



British College La Cañada

Whole school

SAFEGUARDING AND
CHILD PROTECTION POLICY

Safeguarding / Child Protection Policy

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1. POLICY STATEMENT

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. As a school we are committed to safeguarding and promoting the welfare of all of our pupils.

The actions that we take to prevent harm; to promote wellbeing; to create safe environments; to educate on rights, respect and responsibilities; to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the school. As such, this overarching policy will link to other policies which will provide more information and greater detail.

2. AIMS AND PURPOSE OF THIS POLICY

- To ensure that children are effectively safeguarded from the potential risk of harm at British College La Cañada and that the safety and wellbeing of the children is of the highest priority in all aspects of the school's work.
- To help the school maintain its ethos whereby staff, pupils, parents and carers feel able to articulate any concerns comfortably, safe in the knowledge that effective action will be taken as appropriate.

To ensure that all members of the school community...

...are aware of their responsibilities in relation to safeguarding and child protection.

...know the procedures that should be followed if they have a cause for concern.

...know where to go to find additional information regarding safeguarding.

...are aware of the key indicators relating to child abuse.

...fully support the school's commitment to safeguarding and child protection.

3. PRINCIPLES

This school recognises its legal and moral duty to promote the well-being of children, and protect them from harm, and respond to child abuse concerns when they arise. We believe that every child and young person has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged.

We agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our teaching and learning, extracurricular activities, pastoral care and extended school activities. In order to achieve this, all members of staff (including volunteers) in this school, in whatever capacity, will at all time act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant harm.

The school seeks to adopt an open and accepting attitude towards children as part of their responsibility for pastoral care. The school hopes that parents and children will feel free to talk about any concerns and will see school as a safe place if there are any



difficulties at home.

Children's worries and fears will be taken seriously if they seek help from a member of staff. However, staff must not promise secrecy if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare.

In our school, if there are suspicions that a child's physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, appropriate action will be taken in accordance with the **Child Protection procedures issued by Valencian law (Plan Previ)**.

As a consequence, we

- Assert that teachers and other members of staff (including volunteers) in the school are an integral part of the child safeguarding process;
- Accept totally that safeguarding children is required and is an appropriate function for all members of staff in the school, and wholly compatible with their primary pedagogic responsibilities.
- Recognise that safeguarding children in this school is a responsibility for all staff, including volunteers.
- Will ensure through training and supervision that all staff and volunteers in the school are alert to the possibility that a child is at risk of suffering harm, and know how to report concerns or suspicions;
- Will share our concerns with others who need to know, and assist in any referral process;
- Will ensure that all members of staff and volunteers who have a suspicion or concern that a child may be suffering, or may be at risk of suffering significant harm, refer such concerns to the DSL.
- Safeguard the welfare of children whilst in the school, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special educational needs, cyber bullying or Internet technologies
- Will ensure that all staff are aware of the Child Protection Procedures established by Valencia and, where appropriate, the Local Authority, and act on any guidance or advice given by them;
- Will ensure through the recruitment and selection of volunteers and paid employees that all people who work in our school are suitable to work with



children,

- Will act swiftly and make appropriate referrals to the Local Authority Designated Officer where an allegation is made that a member of staff has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children.

4. SAFEGUARDING LEGISLATION AND GUIDANCE

For 2017 British Standards Overseas

The Prevent Duty: Departmental advice for schools and childcare providers sets out a risk based approach to countering the radicalisation of children and young people.

Statutory Guidance

Working Together to Safeguard Children (2018) covers the legislative requirements and expectations on individual services (including schools and colleges) to safeguard and promote the welfare of Children. It also provides the framework for Local Safeguarding Children Boards (LSCB's) to monitor the effectiveness of local services, including safeguarding arrangements in schools.

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

Keeping Children Safe in Education (2020) is issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) (England) Regulations 2014 and the Education (Non-Maintained Special Schools) (England) Regulations 2011. Schools and colleges must have regard to this guidance when carrying out their duties to safeguard and promote the welfare of children.

Unless otherwise stated, 'school' in this guidance means all schools, whether maintained, non-maintained or independent, including academies and free schools, alternative provision academies, pupil referral units and maintained nursery schools

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

Teaching Standards

The Teacher Standards 2012 state that teachers, including head teachers should safeguarding children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

SPANISH LEGISLATION AND LINKS

Ley Orgánica 1/1996, de 15 de enero, de Protección Jurídica del Menor, de modificación parcial del Código Civil y de la Ley de Enjuiciamiento Civil (BOE nº 15, de 17 de enero)

• *Artículo 13, Obligaciones de los ciudadanos y deber de reserva, establece la obligatoriedad de todos los ciudadanos de comunicar una situación posible malos tratos a una persona menor de edad: **"Toda persona o autoridad, y especialmente aquellos que por su profesión o función, detecten una situación de riesgo o posible desamparo de un menor, lo comunicarán a la autoridad o sus agentes más próximos, sin perjuicio de prestarle el auxilio inmediato que precise.***

• *Artículo 262 de la Ley de Enjuiciamiento Criminal (LECrim) establece: **"Los que por razón de sus cargos, profesiones u oficios tuvieren noticia de algún delito público, estarán obligados a denunciarlo inmediatamente al Ministerio Fiscal, al Tribunal Competente, al Juez de instrucción y, en su defecto, al municipal o al funcionario de policía más próximo al sitio, si se tratase de un delito flagrante".***

See Appendix (5) for Local Intervention Procedure

5. ROLES AND RESPONSIBILITIES

Key personnel:

The designated safeguarding lead (DSL) for child protection (member of senior management) is

Primary: Marta Cerdá

Contact details: email: m.cerda@britishcollegelacanyada.es / m.cerda@bclc.info

The deputy DSL is Stacey Hodgson SEND Coordinator

Contact details: email: s.hodgson@bclc.info

Secondary: Carmen Esteban

Contact details: email: c.esteban@bclc.info

The deputy DSL is Oliver Jennings Secondary Head of Pastoral

Contact details: email: o.jennings@bclc.info

The Head of Primary is Sarah Nowell

Contact details: email: s.nowell@britishcollegelacanyada.es / s.nowell@bclc.info

The Head of Secondary is Kelly Simpson

Contact details: email: k.simpson@bclc.info



All staff have a responsibility for Safeguarding no matter what their role. These are outlined clearly in Part One of Keeping Children Safe in Education 2020.

The DSL will have the status and authority within the school to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff. They will ultimately have lead responsibility, which will not be delegated, however deputy leads will be trained to the same level.

DSL responsibilities:

Manage referrals

The designated safeguarding lead is expected to:

- Refer cases of suspected abuse to the local authority children's social care as required;
- Support staff who make referrals to local authority children's social care;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- Refer cases where a crime may have been committed to the Police as required.

