



WINDERMERE
SCHOOL

SAFEGUARDING - Child Protection Policy

This Policy is applicable to all pupils, including those in the Early Years Foundation Stage.

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CHILD PROTECTION

This Policy is applicable to all pupils, including those in the Early Years Foundation Stage.

1. Windermere School's Commitment to Safeguarding

Windermere School and Windermere Summer School (henceforth referred to as "the School" unless specific arrangements apply) are fully committed to ensuring that the welfare of all children and young people is their main priority. The School recognises that all staff and any adults who work alongside our children have a duty to take such steps as are reasonable to promote safe practice and to protect children from harm, abuse and exploitation.

The policy applies to all staff and volunteers and any individual has a responsibility to inform the designated person of concerns relating to safeguarding children. The designated person will decide if the concerns should be communicated to Social Care, the police or the NSPCC.

Our business is to know everyone as an individual and to provide a secure and caring environment, so that every pupil can learn in safety. We expect respect, good manners and fair play to be shown by everyone so that every pupil can develop his/her full potential and feel positive about him/herself as an individual. All pupils should care for and support each other.

2. Policy Basics

This is a detailed policy containing lots of useful and important information, it is however crucial that all staff at Windermere School can access the basics quickly and easily. The idea behind this first section is to provide all the basic information in an easily accessible form.

Designated Safeguarding Leads	Jo Parry (Deputy Head Pastoral) jparry@windermerschool.co.uk 01539446164 ex 279 Jenny Davies (Head of Pre-Prep and EYFS) jdavies@windermerschool.co.uk 01539443308 ex 302 Andrew Bond (EYFS Lead with specific responsibility for EYFS) abond@windermerschool.co.uk 01539443308 ex 307
Deputy designated safeguarding leads	Simon Rowe (Head of Lower School) srowe@windermerschool.co.uk 01539446164 ex 211
Chair of Governors	Michael Dwan mdwan@windermerschool.co.uk
Governor with oversight of safeguarding	Jo Harris jharris@windermerschool.co.uk
Local Safeguarding Board	Windermere School will work alongside Cumbria LSCB in line with their inter-agency procedures. Cumbria LSCB contact number is 0333 240 1727

<p>Contact details for children's social care</p>	<p>Children in Need and Children at Risk – Advice can be obtained from: http://www.cumbrialscb.com/</p> <p>The triage team can be called on 0333 2401727, for advice or to make a referral.</p> <p>Please note it is Windermere School's policy to discuss any concerns with one of the DSLs or the Headmaster before calling the Safeguarding Hub.</p>
<p>Contact details for the LADO This is for allegations against staff members</p>	<p>Go onto the Cumbria LSCB website to access the appropriate forms. http://www.cumbrialscb.com/professionals/lado.asp</p> <p>Send completed forms to the Cumbria Safeguarding Hub, using any of the following methods:</p> <p>(please note: if sending by email they advise that the document should be password protected)</p> <ul style="list-style-type: none"> • Fax: 01768 812090 • EFax: lado@cumbria.gov.uk • Post: LADO, Cumbria Safeguarding Hub, Skirsgill Depot, Penrith, Cumbria, CA10 2BQ • Please note if you are worried that a child is at risk of immediate harm please contact the Cumbria Safeguarding Hub on 0333 240 1727 • To speak to a LADO for advice please contact Multi-Agency Business Support Team who will take your details and ensure a LADO returns your call: <p>Phone 01768 812267</p> <p>Or you can email lado@cumbria.gov.uk</p> <p>LADO working hours are Monday to Thursday 9am to 5pm and Friday 9am to 4.30pm.</p> <ul style="list-style-type: none"> • In case of emergency outside of the above hours please contact Emergency Duty Team on 0333 240 1727.
<p>How to get advice and support about extremism</p>	<p>In any cases when you feel you need advice regarding extremism you should</p> <ul style="list-style-type: none"> • Talk with one of the DSLs or the Headmaster • Together you may decide to contact the local police on 101 • Or contact the DfE dedicated telephone helpline for non-emergency advice for staff and governors: 02073407264 • Or go on the government website for further advice: • Counter-extremism@education.gsi.gov.uk
<p>Contact Details for reporting FGM</p>	<p>From October 2015 there is a mandatory requirement to report any cases of female genital mutilation to the local police.</p> <p>Any suspicions must be reported to the DSL.</p>

3. Brief Guide to Child Protection at Windermere School

WHAT HAPPENS IF:

- YOU SUSPECT A CHILD IS BEING ABUSED OR NEGLECTED:
 - o **INFORM** YOUR DESIGNATED MEMBER OF STAFF
 - o **RECORD AND DATE ANY FACTS**

- A CHILD DISCLOSES TO YOU ABUSE BY SOMEONE ELSE:
 - o ALLOW THE CHILD TO SPEAK WITHOUT INTERRUPTION. **DO NOT INVESTIGATE**
 - o PASS NO JUDGEMENT BUT ALLEVIATE ANY FEELINGS OF GUILT AND ISOLATION
 - o ADVISE THAT YOU WILL OFFER SUPPORT, BUT THAT YOU **MUST PASS ON THE INFORMATION**
 - o **INFORM** YOUR DESIGNATED MEMBER OF STAFF
 - o **RECORD ANY DATES AND FACTS**

- YOU RECEIVE AN ALLEGATION ABOUT A MEMBER OF STAFF:
 - o **IMMEDIATELY INFORM** YOUR DESIGNATED MEMBER OF STAFF AND HEADTEACHER
 - o **RECORD ANY DATES AND FACTS**
 - o TRY TO ENSURE NO ONE IS PLACED IN A POSITION WHICH COULD CAUSE FURTHER COMPROMISE

YOU MUST **REFER**: YOU MUST NOT INVESTIGATE

DESIGNATED MEMBERS OF STAFF:

SENIOR SCHOOL - JO PARRY and SIMON ROWE

PREPARATORY SCHOOL - JENNY DAVIES and RACHAEL THOMAS

IF YOU FEEL YOU NEED TO RING CHILDREN'S SERVICES DIRECTLY THE NUMBERS BELOW ARE HERE TO HELP YOU.

COUNTY TRIAGE CUSTOMER ADVISORS: 0333 240 1721

LADO at CUMBRIA CHILDREN SERVICES: 01768 812267 or email lado@cumbria.gov.uk

4. Overview

The proprietors of the School have an explicit responsibility to both safeguard and promote the welfare of children for whom they are responsible. This is part of their duty of care. The responsibility for making sure these arrangements are in place lies with the Governors, in accordance with the guidance given by the Secretary of State. This responsibility is laid down in the following documents:

- Section 175 of the Education Act 2002
- Section 157 of the Education Act 2002 (Pertinent to Independent Schools)
- The EYFS (welfare requirements) Regulations 2012 Section 40 of the Childcare Act 2006
- ISI Regulations 2010 (amended January 2013)
- Keeping Children Safe in Education (September 2016)

4.1 Arrangements for Promoting the Welfare of Children

There are two main aspects to safeguarding and promoting the welfare of children and the School is committed to taking responsibility for the following:

- To take all reasonable measures to ensure that risks of harm to children's welfare are minimised
- To take all appropriate actions to address concerns about the welfare of any child, working in partnership with other local agencies.

This policy document and the procedures outlined are guided by the following frameworks:

- Keeping Children Safe in Education (September 2016) (KCSIE) [This guidance replaced Safeguarding Children and Safer Recruitment in Education (SCSRE)].
- Working Together to Safeguard Children (March 2015) (WT)
- Every Child Matters framework.
- The Prevent Duty (June 2015)

4.2 General Principles

- The child's needs are paramount and must be put first.
- All children have a right to a childhood free from abuse, neglect or exploitation
- All members of staff and volunteers at the School have a responsibility to be alert to the children's needs and any risks of harm to which a child may be exposed.
- Parents will be informed of any concerns about their child's welfare and any actions taken provided this sharing of information does not compromise the child's safety.
- The School has a responsibility to work effectively with other agencies to ensure the best protection of children in their care.
- If there are concerns about a child's safety confidentiality cannot be guaranteed and should never be promised.
- When a child is subject to a child protection plan information about the child will only be shared on a "need to know" basis determined by the Designated Safeguarding Lead.
- The School will educate children in an age appropriate way about their rights to safety and what they should do if they have fears or concerns about any aspect of their lives.
- The School has systems in place which deter possible abusers and also manage effectively any allegations or concerns about abuse which arise.

