Police Prevent Officer is rachel.mahon@thamesvalley.pnn.police.uk
The Grove will also incorporate the promotion of fundamental British Values into the Safeguarding Curriculum and/or PSHE in order to help build pupils' resilience and enable them to challenge extremist views. The Grove will provide a safe space in which children and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments. (The staff will be trained by Teresa Hughes @girlinghughes)

Radicalisation will also be considered within current Online Safety policies, procedures and curriculum in terms of having suitable filtering and monitoring in place and also raising awareness with staff, parents and children about the increased risk of online radicalisation, through the use of the internet, Social Media and Gaming.

3.4 Child Sexual Exploitation

The Grove is aware that Child Sexual Exploitation (CSE) is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. (Child sexual exploitation: Definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation (2017).

Staff have been made aware of some of the key indicators of CSE by training provided by the DSL. In addition, The Grove appreciates that it has a role to play in the prevention of CSE within its Safeguarding curriculum e.g. healthy relationships. If staff do identify children for whom CSE may be a concern they will apply the usual referral process and Child Protection procedures and pass this information to the DSL. The DSL can then refer cases where relevant to Early Intervention Panels or MASH and the CSE Hub, including a CSE Risk Assessment. The Grove also appreciates that they have a role to play in sharing intelligence relevant to perpetrators of CSE, and therefore if such information should come to light within The Grove the DSL will share this appropriately with the police.

3.5 Female Genital Mutilation

The Grove understands that Female Genital Mutilation (“FGM”) comprises all procedures involving partial or total removal of the external female genitalia, and know that FGM is illegal in the UK, is a form of child abuse and has long-lasting harmful consequences. The Grove is aware that Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers to report to the police where they discover that FGM appears to have been carried out on a girl under 18 years of age. This mandatory duty commenced in October 2015.

Staff are aware of the indicators of FGM and if they were to directly observe (if involved in intimate care) or indirectly become aware of other potential indicators they should apply the usual referral process and Child Protection procedures and pass this information to the Designated Safeguarding Lead (DSL). The DSL can then make appropriate referrals to MASH and/or the Police as is their mandatory duty.

3.6 Domestic Abuse

The Grove understands that:

- the cross-government definition of domestic violence and abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality; and
- the abuse can encompass, but is not limited to: psychological, physical, sexual, financial, emotional harm.

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

If staff do identify children for whom Domestic Abuse may be a concern, they should apply the usual referral process and Child Protection procedures and pass this information to the Designated Safeguarding Lead (DSL). The DSL can then refer cases where relevant to Early Intervention Panels or MASH, and share information where necessary with the Domestic Abuse Hub within the context of the daily MARAC meetings. Where DV Notifications are received from the Domestic Abuse Hub, this information will be added to a child’s chronology and child protection record to ensure that appropriate support can be provided where necessary.

3.7 Forced Marriage

A forced marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. It is an appalling and indefensible practice and is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights.

Staff at The Grove understand that likewise this is a potential Safeguarding issue and thus they would pass on concerns by applying the usual referral process and Child Protection procedures and pass this information to the Designated Safeguarding Lead (DSL).

3.8 Peer on Peer Abuse

All peer-on-peer abuse is unacceptable and will be taken seriously. The children are monitored whilst moving around The Grove.

Allegations of abuse are taken seriously logged and investigated by Heads of Department. Both victims and perpetrators are supported by an elected member of staff.

Abuse is abuse and should never be tolerated or passed off as 'banter' or 'just having a laugh' or 'part of growing up'

Sometimes safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to: bullying (including cyber bullying), gender-based violence/sexual assaults, sexting, initiation/hazing type violence and rituals. Staff are clear that whilst these may be responded to through Behaviour Management there is also a need for this information to be shared with the Designated Safeguarding Lead (DSL) in order to address the underlying Safeguarding concerns.

3.9 Youth Produced Sexual Imagery

Where there is a disclosure or The Grove becomes aware that a child may have been involved in sending 'youth produced sexual imagery' which is sometimes referred to as 'sexting' it will refer to the guidance in the document 'Sexting in Schools and Colleges, Responding to incidents and Safeguarding young people' published by the UK Council for Child Internet Safety (2016). Staff understand that when an incident involving youth produced sexual imagery comes to their attention:

- The incident should be referred to the Designated Safeguarding Lead (DSL) as soon as possible;
- The DSL should hold an initial review meeting with appropriate school staff;
- There should be subsequent interviews with the young people involved (if appropriate);
- Parents should be informed at an early stage and involved in the process unless there is good reason to believe that involving parents would put the young person at risk of harm; and
- At any point in the process if there is a concern a young person has been harmed or is at risk of harm a referral should be made to children's social care and/or the police immediately.

3.10 Attendance and Children Missing from Education

The Grove understands that poor attendance can be an indicator of concern for children with welfare and safeguarding concerns, and thus ensures that information is shared between *Jenna Caramba-Coker and Deborah Berkin*. Likewise, The Grove understands that a parent failing to inform The Grove that a child has an authorised absence could be a cause for concern and thus will follow The Grove's 'First Day Calling' procedure in these circumstances in order to try and locate the child and ensure that they are safe.

The Grove appreciates that the Local Authority has a Statutory Duty to ensure that all children and young people of compulsory school age receive suitable and appropriate education. The Grove will support the Authority in ensuring that this duty is carried out effectively. There are

specific duties in respect of Children Missing Education (CME) and there are strict guidelines in respect of both the definition of CME and the legalities of deleting a pupil from a school roll.