Work with others

- Liaise with the headteacher or principal to inform him or her of issues especially ongoing enquiries and police investigations;
- As required, liaise with the designated officer(s) at the local authority for child protection concerns (all cases which concern a staff member); and
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.

Undertake training

The designated safeguarding lead (and any deputies) will undergo training that is available to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years if possible.

In addition to the formal training set out above, their knowledge and skills will be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- Understand the assessment process for providing early help and intervention;



- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- Ensure each member of staff has access to and understands the school's child protection policy and procedures, especially new and part time staff;
- Are alert to the specific needs of children in need, those with special educational needs and young carers;
- Are able to keep detailed, accurate, secure written records of concerns and referrals;
- Understand and support the school with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- Obtain access to resources and attend any relevant or refresher training courses; and
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

Raise Awareness

- The designated safeguarding lead will ensure the school's child protection policies are known, understood and used appropriately;
- Ensure the school's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this; and
- Make sure staff are aware of training opportunities and the latest local policies on safeguarding.

Child protection documentation

Where children leave the school ensure their child protection documentation is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

Availability

- During term time the designated safeguarding lead (or a deputy) will always be available (during school hours) for staff in the school to discuss any safeguarding



concerns. Whilst generally speaking the designated safeguarding lead (or deputy) would be expected to be available in person.

The Deputy DSL(s) is appropriately trained and, in the absence of the designated lead, carries out those functions necessary to ensure the ongoing safety and protection of pupils. However the senior DSL holds lead responsibility, in coordination with the Headteacher.

The Head of Primary / Secondary Coordinator:

- ensures that the child protection policy and code of conduct are implemented and followed by all staff ;
- allocates sufficient time, training, support and resources, including cover arrangements when necessary, to enable the DSL and deputy to carry out their roles effectively, including the assessment of pupils and attendance at strategy discussions and other necessary meetings;
- ensures that all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the whistle blowing procedures; (see appendix 1 – Whistle Blowing procedures).
- ensures that pupils are provided with opportunities throughout the curriculum to learn about safeguarding, including keeping themselves safe online;
- liaises with the Designated Officer where an allegation is made against a member of staff
- ensures that anyone who has harmed or may pose a risk to a child is referred to the Disclosure and Barring Service.

6. GOOD PRACTISE GUIDELINES AND STAFF CODE OF CONDUCT

To meet and maintain our responsibilities towards pupils we need to agree standards of good practice which form a code of conduct for all staff. Good practice includes:

- treating all pupils with respect;
- being alert to changes in pupils' behaviour and to signs of abuse and neglect;
- recognising that challenging behaviour may be an indicator of abuse;
- setting a good example by conducting ourselves appropriately, including online.
- involving pupils in decisions that affect them;
- encouraging positive, respectful and safe behaviour among pupils including challenging inappropriate or discriminatory language or behaviour;
- avoiding behaviour or language which could be seen as favouring pupils;
- avoiding any behaviour which could lead to suspicions of anything other than a professional relationship with pupils;
- reading and understanding the school's child protection policy and guidance documents on wider safeguarding issues, for example bullying, behaviour, and appropriate IT/social media use;

- asking the pupil's permission before initiating physical contact, such as assisting with dressing, physical support during PE or administering first aid;
- maintaining appropriate standards of conversation and interaction with and between pupils. Avoiding the use of sexualised or derogatory language, even in joke;
- being clear on professional boundaries and conduct with other staff when pupils present;
- being aware that the personal, family circumstances and lifestyles of some pupils lead to an increased risk of abuse;
- applying the use of reasonable force only as a last resort and in compliance with school procedures;
- dealing with student infatuations in an open and transparent way e.g. informing the correct managers and managing the situation in a way which is sensitive to the feelings of the student;
- referring all concerns about a pupil's safety and welfare to the DSL, or, if necessary directly to police or children's social care;
- following the school's rules with regard to communication with pupils and use of social media and online networking;
- avoiding unnecessary time alone with pupils and risk manage any time alone or 1:1 working;
- avoiding sharing excessive personal information with pupils.

7. ABUSE OF POSITION OF TRUST

All school staff are aware that inappropriate behaviour towards pupils is unacceptable and that their conduct towards pupils must be beyond reproach.

In addition, staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of the school staff and a pupil under 18 may be a criminal offence, even if that pupil is over the age of consent.

8. CHILDREN WHO MAY BE PARTICULARLY VULNERABLE

Some children may have an increased risk of abuse. It is important to understand that this increase in risk is due more to societal attitudes and assumptions, and child protection procedures that fail to acknowledge children's diverse circumstances, rather than the individual child's personality, impairment or circumstances. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur.

Some groups such as SEN can be disproportionately impacted by bullying/communication barriers/dismissal of signs and indicators as relating to the disability without further exploration.

To ensure that all of our pupils receive equal protection, we will give special consideration to children who are:

- missing education/missing from education
- disabled or have special educational needs
- young carers
- Looked After Children
- privately fostered children
- affected by domestic abuse
- affected by substance misuse/drug use
- affected by mental health issues including self-harm and eating disorders.
- affected by poor parenting
- at risk of Fabricated or Induced Illness
- at risk of gang and youth violence.
- asylum seekers
- living away from home
- vulnerable to being bullied, or engaging in bullying including cyber, homophobic, racist etc.
- live transient lifestyles
- LGBT (lesbian gay bisexual transgender)
- missing from home or care
- living in chaotic and unsupportive home situations
- vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, disability or sexuality
- vulnerable to extremism or radicalisation.
- vulnerable to faith abuse
- involved directly or indirectly in child sexual exploitation CSE or trafficking
- do not have English as a first language
- at risk of Honour Based Violence (HBV) including; female genital mutilation (FGM) and forced marriage.

9. SOME CURRENT ISSUES

Peer on Peer Abuse

Sexting

Bullying

Children with sexually harmful behaviour

Missing Children (could include exploitation and trafficking)

Child Sexual Exploitation CSE

Domestic Abuse

Honour Based Violence HBV – e.g. FGM/Forced Marriage.

Preventing Radicalisation

Parent Mental Health



Private Fostering

Dealing with issues relating to parental responsibility

10. HELPING CHILDREN TO KEEP THEMSELVES SAFE

Children are taught to understand relationships, promote British values and respond to and calculate risk through our personal, social, health and economic (PSHE) Sex and Relationships (SRE) education lessons and in all aspects of school life.

Our approach is designed to help children to think about risks they may encounter and have help to work out how those risks might be overcome and the support available to them. Discussions about relationships and risk are empowering and enabling for all children and promote sensible behaviour rather than fear or anxiety. Children are taught how to conduct themselves and how to behave in a responsible manner. Children are also reminded regularly about e-safety, including sexting and tackling bullying procedures including the legalities and consequences.