4.3 Staff Code of Conduct

- In accordance with the guidance contained in KCSIE (September 2016) Windermere School has a Staff Code of Conduct, reviewed annually.
- The Code of Conduct provides staff with clear guidance about expected behaviour and actions so as to not place pupils or staff at risk of harm or allegations of harm to a pupil.
- Windermere School has tailored this guidance accordingly giving advice about appropriate behaviours with regard to the boarding houses and the EYFS section of the School.
- This document will also contain information about one-to-one tuition, sports coaching, round square exchanges, overseas visits, conveying a pupil by car and appropriate electronic communication.
- This document will be signed yearly and be kept on individual staff files.

5. Procedures and Guidelines to ensure effective Child Protection

5.1 Prevention of Child Abuse

The School takes seriously its duty of pastoral care and is proactive in seeking ways to prevent children becoming victims of abuse, neglect or exploitation. The following measures are in place:

- An open culture is in place which encourages children to share their concerns with any member of staff.
- Through the timetabled and out of curriculum social education opportunities children are informed of their rights and are aware of the actions to take should they or their peers encounter any actions which make them unhappy or insecure.
- The designated persons and advice on appropriate actions to take are widely advertised around the School and in the white diaries.
- A fortnightly pastoral briefing alerts staff to any children who may be struggling and ensures that staff are primed to look out for any changes in behaviour.
- All staff are trained regularly to ensure they are comfortable with the required course of action to take should any child disclose information.

5.2 Staffing Ratios

To ensure that children are looked after effectively the School will assess each situation and decide on the appropriate staffing ratio. In all sections of the School, except for EYFS this will be judged on the nature of the activity and the age of the children.

5.2.1 EYFS staffing Ratios

Windermere School (Elleray Campus) aims to provide a staffing ratio in line with the statutory requirements for the New Framework of the Early Years Foundation Stage and IAPS guidelines. To meet this aim the following ratios of adults to children are used:

- Children 3 to 4 years of age – 1:8
- Children over 4 years of age - 1:13 with members of staff in the Pre School Room with QTS/suitable Level 6 qualification
- Children over 4 years of age (who will reach 5 or older within the School year) – 1:30 with members of staff in the Reception Room with QTS. Windermere School will ensure the safety and protection of all children involved in its activities through adherence to the Child Protection guidelines it has adopted.

5.3 Categories of Abuse

The NSPCC defines child abuse as:

“Child abuse is the term used when an adult harms a child or a young person under the age of 18.

“A child may be experiencing abuse if he or she is:

- Frequently dirty, hungry or inadequately dressed
- Left in unsafe situations, or without medical attention
- Constantly “put down”, insulted, sworn at or humiliated
- Seems afraid of parents or carers
- Severely bruised or injured
- Displaying sexual behaviour which doesn't seem appropriate for their age
- Growing up in a home where there is domestic violence
- Living with parents or carers involved in serious drug or alcohol abuse

“Remember, this list does not cover every child abuse possibility. You may have seen other things in the child's behaviour or circumstances that worry you.

“Abuse is always wrong and it is never the young person's fault.”

The needs and rights of children fall into the following main categories:

- The need for physical care and protection from preventable harm
- The opportunity for physical and mental growth
- The need for love and security and the opportunity to relate positively to others
- The need for new experiences and help in relating to their environment by way of organising and mastering age-appropriate levels of responsibility
- The need for intellectual development

A parent must be able to meet those needs or to help their child by ensuring they are otherwise met.

A child may be considered to be abused, or at risk of abuse, by its parents/carers when those basic needs are not being met. Careful professional and legal assessments are essential when determining whether a child's needs are not being met to such an extent that it contributes abuse.

Categories of Child Abuse and Their Definitions

All school and college staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

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.

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.

KCSIE September 2016

5.4 Indicators of Abuse – Signs and Symptoms

Child abuse occurs to children of both sexes and of all ages and in all cultures, religions and social classes.

All children have the right to be protected.

Identification of child abuse is difficult and normally requires both social and medical assessment.

The following information on signs and symptoms is not exhaustive and it should also be remembered that abuse might be only one of many causes that could produce any one symptom.

Initially, a situation might not seem particularly serious but it is worth remembering that prompt help to a family in trouble may prevent a more serious situation developing.

Physical Abuse (Injury)

Non-accidental injury to children by adults is often difficult to detect. Always remember that symptoms that are difficult to explain could be the result of inflicted injuries.

The following provides a guide to the more common non-accidental injuries.

- **Bruises**

Most injuries to children are accidental and can be explained simply; all children receive bumps and bruises as a result of normal play. Most falls or accidents produce one bruise on a single surface, usually a bony surface.

Bruising in accidents is usually on the front of the body as children generally fall forwards; there may be marks on their hands where they have tried to break their fall.

Bruising may be faint or severe. Some skins shows bruising very easily, others do not; bruises on black children for instance are more difficult to detect.

There may be a pattern to bruising, eg after the weekend

- **Unusual sites for accidental bruising**

- Back, back of legs, buttocks
- Mouth, cheeks, behind the ear
- Stomach, chest
- Under the arm
- Genital or rectal areas (care if child is learning to ride a bike)
- Neck

- **Common types of non-accidental injuries**

- Symmetrical black eyes are rarely accidental, although they may occur where there is a fracture of the head or nose. Careful consideration is required whenever there is an injury around the eye
- Bruising in or around the mouth
- Grasp marks on arms
- Finger marks
- Symmetrical bruising (especially on ears)
- Outline bruising (belt marks, hand prints)
- Linear bruising
- Different age bruising on a child at any one time other than on common sites of accidental injury for a child of that age.

- **Bites**

These can leave clear impressions of teeth. Human bites are oval or crescent shaped. If the distance is more than 3 cm across, an adult or another child with permanent teeth must have caused them.

- **Burns**

It can be very difficult to distinguish between accidental and non-accidental burns, but as a general rule burns with clear outlines are suspicious as are burns of uniform depth over a larger area and also splash marks above a main burn area (usually caused by hot liquid being thrown).

Remember also:

- A responsible adult checks the temperature of a bath before a young child gets in
- A child is unlikely to sit down voluntarily in a bath which is too hot and cannot accidentally scald its bottom without also scalding its feet
- A child getting into too hot water of its own accord will struggle to get out again and therefore there will be splash marks
- Small round burns may be cigarette burns

- **Scars**

Children may have scars but notice should be taken of an exceptionally large number of scars, especially when coupled with different age bruising, unusual shaped scars, or large scars which did not receive medical treatment.

- **Fractures**

These should be suspected if there is pain, swelling and discolouration over a bone or joint. The most common non-accidental fractures are of long bones (arms, legs, ribs). It is rare for a parent to be unaware that a child has been hurt in this way, as the pain caused will cause the child to inform someone.

Factors associated with injuries that may arouse suspicion of being non-accidental are:

- Explanation not consistent with the injury
- Changes of explanation
- Unreasonable delay in seeking medical advice
- A history of frequently repeated injury
- Constant complaints about a child
- Over-hasty or violent reaction to a child's naughty or annoying behaviour
- Unrealistic expectations of a child's performance.

Sexual Abuse

It is essential that professionals in contact with children accept that children of both sexes and all ages are sexually abused.

The abuse is often kept secret by a variety of methods and may carry on for considerable periods of time before it comes to anyone's attention.

Sexual abuse often presents in a veiled way. Although some victims have genital injuries, STIs or are pregnant, most show no signs. Recognition of sexual abuse is more likely to come from a direct statement made by the child rather than suspicious signs or symptoms.

The following are a list of indicators; again the lists are not exhaustive, those marked with an asterisk * should be taken very seriously:

- **Physical Signs**

- Vaginal bleeding in pre-pubescent girls*
- Genital lacerations or bruising*
- STIs*
- Abnormal dilation of vagina, anus or urethra
- Pregnancy – especially in younger girls with no explanation of the father*
- Itching, soreness or unexplained bleeding from vagina or anus
- Pain in passing urine
- Faecal soiling or retention

- **Behavioural Signs**

- Explicit or frequent sexual preoccupation in talk and play
- Sexually provocative relationship with adults
- Hinting at sexual activity or secrets through word, play or drawing
- Excessive sexual awareness inappropriate to the child's age

- **General**

- Undue fear of adults
- Running away
- Self-harm
- Suicide attempts
- Behavioural problems, withdrawal, wetting or soiling, sleep disturbance
- Behaviour indicating a role reversal in the home eg daughter taking over a mothering role
- Inappropriate displays of affection between a child and adult eg flirtatious or seductive behaviour.