The Grove understands that it is essential that contact is made with the Education Welfare Service (mket.org.uk) as soon as a child or young person is believed to have left the school without suitable education provision being provided. In addition, The Grove will contact the Local Authority to inform them where any pupil has been absent for 10 consecutive days without a reason being provided for the absence

3.11 Child Criminal Exploitation: County Lines

The Grove recognise that criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs. The Grove will consider whether a referral to the National Referral Mechanism (NRM) should be undertaken in order to safeguard that child and/or other children. ([hyperlink to NRM guidance doc.](#))

3.12 Contextual Safeguarding

The Grove recognises that safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside the school. All staff, but especially the designated safeguarding lead will consider the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare. The Grove will provide as much information as possible to children's social care as part of any referral undertaken.

3.13 Children with Family Members in Prison

The Grove understands that children who have members of their family in prison are more likely to underachieve and fail to reach their potential than their peers and may require specific services and support. Families and children of people in prison will be seen as families first and school will work to ensure their needs are appropriately met. This will include providing support to ensure the voice of the child is considered when seeking contact with a family member in prison.

3.14 Sexual Violence and Sexual Harassment between children

Sexual violence and sexual harassment involving children at The Grove is a form of peer on peer abuse. Sexual violence involves the criminal sexual offences defined in the Sexual Offences Act 2003. Sexual Harassment is defined as unwanted conduct of a sexual nature and can include online behaviour. Neither is acceptable and will not be tolerated by The Grove. The Grove takes all such reports seriously and they will receive the same high standard of care that any other safeguarding concern receives. A multi-agency approach will be undertaken when responding to all such complaints, however The Grove will always take immediate action to protect children despite the actions of any other agency. These actions may include an immediate risk assessment in respect of the needs of the child victim and will address any risks identified to any child in respect of an alleged perpetrator of sexual violence or sexual harassment to ensure children are protected from harm. Any risk assessment will be fluid and may change to reflect any developments during the management of the case. All such reports will be managed by the Designated Safeguarding Lead. There are a number of options The Grove may consider in respect of the management of a report of sexual violence

or sexual harassment between children and each case will receive an appropriate bespoke response once all the facts are known. Irrespective of any potential criminal outcome, The Grove have a duty to safeguarding all children and may deal with any such report on a balance of probability basis when considering the outcomes for children involved. Should an outcome involve a move to an alternative school for any child then full information sharing of the case will be undertaken with the Designated Safeguarding Lead professional at that school.

Section 4: Managing Allegations

Where an allegation is made against any person working in or on behalf of The Grove, the procedures detailed in Keeping Children Safe in Education 2018 Part 4 and the Managing Allegations Statement will be followed. Whilst we acknowledge such allegations may be false, malicious or misplaced, we also acknowledge that they may be founded and shall therefore be treated with respectful uncertainty, investigated properly and in line with agreed procedures of the Local Authority Designated Officer (LADO) for Milton Keynes.

The needs of the child or children will remain at the centre of all action taken. With this in mind, any referral to the Local Authority Designated Officer should also be accompanied by consultation with Milton Keynes MASH. This is to establish from the outset whether the concerns identified meet the threshold for a Section 47 child protection investigation and/or the police in respect of any criminal investigation.

Managing Allegations Statement

If staff members have concern about another member of the staff then this should be referred to The Principal (Deborah Berkin) d.berkin@groveschool.co.uk if the concerns are about the Principal and, when the Principal is also the sole proprietor of The Grove, allegations should be reported directly to the designated officers at the Local Authority Designated Officer (LADO).

What should a member of staff do if they have concerns about safeguarding practices within The Grove?

All staff and volunteers should feel able to raise concerns about poor or unsafe practice. Where a staff member feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed, other whistle blowing channels may be open to them.

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 the line is available from 8.00am until 8.00pm, Monday to Friday and email help@nspcc.org.uk.

Offenders

The Grove will provide a report to be promptly sent to the Disclosure and Barring Service (DBS) if The Grove dispenses with a person's services because of their unsuitability to work with children.

The Grove is committed to make a referral to The Teaching Regulation Agency (TRA) where a teacher has been dismissed or would have been dismissed had he or she not resigned.

A report will be made to Ofsted within 14 days if there is an allegation of serious harm or abuse by any persons living, working or looking after children at the premises or elsewhere or any other abuse on the premises.

Safeguarding Children - Useful Numbers

DUTY SOCIAL WORKERS

01908 253169
01908 253170

Out of Hours - 01908 265545

LOCAL AUTHORITY DESIGNATED OFFICER (LADO) – JO CLIFFORD

01908 254300
Lado@Milton-keynes.gov.uk

LOCAL PREVENT CO-ORDINATORS

MK MASH 01908 253169
MKSCBtraining@milton-keynes.gov.uk

MKSCB (*Milton Keynes Safeguarding Children's Board*)

(mkscb.org)
01908 254373

NSPCC

0800 800 500

NSPCC

Whistle blowing 08000280285
help@nspcc.org.uk

OFSTED

03001 231231

POLICE

101
www.police.co.uk/101

ADVISORY BOARD CHAIR

Iain Hovell
advisoryboardchair@groveschool.co.uk

The policy will be made available to parents upon request.

This policy, the content and implementation will be reviewed by the Proprietor and advisory board annually. Staff with safeguarding experience may contribute to the writing of the policy.

Policy to be reviewed September 2019