The school continually promotes an ethos of respect for children and the emotional health and wellbeing of our students is important to us. Pupils are encouraged to speak to a member of staff in confidence about any worries they may have.

11. COMPLAINTS PROCEDURE

Our complaints procedure will be followed where a pupil or parent raises a concern about poor practice towards a pupil that initially does not reach the threshold for child protection action. Poor practice examples include unfairly singling out a pupil, belittling a pupil or discriminating against them in some way. Complaints are managed by senior staff, the Head of Primary / Secondary Coordinator and Director. An explanation of the complaints procedure is included in the Complaints Policy.

Complaints from staff are dealt with under the school's complaints and disciplinary and grievance procedures.

If you have concerns about a colleague or safeguarding practice

Staff who are concerned about the conduct of a colleague or safeguarding practice within the school are undoubtedly placed in a very difficult situation.

All staff must remember that the welfare of the child is paramount and staff should feel able to report all concerns about a colleague or the safeguarding practice within the school. The school's **whistle blowing code (Appendix 1)** enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place.

All concerns of poor practice or possible child abuse by colleagues should be reported to the Head of Primary / Secondary Coordinator. Complaints about the Head of Primary / Secondary Coordinator should be reported to the Director and or Owner of the school.

Staff may also report their concerns directly to the Designated Officer or the police if



they believe direct reporting is necessary to secure action.

12. ALLEGATIONS AGAINST MEMBERS OF STAFF

If anyone makes an allegation that any member of staff (including any volunteer) may have:

- Possibly committed an offence against or related to a child
- Behaved in a way that has harmed or may have harmed a child
- Behaved towards a child in a way which indicates s/he would pose a risk of harm if they worked regularly or directly with children.

Should the school believe that one of the three above criteria has been breached then the Director/Proprietor will refer the member of staff to social services and/or police and will follow their advice as to whether they will pursue the matter or it is for the school's disciplinary procedure.

The head teacher, rather than the designated member of staff will handle such allegations, unless the allegation is against the head teacher, when the senior management will handle the school's response.

The head teacher (or senior management) will collate basic information about the allegation, and report these without delay to the Management team, who will discuss the concerns and offer advice and guidance on how the situation will be managed and if a strategy meeting will be required.

Suspension of the member of staff against whom an allegation has been made needs careful consideration, and the Management team will be fully consulted in making this decision.

Should there be an incident of aggression in school the form in **Appendix 4** should be completed

The full procedures for dealing with allegations against staff can be found in *Keeping Children Safe in Education (DfE, 2016)*.

13. INDUCTION AND TRAINING

All new members of staff will receive induction training, which will give them an overview of the organisation and ensure they know its purpose, values, services and structure, as well as how to identify and report abuse, child protection concerns within the appropriate levels of confidentiality.

All new staff at the school (including volunteers) will receive child protection information and a copy of the Safeguarding and Child Protection policy on starting their work at the school.

Staff visiting the school for short periods of time e.g. 1 day supply cover, will receive



information in relation to safeguarding children and the procedures they must follow.

14. RECRUITMENT

In order to ensure that children are protected whilst at this school, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.

We accept that it is our responsibility to ensure that the following checks are satisfactorily completed before a person takes up a position in the school.

Identity checks to establish that applicants are who they claim to be e.g. having sight of an applicant's birth certificate, passport and/or driving licence.

Academic

qualifications, to ensure that qualifications are genuine.

Professional and character references prior to offering employment.

Satisfy conditions as to health and physical capacity.

Previous employment history will be examined and any gaps accounted for.

DBS Checks will also be completed along with the Certificado de Registro de delincuentes sexuales.

Right to work in Spain.

Student Teachers

Student teachers will undergo checks commensurate with their work in the school and contact with pupils i.e. if they are in regulated activity or not.

Contractors

Where the management contracts its services to outside providers, we will ensure that these providers have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider. Employers of contractors are required to complete a form confirming that the required checks have been carried out.

Visitors

Schools do not have the power to ask for DBS checks or see the certificate. The Director will use her professional judgement regarding escorting visitors in the school. All visitors will be asked to wear a badge identifying them as a visitor.

15. SITE SECURITY

Visitors to the school are asked to sign in, if necessary show ID, and are given a badge, which confirms they have permission to be on site. Parents who are simply delivering or collecting their children do not need to sign in. All visitors are expected to enter through one entrance and observe the school's safeguarding and health and safety regulations to



ensure children in school are kept safe. The Director will exercise professional judgement in determining whether any visitor should be escorted or supervised while on site.

16. EXTENDED SCHOOL AND OFF SITE ARRANGEMENTS

Where extended school activities are provided by and managed by the school, our own child protection policy and procedures apply and the DSL will be available. If other organisations provide services or activities on our site we will check that they have appropriate procedures in place, including safer recruitment procedures and clarify whose procedure is to be followed if there are concerns. There will be clear communication channels to ensure the DSL is kept appropriately informed.

When our pupils attend off-site activities, including day and residential visits and work related activities, we will risk assess and check that effective child protection arrangements are in place. We will clarify who's procedures are to be followed, with the DSL kept appropriately informed.

Where the school transfers control of the use of the school premises to bodies (such as sports clubs) to provide out of school hours activities, we will ensure that these bodies have appropriate safeguarding and child protection policies and procedures in place, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies.

17. PHOTOGRAPHING CHILDREN

We understand that parents like to take photos or video record their children in the school play, or at sports day, or school presentations. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes, however due to the data protection law it is prohibited for parents to use digital devices throughout these moments. Parents/carers are advised about this in the information regarding the event, along with reminders posted in the theatre.

However, if there are Health and Safety issues associated with this - i.e. the use of a flash when taking photos could distract or dazzle the child, and cause them to have an accident, we will encourage parents to use film or settings on their camera that do not require flash.

We will not allow images of pupils to be used on school websites, publicity, or press releases, without express permission from the parents.

We will not allow others (visitors to school e.g. theatre groups or workshop providers) to photograph or film pupils during a school activity without the parent's permission.

We will not allow images of pupils to be used on school websites, publicity, or press releases, without express permission from the parent.

The school cannot however be held accountable for photographs or video footage taken by parents or members of the public at school functions.



When each pupil is signed up for the school, parental consent to the taking and use of photographs and videos is required.

We will:

- not use pupils full name with an image;
- ensure pupils are appropriately dressed;
- ensure that personal data is not shared;
- store images appropriately, securely and for no longer than necessary;
- only use school equipment, i.e. not personal devices;
- encourage pupils to tell us if they are worried about any photographs that are taken of them.

Staff members are not allowed to use personal devices around the pupils, therefore mobile phones cannot be used to take pictures of pupils or in any classroom context.

18. PHYSICAL CONTACT AND RESTRAINT

Members of staff may have to make physical interventions with children.