- **Behaviour especially notable in school**

- Learning problems, poor concentration, sudden drop in performance; although it must be noted that for some sexually abused children, school is a haven and they excel and are often reluctant to leave.
- Marked reluctance to partake in physical activities or to change clothes for activities
- Poor peer group relationships and an inability to make friends
- Regular avoidance and fear of medical examinations.

Neglect

- **Warning signs apart from a child's obviously neglected appearance include:**

- Inappropriate clothing or lack of clothing and an unawareness from the carer that the child is inadequately dressed.
- A child who appears underfed and is frequently unwell with a permanent runny nose
- A child who is left unsupervised or with a variety of different carers
- A child who thrives away from home
- A child with poor language development or other developmental delays
- A child whose parents persistently fail to seek or follow medical advice.

- **Non–Organic failure to thrive**

- Children with poor weight gain
- Poor growth, sparse hair, poor skin tone
- Perverse eating habits, gorging, stealing food, enormous appetite
- Poor sleeping patterns
- Developmental delay
- Solitary behaviours with poor peer group relationships
- Attention seeking from adults.

Emotional Abuse

Emotional abuse may take the form of failure to meet a child's need for attention, affection or stimulation (even though good physical care may be provided) or there may be constant verbal abuse, rejection, scapegoating, and threats of violence or attempts to frighten a child.

Conversely some carers may be so over-protective and possessive that they prevent normal social contact or physical activity. Both states can be difficult to document or evaluate, but there may be crippling long-term effects on a child's development.

Children suffering from emotional abuse may:

- Exhibit excessively clingy or attention seeking behaviour
- Be fearful, withdrawn or emotionally "flat"
- Constantly seek to please
- Be over-ready to relate to anyone, even strangers
- Have an impaired ability for enjoyment or play
- Lack curiosity and natural exploratory behaviour
- Be retarded in language development
- Have a low self-esteem and feelings of worthlessness
- Suffer eating disturbances, growth failure or lack of body tone.

5.5 Risk Factors

All Forms of Abuse

Certain characteristics have been found to be associated with all forms of abuse, including:

- A history of abuse in the childhood of one or both parents
- Violent behaviour of the parents towards each other, or signs of stress in the adult relationship
- Immature parents often feeling socially isolated
- Parents of low intelligence
- Parents who abuse alcohol or drugs
- Parents with significant mental health problems
- Children born prematurely or with a disability or low birth weights
- Unwanted pregnancies or illegitimate children
- A recent pregnancy in the family
- Situations of social stress in the family
- Situations where there appears to be a lack of bonding in the family
- Children with Special Educational Needs

5.6 Abuse of Trust

All staff are made aware that inappropriate behaviour with or towards children is unacceptable. In particular under the Sexual Offences Act 2003 it is an offence for someone over 18 to have a sexual relationship with a child under 18 where that person is in a position of authority even if the relationship is consensual. This applies even if the child is in the same establishment but not taught by the adult.

5.7 Physical Contact with Pupils

Under section 550A of the Education Act 1996 staff have the right to use reasonable force and physical intervention to control or restrain children in order to avert immediate danger or personal injury.

Corporal punishment is strictly prohibited at Windermere School and all staff are aware of this fact.

Staff are also advised that they ensure any physical contact is in line with being in loco parentis. This means that any necessary physical contact is always appropriate and proportional to the circumstances.

As a boarding school where many children are away from their parents for extended periods of time, staff are also trained that there will be circumstances when physical contact is appropriate when a child is distressed. If a child requires it and is comfortable, a hand on a hand or shoulder may be appropriate in individual circumstances.

5.8 Child on Child Abuse

In the event of physical or emotional abuse of one child by another child or group of children the situation will be taken seriously and dealt with in line with the school's anti-bullying policy.

Staff should recognise that children are capable of abusing their peers. Windermere School states that abuse is abuse and should not be tolerated or passed off as "banter" or "part of growing up".

To minimise the risks of this type of abuse we use the IDEALS programme to educate children in appropriate, respectful behaviour towards all members of our community irrespective of race, religion, gender or beliefs.

Any behaviour which a member of staff deems inappropriate will be discussed with the individuals involved to ensure they understand the consequences of their actions towards others.

Examples of inappropriate behaviour which will always be dealt with seriously and in a timely fashion include; verbal bullying, isolation, derogatory messages through texts and social media, sexting, unwanted sexual touching, assault or being subject to initiation/ hazing type violence.

Parents will be informed and included in any issues which are seen or perceived by the victim as abusive.

Any allegations will be investigated in line with our discipline policy and children will be interviewed sensitively to establish the facts and allow decisions to be made to move these situations forward.

The victim will be supported in establishing positive and comfortable relationships within their year group whilst giving them a mentor who will be available to give reassurance and discuss any difficult situations moving forward. Should counselling be required, the school will identify a suitable professional to work alongside the child.

If it is seen as appropriate for the bully to remain as part of the Windermere School community they will also be supported to ensure they do not make any more poor behaviour choices regarding their relationships with their peers and understand how to relate respectfully, again a mentor will be assigned.

If there is reasonable cause to suspect that a child is suffering or likely to suffer significant harm from another child or group of children then this information will be referred to the appropriate local agencies.

In matters where there is suspected sexual abuse the School will always refer its concerns to Children's Services through the triage team.

5.9 Missing Children

A child going missing or running away from an educational setting is a potential indicator of abuse or neglect. All staff should follow the School procedures for children who go missing. If a child goes missing on regular occasions the Designated Safeguarding Persons (DSL and DDSL) will investigate, involve parents if appropriate and seek advice from external agencies.

Windermere School will regularly monitor attendance of its pupils and address it when it is poor or irregular. It will follow the guidance in Annex A of the KCSIE (September 2016) for:

- any pupil who fails to attend school regularly,
- when a parent notifies the School that the pupil is registered at another school,
- any pupil who is absent without permission for a continuous period of 10 school days or more.

For additional details see Policy 3.14b Safeguarding Response to a Missing Child.

5.10 Child Sexual Exploitation

Child Sexual Exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (food, accommodation, drugs, alcohol, gifts, money or affection) as a result of engaging in sexual activities. The exploitative nature of these relationships stems from an imbalance of power, the perpetrator will hold power over the victim which generally increases as the relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement. It can include unwanted pressure from peers to have sex, sexual bullying including cyberbullying and sexual grooming. Professionals must also realise that some young people who are being sexually exploited do not exhibit any external signs of abuse. If any Staff member is concerned that any pupil from the School is caught up in CSE they must share their concerns with DSL or DDSL.

5.11 'Honour based' Violence (HBV)

HBV encompasses crimes which have been committed to protect or defend the honour of the family and or community. They include FGM, forced marriage, practices such as breast ironing. Staff members suspecting HBV should speak to the DSL and professionals need to be alert to the possibility of a child being at risk of HBV.

5.11i Female Genital Mutilation (FGM)

Professionals in certain circumstances should be alert to any girls being at risk of FGM.

The Mandatory reporting of FGM requires teachers to make a report to the police if, in the course of their professional duties, they:

- are informed by a girl under 18 that an act of FGM has been carried out on her;
- or
- observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth.

The duty is a personal duty which requires the individual professional who becomes aware of the case to make a report; the responsibility cannot be transferred. The only exception to this is if you know that another individual from your profession has already made a report; there is no requirement to make a second.

Unless the teacher has a good reason not to, they should also still consider and discuss any such case with the school or college's designated safeguarding lead and involve children's social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, teachers should follow local safeguarding procedures.

To report FGM to local police - please contact Cumbria Constabulary (Windermere) 0845 330 0247

5.11ii Forced Marriage

Forcing a person into marriage is a crime in England and Wales. A forced marriage is one entered into without the consent of one or both parties and where violence or threats are used. Threats can be physical or emotional and psychological. Windermere School will play its role in safeguarding any of its students from forced marriage.

School and college staff can contact the Forced Marriage Unit if they need advice or information: Contact: 020 7008 0151 or email fmu@fco.gov.uk.

5.12 Extremism

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Windermere School works collectively to prevent children being drawn into terrorism and in order to identify individual children at risk of radicalisation and what to do to support them. All of the pastoral team have completed the online Prevent Duty training and from September 2016 we have decided that all teachers will complete this training.

In addition to this training Windermere School also:

- Educates all ages of children through the IDEALS programme about values, ethics and beliefs promoting awareness, understanding and tolerance of the differing beliefs of all.
- All visiting speakers and volunteers are now assessed before coming into school to ensure they are suitable to work alongside our children and that none of them have any ulterior motive.

Should any member of staff be concerned about a child they will report this immediately to the DSL who will work with them in line with the Prevent Duty and Channel to resolve any issues regarding radicalisation.