All Nursery children will have a siesta. Children are actively encouraged to go to sleep in a calm, nurturing way by their teachers and assistants and are woken up through their name being called and a gentle touch on the back if necessary. Staff should be mindful about the way the children are woken up and should not use unnecessary force.

Members of staff must be careful about how they comfort a distressed pupil or use physical action to warn a pupil of danger or prevent an accident; generally they should not put an arm around a pupil to comfort him/her, unless they are confident that the action will not be misinterpreted.

Staff should be aware that pupils can misinterpret well-meant actions. Generally physical contact with pupils should be avoided unless it is necessary to prevent harm or injury to them or to others. Pupils should be shown the correct ways of doing things, such as playing on the patio, in order to keep them safe.

All staff are encouraged to use de-escalation techniques and creative alternative strategies that are specific to the child. Restraint will only be used as a last resort and all incidents of this are reviewed, recorded and monitored. Reasonable force will be used in accordance with government guidance.

19. INTIMATE CARE

If a child requires regular intimate care on site this is likely to be written into a care plan which staff will adhere to. If an accident occurs and a child needs assistance with intimate care this will be risk managed to afford dignity to the child as well as security to the staff member. Staff will behave in an open and transparent way by informing another member of staff and having the child's consent to help. Parents will be informed and incidents recorded.



20. ONLINE SAFETY

Our pupils increasingly use mobile phones, tablets and computers on a daily basis. They are a source of fun, entertainment, communication and education. However, we know that some adults and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive communications, to enticing children to engage in sexually harmful conversations, webcam photography, encouraging radicalisation or face-to-face meetings. Links to **e-safety can be found in the schools Computing and Anti-Bullying Policies** these explain how we aim to keep pupils safe in school which includes reasonable filters and monitoring. Cyberbullying and sexting by pupils, via texts and emails, will be treated as seriously as any other type of bullying and in the absence of a child protection concern will be managed through our anti-bullying and confiscation procedures.

Chatrooms and some social networking sites are the more obvious sources of inappropriate and harmful behaviour and pupils are not allowed to access these sites in school. Some pupils will undoubtedly be 'chatting' outside school and are informed of the risks of this through PSHE/SRE. Parents are encouraged to consider measures to keep their children safe when using social media.

Social media

With the current speed of on-line change, some parents and carers have only a limited understanding of online risks and issues. Parents may underestimate how often their children come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond. Some of the risks could be:

- unwanted contact
- grooming
- online bullying including sexting
- digital footprint

The school will therefore seek to provide information and awareness to both pupils and their parents through:

- Acceptable use agreements for children, teachers, parents/carers
- Curriculum activities involving raising awareness around staying safe online
- Information included in letters, newsletters, web site and extra net
- Parents evenings / sessions
- High profile events / campaigns e.g. Safer Internet Day
- Building awareness around information that is held on relevant web sites and or publications

Cyberbullying

Central to our School's anti-bullying policy is the principle that '*bullying is always unacceptable*' and that '*all pupils have a right not to be bullied*'.



We recognise that we must take note of bullying perpetrated outside school which spills over into the school and so we will respond to any cyber-bullying we become aware of carried out by pupils when they are away from the site.

Cyber-bullying is defined as "an aggressive, intentional act carried out by a group or individual using electronic forms of contact repeatedly over time against a victim who cannot easily defend himself/herself."

By cyber-bullying, we mean bullying by electronic media:

- Bullying by texts or messages or calls on mobile phones
- The use of mobile phone cameras to cause distress, fear or humiliation
- Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, personal websites, social networking sites
- Using e-mail to message others
- Hijacking/cloning e-mail accounts
- Making threatening, abusive, defamatory or humiliating remarks in on-line forums

Cyber-bullying may be at a level where it is criminal in character.

It is unlawful to disseminate defamatory information in any media including internet sites.

Section 127 of the Communications Act 2003 makes it an offence to send, by public means of a public electronic communications network, a message or other matter that is grossly offensive or one of an indecent, obscene or menacing character.

The Protection from Harassment Act 1997 makes it an offence to knowingly pursue any course of conduct amounting to harassment.

If we become aware of any incidents of cyberbullying, we will need to consider each case individually as to any criminal act that may have been committed. The school will pass on information to the police if it feels that it is appropriate or are required to do so.

Sexting

'Sexting' often refers to the sharing of naked or 'nude' pictures or video through mobile phones and the internet. It also includes underwear shots, sexual poses and explicit text messaging.

While sexting often takes place in a consensual relationship between two young people, the use of Sexted images in revenge following a relationship breakdown is becoming more commonplace. Sexting can also be used as a form of sexual exploitation and take place between strangers.

As the average age of first smartphone or camera enabled tablet is 6 years old, sexting is an issue that requires awareness raising across all ages.



The school will use age appropriate educational material to raise awareness, to promote safety and deal with pressure. Parents are aware that they can come to the school for advice.

Gaming

Online gaming is an activity that the majority of children and many adults get involved in. The school will raise awareness:

- By talking to parents and carers about the games their children play and help them identify whether they are appropriate.
- By support parents in identifying the most effective way of safeguarding their children by using parental controls and child safety mode.
- By talking to parents about setting boundaries and time limits when games are played.
- By highlighting relevant resources.

Grooming

Online grooming is the process by which one person with an inappropriate sexual interest in children will approach a child online, with the intention of developing a relationship with that child, to be able to meet them in person and intentionally cause harm.

The school will build awareness amongst children and parents about ensuring that the child:

- Only has friends online that they know in real life
- Is aware that if they communicate with somebody that they have met online, that relationship should stay online

That parents should:

- Recognise the signs of grooming
- Have regular conversations with their children about online activity and how to stay safe online

The school will raise awareness by:

- Running sessions for parents
- Include awareness around grooming as part of their curriculum
- Identifying with parents and children how they can be safeguarded against grooming

Acceptable IT use for staff, pupils will be enforced and parents are also informed of expectations.



21. Safeguarding and remote education during coronavirus (COVID-19)

There is a separate Safeguarding and Remote Education during coronavirus (COVID-19) policy.

22. FIRST AID

There is a separate First Aid Policy

23. MISSING CHILD PROCEDURE

If, in the event of a member of staff not being able to account for a child's whereabouts, the following actions will be taken:

PROCEDURE FOR IF A CHILD LEAVES THE SETTING UNACCOMPANIED:

Stage One - Search systematically

- All available staff to immediately check toilets, shared areas, rooms and playground to ensure the child is not hiding or locked in anywhere.
- One member of staff to immediately inform the school office and the Headteacher or member of staff in charge and check whether the child has been signed out for an external appointment or has an internal appointment with a visiting professional. (School Nurse/Speech Therapist etc) The online register will need checking by office staff as soon as a missing child has been reported.
- One member of staff to gather class and call the register to confirm that one named child is missing.
- Staff will ensure that all other pupils are kept safe and closely supervised throughout incident should it be during the school day. Calm should be kept in the event of a child reported missing at the end of the school day.