5.13 Other Specific Safeguarding Issues

The list below gives other issues that might need to be investigated. Whilst we understand we cannot be experts in all areas, the DSLs will when appropriate use other experts and professional organisations to provide up to date guidance and practical support on these other specific safeguarding issues.

- Children missing from home or care
- Domestic Violence
- Drugs
- Fabricated or Induced Illness
- Faith Abuse
- Gangs and Youth Violence
- Gender based violence
- Hate
- Mental Health
- Private fostering
- Relationship Abuse
- Sexting
- Trafficking

6. Actions to Take

6.1 Concerns About a Child

If a parent or member of staff has any concerns about a child at Windermere School they must report it immediately to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL). The Headmaster will be informed by the DSL. For all contact details please refer to Section 2 Policy Basics.

If there is a suspicion that a crime has been committed the police will be called.

If these people are not available a parent or staff member should go straight to the appropriate Head.

If a parent or member of staff is dissatisfied with the action taken by the School they should contact:

- **The Triage Team on - 0333 240 1727**
- **Cumbria County Council Children's Services.**

Offices are open from 8.45am each day. They close at 5.00pm Monday to Thursday and at 4.30pm on Fridays.

Craven House
Barrow-in-Furness
Cumbria
LA14 1FD
Phone: 01229 408000

You can also email general enquiries to information@cumbriacc.gov.uk

- If you need to contact Cumbria Children's Services about an **emergency** when the offices are closed, please contact the **out of hours service** on **01768 895019**. They deal with emergencies for the whole of Cumbria.

Students can also use the numbers above but also have the availability of independent advice from:

- The Independent Listener – 0771276270
- Childline - 08001111
- Kidscape - 08451205204
- The Children’s Commissioner - 0800 528 0731
- NSPCC Child Protection Helpline 0808 800 5000

6.2 An Individual Approach

Windermere School views each child as an individual and with regard to safeguarding our children the establishment will ensure that each individual situation is dealt with appropriately.

We are also aware that as a Boarding School, there is greater potential for vulnerability of our students being in a residential environment therefore, always aim to be extra vigilant and try to communicate regularly and fully within the staff body to pick up any signs of a child who might be suffering from or at risk of abuse. We are conscious that in a residential setting there is the potential for peer on peer abuse which is monitored extensively within boarding houses and throughout the school environment.

The Pastoral team, led by the Designated Safeguarding Lead, will react immediately when they discover a child who has suffered or is at risk at suffering serious harm, reporting to and working alongside Cumbria Children’s Services.

There may also be children who are not in immediate danger but who need additional support from one or more external agencies. In these cases, we will instigate the appropriate inter-agency assessments.

6.3 Making A Referral

See Appendix 1 - Flow Chart regarding Actions to take where there are concerns about a child.

The guidance from KCSIE places the responsibility of making decisions regarding referrals with the School’s Designated Safeguarding Lead. Windermere School stress that anyone can make a referral. Windermere School would prefer staff to go through the DSL.

It is vital that children receive the right help at the right time to address risks and prevent issues escalating. Cumbria Children’s Services are always prepared to discuss borderline cases and give informal advice and the school encourages the sharing of information with local agencies to ensure the best outcome for each child.

The early signs of abuse and neglect must be acted on, clear records kept, the views of the child listened to and the situation monitored carefully so that original concerns are regularly reassessed and any inaction challenged with the appropriate agency or person.

The Local Safeguarding Children Board (LSCB) for Cumbria has full procedures on their website at <http://www.cumbrialscb.com/default.aspx>. Their advice about making referrals is set out below; please note that in the majority of cases it would be the DSL making these referrals.

It should be noted that there is no requirement to obtain parental consent in order to refer a case to statutory agencies.

How to refer a child/children if you are concerned about their safety

Contact the County Triage Customer Advisors on **0333 240 1727**

Referrals that suggest an immediate risk to a child / children will be taken by phone but professionals who wish to refer a child / children should follow up the referral with the Children’s Services Single Contact Form which can be downloaded from the website.

Professionals from the Police, Health agencies, Children's Social Care and Youth Justice Services are working together to ensure high quality and proportionate support is offered at the earliest opportunity to children, young people and their families.

The County Triage Team will also offer advice to agencies and professionals: for example where they:

- are not sure at which level the child is within the definition of 'need', as defined by the Multi Agency Threshold Guidance;
- feel they would benefit from advice whilst undertaking a Common Assessment Form (CAF);
- need guidance and consultation in respect of a child with whom they are working, having completed a CAF which has identified the child's needs but consider that insufficient progress is being made in addressing these needs.

If any member of Windermere School is dissatisfied with the response given by Cumbria County Council LSCB then they will go to either the Police or NSPCC for advice on how to proceed.

6.4 Allegations against Staff

If an allegation is made against a member of staff the quick resolution of the allegation will be a clear priority for all involved, and any unnecessary delays will be avoided.

Allegations are naturally taken very seriously. If a child discloses that a member of staff (including the DSL) or volunteer working at the School has behaved in a way which is abusive, then this information should go straight to the Headmaster. If the Head is not available the DSL will communicate directly with the Chair of Governors. If the allegation is about the Head then the Chair of Governors must be informed directly without informing the Head.

The School will not undertake its own investigations without first consulting with the Local Authority Designated Officer (LADO), or in more serious cases the police, in this way the School will not jeopardise statutory investigations.

If there is a borderline case the School will have informal conversations with the LADO where neither the School nor the member of staff needs to be named.

To contact a LADO at Cumbria Children's Services call the Multi-Agency Triage Business Support Team on 01768 812267 or email [lodo@cumbria.gov.uk](mailto:lado@cumbria.gov.uk)

The DSL will discuss the allegation with the LADO and together they will consider the nature, content and context of the allegation and then agree a course of action including any involvement of the police. All discussion will be recorded in writing and communication both with the individual teacher and the parents of the child/children agreed.

In response to an allegation all options will be considered before suspending a member of staff. Suspension will only be used if there is no reasonable alternative.

If suspension is seen as the appropriate course of action the reasons and justification will be recorded and the individual will be notified of the reasons for suspension. The School will always give true weight to the views of the LADO in any actions taken regarding allegations against a member of staff.

As a Boarding School, if the allegation is made against a member of staff who lives in a Boarding House or on site then alternative accommodation will be found for them if they are suspended pending enquiries.

The School will make every effort to maintain confidentiality and guard against unwanted publicity regarding allegations against a member of staff. Restrictions are enforced up until the point where the accused person is charged with an offence or the DfE or National College for Teaching and Leadership (NCTL) publish information about an investigation or decision in a disciplinary case.

When deciding whether to make a referral, following an allegation or suspicion of abuse, the Head and DSL should not make their own decision over what appear to be borderline cases, but rather the doubts and concerns should be discussed with the local authority designated officer (LADO).

In the case of an allegation against a member of staff within the EYFS section of the School. The LADO should be contacted within 1 working day of the allegation and Ofsted notified within 14 working days.

Concerns regarding any professional who works with a child, including foster carers and volunteers, must be raised with the LADO within one working day.

To contact a LADO call the Multi-Agency Triage Business Support Team on 01768 812267 or email lado@cumbria.gov.uk

(Please also refer to: Whistleblowing Policy, 3.7b Version 16.1)

If an allegation is substantiated and the person is dismissed or the employer ceases to use the person's services or the person resigns or otherwise ceases to provide his or her services, the case manager at Windermere School and the LADO will discuss in the light of current legislation how to refer the case to the DBS for consideration of inclusion on the barred lists. Windermere School understand they are legally required to refer to the DBS when they think an individual has engaged in conduct that harmed, or was likely to harm a child. This report will be made to the DBS within 1 month of the person leaving the School.

Disclosure and Barring Service (DBS)
PO Box 181
Darlington
DL1 9FA
Tel 01325 953 795
DBS Customer Services
Telephone 08709090811
Minicom: 08709090344

Reports made in these circumstances will include as much evidence of the circumstances or the case as possible. Compromise Agreements cannot apply in these circumstances.

The School will also make a referral to the NCTL in junction with LADO when a teacher has been dismissed or would have been dismissed if they had not resigned. Referrals will be made if the School considers that the teacher involved could be accused of "unacceptable professional conduct", "conduct which would bring the profession into disrepute" or a "conviction, at any time, for a relevant offence". Essentially these are cases where a dismissal is not sufficient to report to the DBS as soon as possible after the resignation or removal of the individual.

If the School ceases to use the services of a teacher because of serious misconduct, or would have dismissed them had they not left first, the School in consultation with the LADO will consider carefully whether to refer the case to the Secretary of State, as required in sections 141D and 141E of the Education Act 2002. The Secretary of State may investigate the case and if they find a case to answer then they will decide whether to make a prohibition order in respect of the person.

Allegations which are found to be malicious will be removed immediately from an individual's record. Any which are unsubstantiated, unfounded or malicious will not be referred to in a reference.

The Childcare (Disqualification) Regulations 2009 – Disqualification by Association – the School will now make enquiries of staff who work with children under 8 years of age to confirm that they are not disqualified for any reason including by association under the ISSRs. Until this is confirmed the School will begin a process of self-declaration for the staff that this regulation applies to.

Pupils who are found to have made malicious allegations will be asked to leave the School and could be reported to the police if the School believe there has been a criminal offence committed.

7 Responsibility of the Safeguarding Team

7.1 Record Keeping

The School's records on child protection are kept locked in the DSL's office, and are separated from routine pupil records. Computer files are password protected and all relevant documents can only be accessed by the DSL, the Headmaster, and the Governor with responsibility for Child Protection.

7.2 Governor Oversight

Mrs J Harris is the Liaison Governor for Child Protection issues. The Governors formally consider child protection issues once a year, with day-to-day issues being discussed between the Designated Safeguarding Lead (DSL) and Mrs J Harris when necessary. The policy is reviewed by the Governing body with advice taken from the Pastoral team including the Head and Mrs J Harris. The Governors are responsible for:

- Reviewing annually the procedures and policy for and the efficiency with which the child protection duties have been discharged.
- Ensuring that any deficiencies or weaknesses in child protection arrangements are remedied without delay.
- Approving amendments to child protection arrangements in the light of changing regulations or recommended best practice.

7.3 Responsibilities of the Designated Senior Personnel for Child Protection (DSL/DSP)

7.3.1 Referral

- Notify police if a child is in immediate danger (this is the only body who have the power to remove a child to a place of safety without court intervention)
- Notify Social Care within 24 hours of a disclosure or suspicion of abuse
- In cases where the child is not in immediate danger
 - A referral should be made to Social Care as early as possible to allow a co-ordinated response with agencies working together.
 - Referral will initially be communicated to the triage team by telephone and followed up with a Care Assessment Framework form (CAF) within 48 hours.
 - In cases involving EYFS children Ofsted will be informed of any allegations of serious harm abuse by any person working or looking after children at the premises, or any other abuse which is alleged to have taken place on the premises and of the resulting action taken. This should be done as soon as reasonably possible but at the latest, within 14 days of the disclosure.
- Liaise with the Headmaster to inform him of issues especially on-going enquiries under section 47 of the Children Act 1989 and police investigations.
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding.
- Liaising with relevant agencies when deciding whether to make a referral.

7.3.2 Training and Record Keeping

- To be adept at identifying signs of abuse and know when it is appropriate to make a referral
- Understand the assessment process for providing early help and intervention through agreed common and shared assessment processes such as early help assessments.
- To liaise effectively with the Lake District Safeguarding Children Board (LSCB) and contribute to proceedings when necessary.
- Have a working knowledge of how local authorities conduct child protection case and review conferences. Be able to attend and contribute to these meetings effectively.
- To ensure that they receive relevant (Level 3) training, including inter-agency training, every 2 years and that staff receive regular training, at least every year with regular updates, in line with LSCB advice.
- To ensure each member of staff has access to and understands the School's Safeguarding-Child Protection Policy.
- Be alert to the specific needs of children with special education needs and young carers.
- To ensure new staff receive induction training in Child Protection.
- To keep detailed, accurate written records securely.

- Encourage a culture of listening to children and taking into account their wishes and feelings, among all staff.

7.3.3 Raising Awareness

- Ensure the Safeguarding-Child Protection Policy is reviewed and updated annually and relevant parts brought to the attention of staff, parents, volunteers and students.
- Ensure that parents are aware that they should be aware of the contents of the Safeguarding - Child Protection Policy
- Ensure pupils are aware of their rights and know who to talk to in the event that they wish to disclose information concerning a child protection matter
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Where children leave the School ensure their child protection file is copied in a secure form for any new school as soon as possible but sent across separately from their main school file. The DSL will communicate with the relevant safeguarding personnel at the new school.
- Should the child be moving to another country the DSL will endeavour to communicate any child protection issues with the relevant persons.

7.3.4 Accountability

- The Designated persons are accountable on a daily basis to the Headmaster and ultimately to the governing body who have overall responsibility for this aspect of the School

8. Induction and Training

Safeguarding–Child Protection training is a central part of what we do at Windermere School. We aim to ensure that the staff team are alert to the signs of abuse and bullying and know the procedures for recording and referring any concerns.

- The Designated Safeguarding Persons will be trained at least every two years in Child Protection and Inter Agency working.
- All staff will be trained every year. These sessions will be in line with advice from the LCSB and NSPCC.
- All staff are required to read a copy of Part 1 KCSIE and Annex A and sign to say they have completed this task.
- Temporary staff and volunteers will all be given a briefing by the DSL or DDSL.
- Child Protection training will also be given to the Governing Body.

A basic training powerpoint is available to all on the school intranet at: R:\1. Senior School\1. Pastoral (includes policies + inspection)\Child Protection

All staff, including temporary staff and volunteers will be provided with induction training, from the appropriate DSL, which includes:

- The School's Safeguarding–Child Protection Policy, with a short training.
- The Staff Code of Conduct (see policy 3.7e)
- Whistleblowing Policy (3.7b)
- The identity of the DSLs and DDSLs.
- A copy of Part 1 of KCSIE plus Annex A

In line with the KCSIE (2016) half-termly updates are distributed to all staff either in the form of a newsletter or through staff briefings. Topics covered in these include Prevent and online safety.

9. Arrangements for reviewing policy and procedures

Any weaknesses or deficiencies highlighted in the day to day usage of this policy will be remedied without delay. The DSL will present to the Headmaster the issues encountered and the policy and procedures will be amended promptly, and communicated to staff and Governing Body.

The DSLs will present the policy to the Governing Body on an annual basis, following a review in line with ISI recommendations by the Designated Persons. In this session a report will also be given to the board to review the previous 12 months with regard to Child Protection.

Minutes of the review must be sufficiently detailed to demonstrate the depth of the review.

The Governing Body will also ensure that the school contributes to interagency working in line with *Working together to Safeguard Children 2013* through effective implementation of the Safeguarding–Child Protection Policy and procedures, and good co-operation with local agencies.

If there has been a substantiated allegation against a member of staff, the School will work with the LADO to determine whether there are any improvements to be made to the School's policy and practice to help prevent similar events happening in the future.

10 Safer recruitment procedures

Windermere School follows the Government's recommendations for the safer recruitment and employment of staff who work with children. Detailed information about the whole recruitment process and the measures put in place to ensure Safer Recruitment are all contained in the Recruitment Policy.

10.1 Employing a New member of Staff

The definition of staff is: *Any person working at the school whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer.* The following are included as staff: teachers, peripatetic teachers and coaches, part-time staff, gap students, administrative staff, caretakers and other ancillary staff, staff appointed from overseas, pupils paid to work at the school.

Several categories of people fall outside the main regulations concerning appointment but the School pays regard to KCSIE and will carry out the appropriate checks for this category of people. The main groups are as follows:

10.1.1 Staff involved in non-regulated activities

- Staff who come on site on an infrequent basis and therefore do not meet the definition of regulated activity, for example, occasional sports coaches etc. The School will ensure these people are supervised by suitably checked school staff and a fully documented risk assessment will be in place before such an individual works alongside pupils of the School.
- For such individuals the School may decide to undertake checks to be assured of the person's suitability and the School will always carry out identity checks on arrival.

10.1.2 Volunteers

- The arrangements for volunteers will vary by activity and individual.
- The School will carry out checks on an individual involved in a regulated activity. Volunteers involved in a non-regulated activity will be supervised by a suitably checked school member of staff and this supervision will mean the volunteer will never be alone with the pupils.
- For new volunteers in regulated activities the School must obtain an enhanced DBS certificate with a barred list check.
- For existing volunteers who provide personal care the School will obtain an enhanced DBS certificate with a barred list check.
- For other existing volunteers who are unsupervised the School may choose to request another DBS check with a barred list check if they have any concerns.

- For existing volunteers in non-regulated activities the School is not required to request an enhanced DBS check but if the school has any concerns they will request this check but they are NOT permitted to request a check of the barred list.
- The School will consider the following items when deciding on whether they should seek an enhanced DBS check for a volunteer who is not engaging in a regulated activity:
 - The nature of the work with children
 - What the School knows about the volunteer
 - Whether the volunteer has other employment or volunteers elsewhere where referees can advise on suitability
 - Whether the role is eligible for an enhanced DBS check.