Stage Two

- After stage one is completed without resolution (no more than 10 minutes), school office staff will contact the police and parents/carers with parental responsibility. At this point, school will support the police who will now lead the response to this incident. The Headteacher will liaise with emergency services and parents/carers.
- Staff will call registers in all classes to confirm the presence of other pupils, if the event is during the school day.

Stage Three



- The Headteacher should communicate the incident to the appropriate Local Authorities.

A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record. All staff should input any relevant information; including conversations with parents, carers, child minders, police, the Local Authority and any other person they feel has contributed to the collection of evidence.

- The Senior Management Team should conduct an internal investigation to establish how the situation occurred, how effective was the response and whether action could be taken to ensure it does not happen again. This information should also be collected in writing.

We will ensure that:

- We make regular checks to ensure that if an incident of this sort does happen, we have all the necessary phone numbers at hand – correct, up to date and kept together.
- If the Headteacher is not on the premises, she/he will be informed as soon as possible via the school office team, Head of Primary / KS3 Coordinator or senior staff member in charge.
- We will provide the following information:
 - What happened? o What systems are in place for preventing such occurrences?
 - What we did, at what time and in what order.
 - Who we informed and when.
 - We will cooperate fully in any investigation.
 - Recording We will start to build a record as soon as is possible in the incident log, this will include:
 - The last definite sighting of the child.
 - Any unusual behaviour of the missing child or other children.
 - How many children were on the premises?
 - How many adults were on the premises and who?
 - What steps have been taken and when, by whom.

Trips and Visits

When classes go out on trips, the following procedures are in place.

- Thorough risk assessments and adequate staff/pupil ratios
- A Trips/Visits form is completed by the teacher giving clear information regarding which students are off site, which members of staff are with them, any medical or special needs which need to be taken into account and the mobile phone number of the member of staff taking the trip.

If a child goes missing on a school trip:

- The Trip leader must ensure the safety of the remaining pupils.
- The trip leader/organizer, in discussion with other teaching staff will be responsible for making decisions relating to the trip.
- One or more adults should immediately start searching for the missing student.
- Regular head counting of pupils should take place, particularly before leaving the venue. Pupils should be readily identifiable, usually by wearing their uniform.
- The school must be informed if a student is missing and cannot be found.
- If the student has not been found within 10 minutes, the police must be called by dialing 112 and then parents should be informed.
- If hospitalisation is required TWO staff minimum (1 must be a teacher) must go in the ambulance.
- **School devices only will be used to take photographs. Teacher will check which pupils have permissions.**

Dealing with people's reactions

We accept that the child's parents will be frightened, distressed and angry. If the setting shares all policies with parents/carers, the situation will be easier for all because there will be an understanding of working within a framework of mutual trust and understanding. We accept that in such circumstances powerful emotions are involved and people's behaviour can be unpredictable. Those who may seem quite calm about the incident at the time can later become angry, threaten legal action or approach the local press.

We will be clear about the circumstances surrounding the incident and will respond sympathetically to questions without implications or admission of responsibility.

Responses could include

- How sorry you are that the incident has happened.
- That a full investigation is in hand. •

Dealing with the media

Distressed parents may contact the local press, or reporters may hear about the incident if the police are involved. It is sensible for one person, usually the Headteacher to be the one who speaks for the setting. All adults will be asked to refer all enquiries to the agreed spokesperson. The spokesperson for the setting is: Rosario Palau Headteacher or Sarah Nowell or Kelly Simpson in the absence of the Headteacher.

When the child is found



We recognise that during the time a child is missing, however briefly, all involved, parents and others suffer great fear, guilt and distress. It is not always easy to control all these emotions when the child is found. We will accept that it is important to remember:

- That the child also might have been afraid and distressed and might now be in need of comfort.
- Remain calm, reassure the child and acknowledge it is not the child's fault.
- Ensure the child is not hurt.
- That the incident provides a good opportunity to talk to all the children to ensure that they understand that they must not leave the premises, and why.

After the Incident

- We will review our current procedure.
- We will evaluate processes and make necessary adjustments to ensure future effectiveness.

24. CHILD PROTECTION PROCEDURES

Categories and Definitions

To ensure that our pupils are protected from harm, we need to understand what types of behaviour constitute abuse and neglect.

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, for example by hitting them, or by failing to act to prevent harm, for example by leaving a small child home alone, or leaving knives or matches within reach of an unattended toddler.

Abuse may be committed by adult men or women and by other children and young people.

There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect.

Physical

Physical abuse 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. (this used to be called Munchausen's Syndrome by Proxy, but is now more usually referred to as fabricated or induced illness).

Emotional

Emotional abuse is the persistent emotional maltreatment of a child such as to cause



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

Sexual

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.

Position of Trust

The age of consent for sexual activity is 18 years old if you are in a position of trust over that child. Sexual Offences Act 2003.

Neglect

Neglect is 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.

Indicators of abuse

Physical signs define some types of abuse, for example, bruising, bleeding or broken bones resulting from physical or sexual abuse, or injuries sustained while a child has been inadequately supervised. The identification of physical signs is complicated, as children may go to great lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma if they 'tell'. It is also quite difficult for anyone without medical training to categorise injuries into



accidental or deliberate with any degree of certainty. However children may have no physical signs or they may be harder to see (e.g. bruising on black skin) therefore staff need to also be alert to behavioural indicators of abuse.

A child who is being abused or neglected may:

- have bruises, bleeding, burns, fractures or other injuries
- show signs of pain or discomfort
- keep arms and legs covered, even in warm weather
- be concerned about changing for PE or swimming
- look unkempt and uncared for
- change their eating habits
- have difficulty in making or sustaining friendships
- appear fearful
- be reckless with regard to their own or other's safety
- self-harm
- frequently miss school or arrive late
- show signs of not wanting to go home
- display a change in behaviour – from quiet to aggressive, or happy-go-lucky to withdrawn
- challenge authority
- become disinterested in their school work
- be constantly tired or preoccupied
- be wary of physical contact
- be involved in, or particularly knowledgeable about drugs or alcohol
- display sexual knowledge or behaviour beyond that normally expected for their age.

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the DSL to decide how to proceed.

Impact of abuse

The impact of child abuse should not be underestimated. Many children do recover well and go on to lead healthy, happy and productive lives, although most adult survivors agree that the emotional scars remain, however well buried. For some, full recovery is beyond their reach, and research shows that abuse can have an impact on the brain and its development. The rest of their childhood and their adulthood may be characterised by anxiety or depression, self-harm, eating disorders, alcohol and substance misuse, unequal and destructive relationships and long-term medical or psychiatric difficulties

It is very important that staff report and record their concerns – they do not need 'absolute proof' that the child is at risk.