10.1.3 Protection of Freedoms Act 2012

- The guidance issued following the amendment to Safeguarding Vulnerable Groups Act 2006 which removed supervised volunteers from regulated activities requires that:
 - For volunteers who need to be supervised because they are undertaking an activity which is regulated:
 - There must be supervision by a person who is in a regulated activity
 - The supervision must be regular and day to day
 - The supervision will be “reasonable in all the circumstances to ensure the protection of children”
- The School is not legally allowed to request a barred list check on a volunteer who, because they are supervised, is not in a regulated activity.

10.2 Employment Process

We obtain at least 2 references for all staff including those teaching in the Early Years Foundation Stage and enhanced criminal record checks through the Disclosure and Barring Services (DBS) for staff and volunteers who will have unsupervised access to children. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006.

Applicants for posts may be invited for interview where we follow the Children's Workforce Development Council – CWDC, Safer Recruitment Guidance Procedures.

We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced DBS (Disclosure and Barring Service) check. Including the DBS Update service.

We inform Ofsted of any changes in the person managing our Early Years Foundation Stage provision.

All members of the teaching and non-teaching staff at the School, including part-time staff, temporary, supply staff, and visiting staff, such as musicians and sports coaches, are checked with the Disclosure and Barring Service (DBS) and are seen to be in compliance with the Independent School Standards Regulations (ISSR) before starting work at Windermere School.

All Governors, volunteer helpers, contractors working regularly during term-time, such as contract catering staff, [and adult members of the families of members of staff who live on site] are also vetted.

Our policies are reviewed by Governors annually.

10.3 Procedures for Trainee/Student Teachers

We require students on qualification courses to meet the 'suitable person' requirements of Ofsted and have DBS checks carried out.

We require students to keep to our school procedures on confidentiality.

Students meet with the Head, Head of Pre Prep and/or Early Years Leader prior to starting their first placement session.

The Student Liaison member of Staff for the EYFS and Pre Prep is: Mrs J Davies (EYFS Leader)

The Student Liaison member of Staff for the rest of the Elleray Campus is Mrs R Thomas (Head)

The Student Liaison member of Staff for the Senior School is Mrs E Vermeulen (Head of Staffing and Planning)

11 Effective implementation of the policy

11.1 Transparency

Windermere School prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting Windermere School. A copy of this policy is on our website, and we hope that parents and guardians will always feel able to take up any issues or worries that they may have with the School. We will never ignore an allegation of child abuse and will always deal with any concerns appropriately. Open communications are essential.

11.2 Raising awareness with pupils

Windermere School prides itself on its culture of open and effective communication between staff and pupils, and on its excellent pastoral support structures. We prepare all of our pupils to make reasoned, informed choices, judgements and decisions. Time is allocated in IDEALS for discussion of what pupils should deem as appropriate behaviour from the adults in their lives, developing the confidence that they require to recognise abuse and to stay safe. Emphasis is put on awareness of on-line safety with all Keystages. The material taught will be relevant to the ages of pupils but will also take into account what is topical and what the children are experiencing. CEOPS is used to guide planning of such sessions.

All pupils know that there are adults to whom they can turn if they are worried.

At Browhead Campus:

- All pupils have access to a telephone helpline, enabling them to call for support in private.
- Every child has a diary which contains guidance on where to turn for advice, including confidential help lines for external specialists; an independent listener, the School Doctors and Child Line.
- Our Medical Centre and all our boarding houses display advice on where pupils can seek help.

At Elleray Campus

- All children are informed about who they should talk to should they have any concerns or worries. Regular training is done through assemblies, group form sessions and PHSE lessons.
- All children have a diary containing guidance on where to turn for external help.
- Elleray Campus is presently discussing new ways to allow children to gain access to external agencies.

11.3 Equal treatment

Windermere School is committed to equal treatment for all, regardless of an individual's race, ethnicity, religion, sexual orientation or social background.

We aim to create a friendly, caring and perceptive environment in which every individual is valued. We endeavour to contribute positively towards the growing autonomy, self-esteem and safety of each student.

12 Looked after children

Definition of 'Looked after Children' (LAC): *Children and young people become 'looked after' if they have either been taken into care by the local authority, or have been accommodated by the local authority (a voluntary care arrangement). Most LAC will be living in foster homes, but a smaller number may be in a children's home, living with a relative or even placed back home with their natural parent(s).*

12.1 Principles

The term 'looked after child' denotes a child's current legal status; this term is never used to categorise a child as standing out from others. We do not refer to such a child using acronyms such as LAC.

We do not offer places for babies and children under three years who are in care.

12.2 Procedures

The designated person for looked after children at Windermere School is the Designated Safeguarding Lead.

Every child is allocated a key worker before they start and this is no different for a looked after child. The designated person ensures the key worker has the information, support and training necessary to meet the looked after child's needs.

The designated person and the key worker liaise with agencies, professionals and practitioners involved with the child and his or her family and ensure appropriate information is gained and shared.

- The most common reason for children becoming looked after is as a result of abuse and/or neglect. Governing bodies and proprietors should ensure that staff have the skills, knowledge and understanding necessary to keeping looked after children safe. In particular, they should ensure that appropriate staff have the information they need in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility. They should also have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her. The designated safeguarding lead, through the designated teacher for looked after children, should have details of the child's social worker and name of the virtual School Head in the authority that looks after the child.

13. SEND Children

Staff must understand that children with SEND can face additional safeguarding challenges. These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- Children with SEND can be disproportionately impacted by things like bullying without outwardly showing any signs;
- Communication barriers and difficulties in overcoming these barriers

14. Peer on Peer Abuse

Bullying, harassment, victimisation or discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the School. Any kind of bullying is unacceptable.

Copies of the School's Anti-Bullying procedure is available on our website, a paper copy can be requested from the School Office.

15. E- Safety

Protocol regarding the use of mobile phones, Ipads, IPod's and cameras is contained within the Photography Policy. A new ICT AUP is in place for both students and staff.

16. Complaints

We hope that you and your child do not have any complaints about our School; but copies of the School's complaints procedure can be found on the School website: <http://www.windermerschool.co.uk>. This can be found under the section: Further Information // Policy Information // Compliance Policies // Policy Number A14-Complaints Procedure.

17. Boarding considerations

Under National Minimum Standard 3, Windermere School will make alternative arrangements for the accommodation of students or staff in the boarding houses if a disclosure or an allegation means that it is the best course of action to make all parties safe and secure.

18. Mobile Phones and Cameras

For general School advice regarding the use of Photography please see Policy A6.2 – Photographs and Photos on the School website: <http://www.windermerschool.co.uk>.

Mobile phones and cameras

18.1 EYFS considerations

Specific to the EYFS setting:

- Extra care must be taken when considering the role of photography and mobile phones with these pupils.
- Cameras and mobile phones are prohibited in the toilet or nappy changing areas of EYFS classrooms.
- Visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of EYFS pupils at any time.
- Check parents/carers have given permission through the Consent Form (appendix 1). Staff should note that a list of students without Media Consent will be kept centrally in the School Office at both the Senior School and Preparatory School sites. It is each member of staff's responsibility to check this list if they intend to use any images of students.
- Ensure all students are appropriately dressed.
- Avoid photographs that only show a single child with no surrounding context of what they are learning or doing unless this is used for items such as SIMS database, classroom labelling or reports. A photograph for identification purposes may endure for several years but should not be retained when replaced or expired.

18.2 Allegations

As a registered EYFS establishment Windermere School has a responsibility to report any allegations against people living or working at the School or other abuse alleged to have taken place on the premises to Ofsted within 14 days of awareness of an incident.

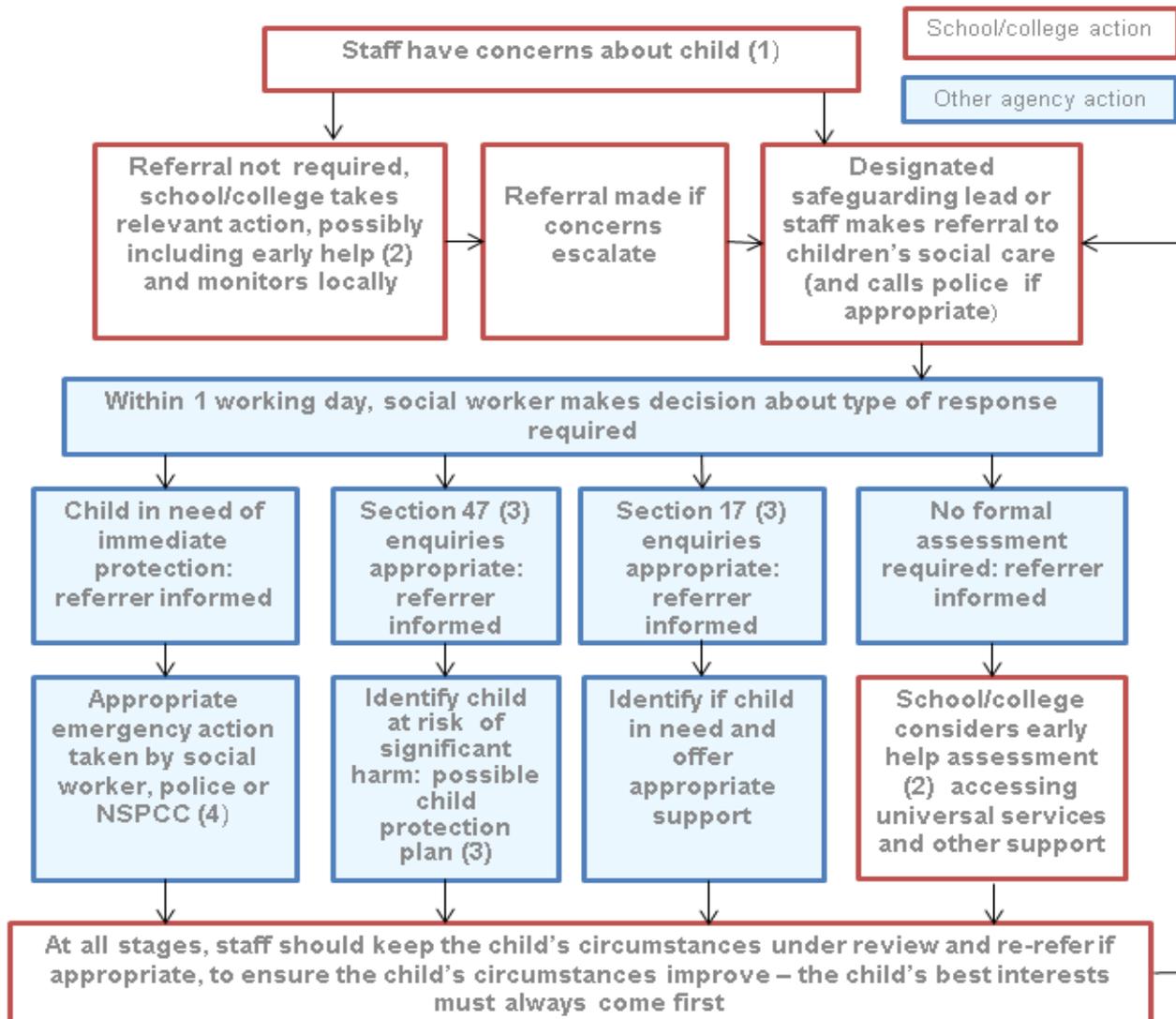
The Ofsted Safeguarding hotline can be contacted in three ways.

- Call 0300 123 3155 (Monday to Friday from 8.00am to 6.00pm).
- Email at whistleblowing@ofsted.gov.uk.
- Write to: WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD

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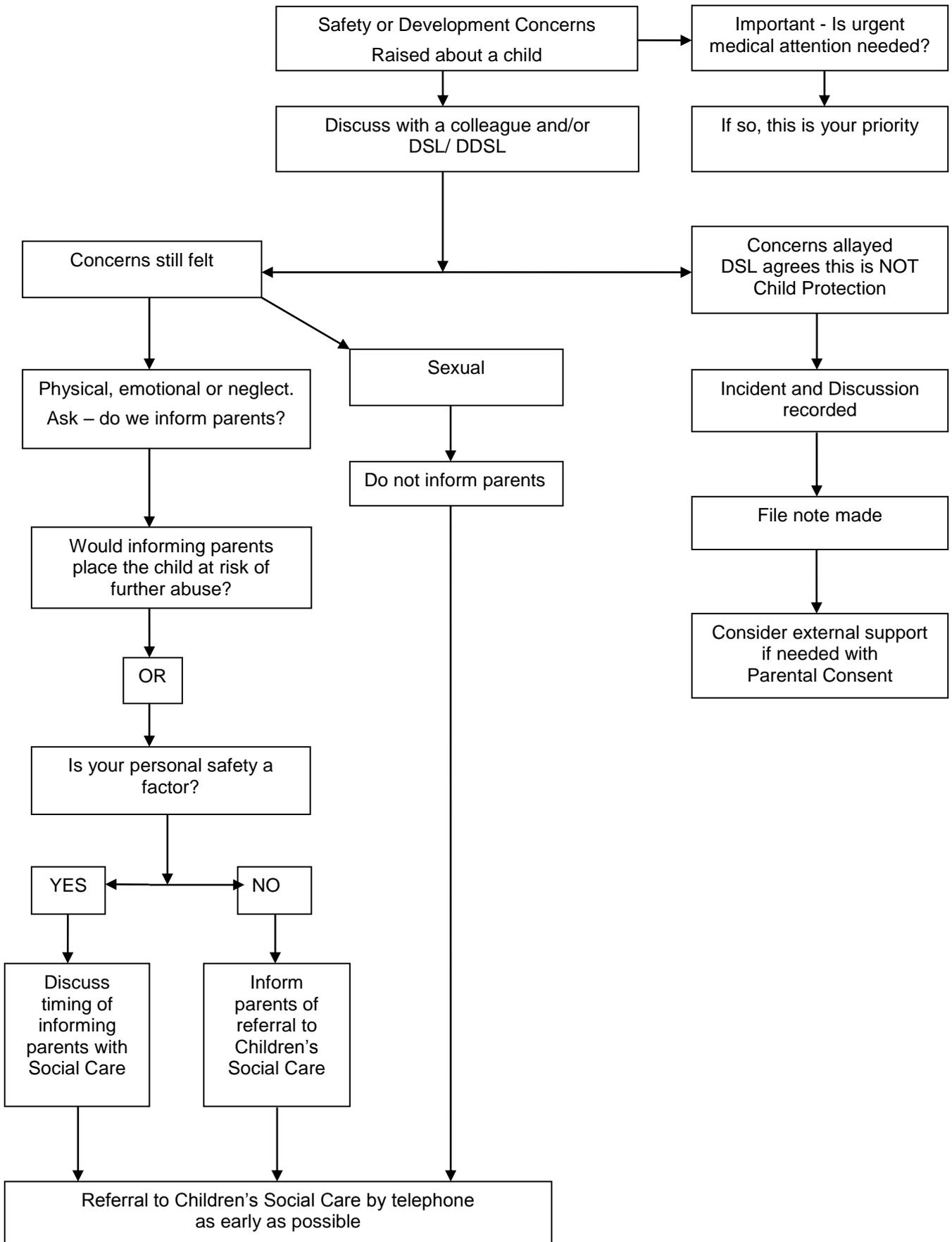
Appendix 1

Actions where there are concerns about a child



Appendix 2 Child Protection Process – Parental Involvement

This chart is to show Staff, Parents and Carers how information about a child will be dealt with by Windermere School.



Appendix 3

DISCLOSURES AND DISCUSSIONS – ADVICE TO STAFF

- All staff are trained at least every three years in Child Protection protocol. During the sessions staff are given guidance to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or allegations of harm to a pupil.
 - Situations to be aware of are those when staff are alone with a student. Staff are advised to not be alone with a student unless absolutely necessary, and if they are alone, to ensure that the door is wedged open, and that another member of staff knows they are alone.
 - Staff in a car with a student are advised to ask the student to sit in the back.
 - Staff are advised not to: e-mail students on their personal accounts; engage in communication through social networking sites; or text students from their own mobile phones.
 - Staff are asked to sign that they have read the policy and training has been given.
 - If Staff are considering one to one tuition they should discuss this with the Deputy Head (Pastoral) for appropriate advice.
- Staff must note that they cannot ever promise confidentiality to a student who wants to tell them something
- When a child discloses something the staff member must inform them that they will have to take this to the DSL or DDSL
- Staff are advised never to ask leading questions; they must ask open questions that encourage a story to flow.
- If a child discloses abuse by one or more pupils against another pupil, it must be reported immediately to the DSL, and arrangements will be made to keep all the students involved safe.
- If a disclosure is made or there is a suspicion of abuse the DSL will be informed and all the evidence will be noted carefully and stored securely. The disclosure will be reported and then a referral made within 24 hours normally to Cumbria County Council Children's Services and the agencies will work together from that point forward.
- Windermere School is required to report to the Disclosure and Barring Service (DBS), within one month of leaving the school, any person (whether, employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children.