25.TAKING ACTION

It is the responsibility of staff to report and record their concerns as soon as possible.



We actively encourage a 'never do nothing' attitude if staff have a concern about a child and promote discussion with DSL if in any doubt.

It is not their responsibility to investigate or decide whether a child has been abused.

Any child, in any family in any school could become a victim of abuse. Staff should always maintain an attitude of "it could happen here".

Key points for staff to remember for taking action are:

- If an emergency take the action necessary to help the child, for example, call 112
- **REPORT your concern to the DSL as soon as possible and certainly by the end of the day**
- **Complete a RECORD of concern (which can be found in the folder with the policy) and immediately pass onto to the DSL**
- do not start your own investigation
- share information on a need-to-know basis only – do not discuss the issue unnecessarily with colleagues, friends or family.
- seek support for yourself if you are distressed.

If you are concerned about a pupil's welfare

There will be occasions when staff may suspect that a pupil may be at risk, but have no 'real' evidence. The pupil's behaviour may have changed, their artwork could be bizarre, and they may write stories or poetry that reveal confusion or distress, or physical but inconclusive signs may have been noticed. In these circumstances, **staff will give the pupil the opportunity to talk.** The signs they have noticed may be due to a variety of factors, for example, a parent has moved out, a pet has died, a grandparent is very ill. It is fine for staff to ask the pupil if they are OK or if they can help in any way.

Staff should record these early concerns on the above mentioned concerns record. A copy will be given to the DSL. If the pupil does begin to reveal that they are being harmed, staff should follow the disclosure advice below. Following an initial conversation with the pupil, if the member of staff remains concerned, they should discuss their concerns with the DSL.

26. EARLY INTERVENTION

If the concern is low level and does not require other agency involvement the DSL will initiate early intervention to;

- Engage with the parents/carers as soon as possible (unless the situation is so serious that would put the student at increased risk.) We then can evidence quick action was taken and the length of time of involvement.
- We will invite the parents/carers into school for a meeting to demonstrate professional concerns and discuss a supportive working partnership for the best interests of the student (e.g. breakfast club, additional in school support)
- At this meeting we will discuss the plan of next action should the situation not improve.
- We will record all contacts with the family, dates and times, including phonecalls/letters.



- We will then monitor the student closely - behaviour/concerns/interaction with peers and parents/academic progress etc. This will demonstrate the frequency of concerns and help to build patterns.

Identification.

Whatever member of staff who has knowledge of or suspects a child protection issue needs to make it known to the DSL.

Immediate Action

After this communication, the DSL will meet with the teacher of the affected pupil in order to collect information, analyse it and evaluate the intervention necessary.

Notification.

The DSL will complete the notification form that appears la Orden 1/2010, from 3 de mayo, from the Department for Education and Social Welfare. **(Appendix 3)**.

The DSL may seek advice from school staff or educational psychology services staff who have specific functions of educational counselling.

Communicating the situation

The DSL will send the original of the notification form to the municipal social services in the area where the child lives; they shall file a copy in the student's file and forward a copy to the general direction for the protection of minors, of the Department of Social Welfare.

The school management will communicate it to the Central Register and the local Education Inspector.

If the situation gets worse or it goes above the school capacity for action, they must inform the local Education Inspector, who will seek advice from or the intervention of the UAI in the corresponding area. The local Education Inspector will decide upon the need for and the type of intervention.

Communication to the family will be done once all the relevant agencies have been informed and this will be done by the management.

Emergency Procedure

In the case of child who presents physical injuries, serious negligence or sexual abuse, a member of the management team or member of the teaching staff who have been instructed, will accompany them to the health centre or emergency department of the nearest hospital.



The management will communicate the emergency situation to the local police, the Department of Social welfare and the Department for Children.

In order to communicate this they will use:

The Notification form that appears in la Orden 1/2010, from 3 de mayo, from the Department for Education and Social Welfare. **(Appendix 3)**

To communicate it to the judicial authorities and the prosecution, the model found in Annex VII of the Order 62/2014 of July 28 will be used.

The school management will communicate it to the Central Register and the Education Inspector who will seek advice from or the intervention of the UAI in the corresponding area. The local Education Inspector will decide upon the need for and the type of intervention.

It is the responsibility of staff to report concerns, not to decide whether it is child abuse or not.

27. GENDER VIOLENCE

It is understood that gender violence is, a manifestation of discrimination, the inequality and power relations of men over women. This violence includes any act of gender-based violence that results in, or that is likely to result in, injury or suffering physical, sexual or psychological health of women. The threats, the pressure on them to force their will or conduct arbitrary deprivation of liberty, whether occurring in public life and private, are violent behaviours by gender.

Types of gender violence

Physical violence: any act of strength against a women's body that results in or runs the risk of producing physical injury or hurt. These acts of physical violence against a woman could be carried out by men who have or have had a romantic relationship, or men in their family, social or work environment.

Psychological violence: this is considered to be all type of behaviour that produces the demoralization or suffering in a woman through threats, humiliations or vexations, requirement of obedience or submission, coercion, insults, isolation, blame or through limits to their freedom.

Economic violence: this consists of the limitation or unlawful restriction of resources for the woman's physical or psychological well-being and those of her children or the discrimination of the availability of shared resources in the living environment of a couple.



Sexual violence and abuse: whatever sexual act that is forced upon or not consented to by the women is an act of sexual violence.

Protocol to follow in the case of gender violence:

Identification

Communication - whatever member of the educational community that has knowledge of or suspects any case of gender violence will notify the school management.

Gathering information - after this communication, the management team will meet with the teacher of the pupil affected in order to compile, analyze and evaluate the intervention to take.

Action - in those seriously dangerous situations 112 will be called and the injured person will be taken to hospital. The school management may ask for help from outside agencies. If they consider it necessary they could establish contact with the SEAFI, health centres, the department for mental health of infants and youths. USMIJ, the closed hospitals or shelters.

Disciplinary measures - In the event of the aggressor being a pupil of the school, a disciplinary case will be opened and it will be considered a serious breaking of the coexistence plan.

Communicating the situation

The school management will inform the coexistence commission of the situation and the intervention made.

In the case that the incident could be seen as a crime or a penal case, the school management will communicate it to the Judicial Ministry. In order to do that they will use annex 7 of order 62/2014 from 28 July. This communication will be directed to the corresponding judicial department:

If the aggressor or the victim is under age, it will be directed to the Department of Children;

If the aggressor or aggressors are of age and the victim under age, then it will be directed to the Department of Gender Violence.

If the aggressor or aggressors and the victim are of age, then it will be directed to the Department of Gender Violence.