Disclosure and Barring Service (DBS)
 PO Box 181
 Darlington
 DL1 9FA
 Tel 01325 953 795
 DBS Customer Services
 Telephone 08709090811
 Minicom: 08709090344

Appendix 4 – Useful Documentation and websites

- Keeping Children Safe in Education KCSIE (2016)
<https://www.gov.uk/government/publications/keeping-children-safe-in-education>
- What to do if you are Worried a Child is being Abused - <https://www.gov.uk/government/.../DFES-04320-2006-ChildAbuse.pdf>
- Working Together to Safeguard Children - <https://www.gov.uk/government/.../working-together-to-safeguard-children>
- Information from Cumbria Local Safeguarding Children Board www.cumbrialscb.com/
- Guidance on the Education of Children and Young People in Public Care (DfEE 2000)
- Who Does What: How Social Workers and Carers can Support the Education of Looked After Children (DfES 2005)
- Supporting Looked After Learners - A Practical Guide for School Governors (DfES 2006)
- NSPCC Help and Advice http://www.nspcc.org.uk/help-and-advice/help_and_advice
- We are all working together to safeguard children – The Children’s trust.
<http://www.cumbria.gov.uk/elibrary/Content/Internet/537/5964/6498/41337115729.pdf>

Appendix 5 Child Protection and Exchanges



Windermere School – Exchanges and keeping our students safe

Following a meeting to review child protection across the School and the opportunities offered to our students which might not fall under the normal checks for safeguarding it was decided to look in detail at our exchange programme.

Exchanges are offered through our membership of the Round Square organisation. With strong relationships between the schools in this organisation Windermere School has sent Year 9 students on exchange around the world to other member schools for many years.

Different countries have different approaches to safeguarding and with no worldwide system to check that children who travel are kept safe we need to put in our own system which will ensure that we can satisfy ourselves and our parents that their children will be well cared for whilst they are away from home.

This document has used the advice from the Round Square Organisation to suggest a set of guidelines when it comes to exchanges.

Assessing Risk

Best practice suggests that all parties involved in exchange are involved in the Risk Assessment process. The intention is to keep the risk of harm to a student to the minimum possible level. Not all countries have the equivalent of DBS checks and this means that other questions must be asked by the School when choosing a student to partake in the exchange programme.

The Round Square organisation suggests the following questions are asked:

- Are the two families carefully matched?
- Are the host family known well by the school and can the school confirm that they consider this family suitable?
- Is there a hosting agreement form which includes questions about criminal convictions etc.
- If it was felt that a student needed to be moved at short notice has the school contingency plans in place?
- Has travel been considered and have questions been asked about who will drive a student when they are with the host family and is that person safe to drive.
- Is there a 24 hour contact number to call should there be a problem and has everyone involved been fully briefed on procedures should a problem arise?
- Will students have access to a phone to either call or text at any time, if necessary?
- Have all exchange students been briefed about personal safety and have written guidance about what to do.
- Have there been conversations between exchange families about the sorts of activities that they are happy to allow their children to be involved in and has concern been given for any risk activities such as, horse riding, swimming, skiing etc.

DBS Checks

- The DfE states that any group leaders need to be clear about the relevant procedures for vetting the suitability of host families including DBS checks when they are available. This means that any families from Windermere School hosting exchange students will now require a DBS check plus anyone over 16 staying in their household. Windermere School will facilitate these checks but will need to consider who pays for this service.

- Although the exact equivalent of DBS checks are unavailable in all countries Windermere School will ensure the host school has some sort of vetting procedure in place to assess the suitability of home placements.

Responsibility of Windermere School and partner exchange school

- To liaise fully and carefully with the partner school to discuss each child in detail
- To ensure students have written guidance on personal safety and have been briefed about what to do if they feel uncomfortable or worried in any way.
- To ensure students have the means to contact a member of staff at any time to express their concerns.
- To meet with families to talk through acceptable and unacceptable activities whilst a student is on exchange.
- To DBS check families who are hosting exchange students.
- To use a hosting agreement form to ensure that all families are suitable for the exchange programme.
- To carry out home checks similar to those employed when evaluating guardians on all Windermere School host families.
- To liaise with the partner school whilst the exchange is in progress to check every child is happy and well cared for.

Responsibility of Parents

- To complete all the requested documentation, including medical details.
- To ensure your son/daughter fully understands his/her responsibilities while abroad.
- To know who to contact if there is an emergency.
- To have a complete itinerary and timetable of the visit and understand the purpose of the visit?
- To know of all the activities your son/daughter will participate in and have given consent.
- To ensure that you believe your son/daughter is fully prepared to participate in the trip.
- To make every effort to attend the parents' meeting put on by Windermere School concerning exchanges.
- As parent/guardian to be contactable throughout the duration of the visit and when necessary be available to support the child and both schools.
- To ensure your son/daughter fully understands his/her responsibilities while abroad.

Responsibility of Exchange Students

- Before you leave find out about your host family and if possible have a SKYPE/Facetime conversation with them.
- Make you know the address and telephone number of where you will be staying.
- Give your parents/guardian all the relevant information.
- Ensure you have a valid passport and a photocopy of the relevant pages.
- Ensure you know the 24-hour emergency contact number for the Round Square representative at your exchange school and also the rep at home in case of a problem.
- Do you know how to alert the Round Square Rep. if you are not happy?
- Do you know who will be responsible for you on the journey?
- Do you know who will be responsible for you on the visit?
- Do you know what to do if you get lost?
- Do you know of any legal and cultural differences or sensitivities of the countries you are visiting?
- Do you understand all necessary road safety issues?
- Do you know what is expected of you with regards to your behaviour?

Host Families

This section may require translation into the host language.

- Please supply the relevant information to the school to provide assurances as to your suitability to act as a host household and agree to any necessary but confidential checks being completed.
- Complete and return the host family form which includes details of other family members.
- Ensure you have received details of your guest/s which includes their diet, any medical concerns, any learning difficulties, and religious or cultural issues and any parental concerns.
- Please ensure you have been informed about 24 hour emergency contact details and who to contact regarding any routine problems.
- Be aware of suitable/unsuitable activities for family days/leisure time and have the consent of both the parents of your guest and the group leader should I/we wish to be considering any 'higher risk' activities.
- Be aware of the dates, duration and itinerary for the visit.

Appendix 6 Child Protection and Guardianship



Windermere School – Guardianship and keeping our students safe

Due to the international nature of Windermere School it was felt necessary that we introduced our own Guardianship Scheme for students who needed accommodation during the holidays when it was impractical to fly home.

It is crucial, with a Guardianship provision being offered through Windermere School, that as a school we ensure that all of our students who use this scheme are safe and happy during their time with a guardian. In terms of child protection we need to be confident that the Guardians we provide for this service are suitable for the role and realise the importance of safeguarding our students' welfare at all times.

The Guardianship arrangements have been reviewed this academic year in line with the BSA and their Boarding Briefing paper "Educational Guardians – May 2013" produced with Veale Wasborough plus ISI requirements.

Common pitfalls to be considered:

- No pupil under 18 is in school appointed accommodation for more than 295 days each year.
- No organisation other than school accommodates a child for more than 27 consecutive days (over 27 days means they become private foster parents)

Assessing Risk

The following Procedures have now been put in place:

Checks

- The same checks and procedures should be followed for guardians and all adults in the household as for any school member of staff.

Training

- All guardians should have the same child protection training as the school staff team. There must be a written agreement with the educational guardian which requires them to safeguard and promote the pupils' welfare.
- The guardians must be supported by school (induction training, mentoring and written guidance) with the necessary information about the pupils and a 24 hours emergency contact number.

Assessing Suitability

- The house must be visited and checked for suitability with a list of requirements.
- The educational guardian must be interviewed to assess suitability and adherence to necessary school policies. Written references must be taken up and a written assessment of the guardian must be produced before a child is placed.

Reviewing Level of Care

- Every pupil placed must be interviewed about their guardianship arrangements every term after their stay. The school must act upon any concerns immediately.
- Each educational guardian must be revisited each year, accommodation rechecked and a written record made of this review.

Pupils

- To ensure the best experience for each pupil a sheet of information on each pupil will be produced and sent to the guardian prior to their stay. It is responsibility of the HoM, HoS and tutor to ensure that this form contains all the information needed for the pupil to have a comfortable stay.
- All students using this scheme will be given a 24 hour emergency contact number.