The school management will communicate it to the Central Register and the local Education Inspector who will seek advice from or the intervention of the UAI in the



corresponding area. The local Education Inspector will decide upon the need for and the type of intervention.

Communication to families and legal representatives of those involved.

School management will inform the families of those involved in the violent act and of the measures and actions adopted.

Depending on the severity of the case, the school management will communicate to the family of the victim the need to press charges.

In those cases of recurring incidents and cases where the school asks for direct implication from parents or carers of the pupils and they are rejected, the management, should they consider the behaviour could cause serious damage to the educational process of the child, will inform the relevant public agencies as a case of misprotection and the local Education Inspector.

Monitoring of the case by the attention and intervention units and the School inspection team.

The inspection and attention and intervention units of the local area will collaborate with the school management in the monitoring of the cases in which they have intervened.

28. IF A PUPIL DISCLOSES TO A MEMBER OF STAFF

It takes a lot of courage for a child to disclose that they are being abused. They may feel ashamed, particularly if the abuse is sexual; their abuser may have threatened what will happen if they tell; they may have lost all trust in adults; or they may believe, or have been told, that the abuse is their own fault.

If a pupil talks to a member of staff about any risks to their safety or wellbeing, **the staff member will need to let the pupil know that they must pass the information on** – staff are not allowed to keep secrets. The point at which they tell the pupil this is a matter for professional judgement. If they jump in immediately the pupil may think that they do not want to listen, if left until the very end of the conversation, the pupil may feel that they have been misled into revealing more than they would have otherwise.

During their conversations with the pupils it is best practice for staff to:

- allow pupils to speak freely
- remain calm and not overreact – the pupil may stop talking if they feel they are upsetting their listener
- give reassuring nods or words of comfort – ‘I want to help’, ‘This isn’t your fault’, ‘You are doing the right thing in talking to me’
- not be afraid of silences, and allow space and time for pupils to continue, staff will recognise the barriers the pupil may have had to overcome to disclose.
- clarifying or repeating back to check what they have heard if needed but will not lead the discussion in any way and will not ask direct or leading questions – such as..

- whether it happens to siblings too, or what does the pupil's mother think about it.
- use questions such as Tell me.....? Is there anything else?
 - at an appropriate time tell the pupil that in order to help them, the member of staff must pass the information on
 - not automatically offer any physical touch as comfort. It may be anything but comforting to a child who has been abused.
 - Remember professional boundaries and not share personal experiences such as 'that happened to me'
 - avoid admonishing the child for not disclosing earlier. Saying things such as 'I do wish you had told me about this when it started' or 'I can't believe what I'm hearing' may be the staff member's way of being supportive but may be interpreted by the child to mean that they have done something wrong
 - tell the pupil what will happen next. The pupil may agree to go with you to see the Designated Safeguarding Lead. Otherwise let them know that you will be consulting them.
 - write up their conversation as soon as possible on the record of concern form and hand it to the designated lead
 - seek support if they feel distressed

29. NOTIFYING PARENTS

The school will normally seek to discuss any concerns about a pupil with their parents. This must be handled sensitively and the DSL will be in the most informed position to make contact with the parent in the event of a concern, suspicion or disclosure.

However, if the school believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from local agencies **(Appendix 2)**.

30. RECORDS AND MONITORING

Why recording is important

Our staff will be encouraged to understand why it is important that recording is timely, comprehensive and accurate and what the messages are from serious case reviews are in terms of recording and sharing information.

Cause for concerns recording templates are available in the folder with the policy which is saved on the server and in the google team drive.

Any concerns about a child will be recorded and given to the DSL ASAP. All records will provide a factual and evidence based account and there will be accurate recording of any actions. Records will be signed, dated and, where appropriate, witnessed.

At no time will a staff take photographic evidence of any injuries or marks to a child's person. The body map will be used instead in accordance with recording guidance.

It may be appropriate for the DSL to open a secure safeguarding file and start a chronology page. This will help in building patterns and decision making.



We will feedback to the staff member on any actions, however this will be on a need to know basis. It may not be appropriate for staff members to know every detail of the child's life.

31. Absence Monitoring.

All absences will be monitored. Safeguarding Lead officer will be informed of any concerns and will monitor as part of their role.

(Refer to separate Attendance and Punctuality Policy document.)

32. THE SAFEGUARDING FILE

The establishment of a safeguarding file is an important principle in terms of storing and collating information about children which relates to either a safeguarding concern or an accumulation of welfare concerns which are outside of the usual range of concerns in ordinary life events.

It needs to be borne in mind that what constitutes a 'concern' for one child may not be a 'concern' for another and the particular child's circumstances and needs will differ i.e. a child subject to a child protection plan, looked after child, Child in Need may be looked at differently to a child recently bereaved, parental health issues etc. We will therefore use professional judgement when making this decision as will have clear links and discussions between pastoral staff and DSL's.

This file will be kept separately from the main pupil file and **will held securely only to be accessed by appropriately trained people. The main file, open to staff, will have a marker to signify that a separate safeguarding file exists for that child so that all staff coming into contact with that child are aware that an additional vulnerability exists.**

The school will keep written records of concerns about children, even where there is no need to refer the matter to external agencies immediately. Each child will have an individual file i.e. no family files.

All incidents/episodes will be recorded e.g. phone calls to other agencies, in the chronology with more detail and analysis in the body of the file. This will help build a picture and help the DSL in analysis and action, which may include no further action, monitoring, or whether a referral should be made to other agencies.

In cases where there is multi agency involvement - meetings and plans, actions and responsibilities shall be clarified and outcomes recorded.

Files will be made available for external scrutiny for example by a regulatory agency or because of a serious case review or audit.



Records will be kept up to date and **reviewed regularly by the DSL** to evidence and support actions taken by staff in discharging their safeguarding arrangements

The file can be inactive in terms of monitoring i.e. a child is no longer subject to a child protection plan. If future concerns then arise it can be re-activated and indicated as such on the front sheet and on the chronology as new information arises.

If the child moves to another school, the file will be securely sent or taken, to the DSL at the new establishment/school and a **written receipt/email will be obtained**. There will be a timely liaison between each school's DSL to ensure a smooth and safe transition for the child. We will retain a copy of the chronology to evidence actions, in accordance with record retention guidance.

33. CONFIDENTIALITY and INFORMATION SHARING

The school, and all members of staff at the school, will ensure that all data about pupils is handled in accordance with the requirements of the law, and any national and local guidance.

Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the Designated Safeguarding Lead.

34. IMPLEMENTATION, MONITORING, EVALUATION AND REVIEW

All adults in school will be made aware of the Safeguarding and Child Protection Policy and will be required to follow its procedures.

The effectiveness of the policy will be reviewed and evaluated by the senior management annually in light of any specific incidents or changes to local/national guidance.

35. PARENTS AND CARERS

Parents and carers will be informed that they can have a paper copy of the Child Protection on request.

The school will be should be proactive in their consultations and involvement with parents and carers where there are child protection concerns unless this would be prejudicial to the safety and wellbeing of the child/young person.

This policy acts in conjunction with the school's Plan de Convivencia

Author/Written By: S.Nowell (Head of Primary), Marta Cerdá (Psychologist)

Audience: Whole School Staff

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Review date: June 2021

CONTACT NUMBERS AND APPENDIX

Contact numbers:

- Generalitat Valenciana

Tel. 96.386.60.00 / Tel. 012.

- **Inspector de la zona (C.P.46182): Sonia Sancho / Sergio Ballester (martes de 09 a 14.30 horas);**
sancho_s@gva.es; ballester_serca@gva.es Código del centro (46032585).

Appendix 1:

Safeguarding Children: Whistle Blowing

Staff must acknowledge their individual responsibility to bring matters of concern to the attention of the Head of Primary / Secondary Coordinator. Although this can be difficult this is particularly important where the welfare of children may be at risk. You may be the first to recognise that something is wrong but may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable children or young people who are targeted. These children need someone like you to safeguard their welfare.

Don't think what if I'm wrong - think what if I'm right

Reasons for whistleblowing

Each individual has a responsibility for raising concerns about unacceptable practice or behaviour in order to:

- prevent the problem worsening or widening
- protect or reduce risks to others
- prevent becoming implicated yourself

What stops people from whistleblowing

- Starting a chain of events which spirals
- Disrupting the work or project
- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Fear of not being believed

How to raise a concern



- You should voice your concerns, suspicions or uneasiness as soon as you feel you can. The earlier a concern is expressed the easier and sooner action can be taken.
- Try to pinpoint exactly what practice is concerning you and why.
- Approach the Head of Primary or Secondary Coordinator.
- Make sure you get a satisfactory response - don't let matters rest.
- Put your concerns in writing, outlining the background and history, giving names, dates and places where you can.
- A member of staff is not expected to prove the truth of an allegation but you will need to demonstrate sufficient grounds for the concern.

What happens next?

- You should be given information on the nature and progress of any enquiries.
- Your employer has a responsibility to protect you from harassment or victimisation.
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith.
- Malicious allegations may be considered as a disciplinary offence.

Self reporting

There may be occasions where a member of staff has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their professional competence. Staff have a responsibility to discuss such a situation with their line manager so professional and personal support can be offered. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children

Further advice and support

It is recognised that whistle blowing can be difficult and stressful. Advice and support is available.

"Absolutely without fail- challenge poor practice or performance. If you ignore or collude with poor practice it makes it harder to sound the alarm when things go wrong"

(Reproduced with acknowledgement to "Sounding the Alarm" – Barnardos)

Appendix 2:

Local Stake Holders

- **Comisaría Policía Nacional de Paterna**

Calle de las Rosas, 27 46980 - Paterna (Valencia).

Tel. 961 36 51 60

- **Policía Local de Paterna:**

Dirección: Polígono Industrial Fuente del Jarro, Calle de la Ciutat de Lliria, 5, 46988 Paterna, Valencia

Teléfono: 961 34 40 20

- **Ayuntamiento de Paterna:**

Dirección: Plaça Enginyer Castells, 1, 46980 Paterna, Valencia.

Horario: Cierra pronto: 14:00 · Abre a las 9:00 los mar.

Teléfono: 961 37 96 00

- **SEAFI**

El Servicio Especializado de Atención a la Familia y la Infancia está integrado en los Servicios Sociales Municipales como un recurso especializado, destinado a atender familias del municipio de forma integral. Tiene como objeto la intervención especializada con familias con problemática social o familiar que se encuentren en situación de dificultad social o de riesgo.

ÁMBITOS PREVISTOS DE INTERVENCIÓN

- ✓ Familias en situación de riesgo.
- ✓ Orientación y mediación familiar.
- ✓ Violencia doméstica.
- ✓ Familias con menores en situación de riesgo.

CENTRE ESPAI D'IGUALTAT

- ✓ C/ Alfonso X el Sabio, 22
- ✓ Telf: 96 110 36 71



- ✓ Atención, por derivación de los centros sociales municipales, a través de cita previa, de lunes a viernes, en horario de mañana y tarde.

- **Servicio de Inspección Educativa: Sonia Sancho.**
 - ✓ Email: sancho_son@gva.es
 - ✓ Código del centro: 46032585
 - ✓ Código Postal: 46182
 - ✓ **Tel. Generalitat Valenciana:** 96 386 60 00/Tel. 012 (1º pulsar cero y 2º solicitar que te pasen con la Consellería que desees contactar).
 - Sustituto de Sonia Sancho: Sergio Ballester Carmona
 - ✓ Email: ballester_sercar@gva.es
 - ✓ Código del centro: 46032585
 - ✓ Código Postal: 46182
 - ✓ Horario de atención: miércoles y jueves
 - ✓ Tel. Generalitat Valenciana: 96 386 60 00/Tel. 012 (1º pulsar cero y 2º solicitar que te pasen con la Consellería que desees contactar).

- **Raquel Cazorla Gómez:** Educadora Social del Equipo Municipal de Servicios Sociales Municipales.
 - ✓ Tel. de contacto del Departamento: 96 137 96 51. En caso de encontrar la línea colapsada, el teléfono del centro Social Polivalente es el 96 110 17 29. cazorla.raq@ayto-paterna.es
 - ✓ El departamento de servicios sociales municipales de Paterna actualmente se ubica en el Centro social Polivalente **Valentín Hernández** de Paterna, ya no en las antiguas dependencias,

- **José Jiménez** (Técnico del área de Educación, Ayuntamiento de Paterna): jimenez.jos@ayto-paterna.es . Con él podemos tratar temas interés para la comunidad escolar en general, como para cada colegio por sus peculiaridades en particular. José, como responsable del área, está muy sensibilizado con temas como el bullying y con las respuestas y actuaciones que se pueden poner en marcha, para prevenirlo, detectarlo, afrontarlo y erradicarlo. Tel. 607 421 659.

- **Dirección General de Política Educativa (área de Innovación): Mónica Añón** (coordinadora del Plan Previ). * Contacto proporcionado por Fran Corví (Colegios British).
 - ✓ Tel. 96 197 08 73; convivencia@gva.es

- **Consellería de Educación, Investigación, Cultura y Deporte** (Unidades de Atención e Intervención de las Direcciones Territoriales de Educación): *Contacto proporcionado por Mónica Añón.



- ✓ **UAI de Valencia:** Tel. 96 121 14 06; uai_previ_val@gva.es

- **PROP (Comunicación de un caso de acoso escolar;** dado que al ser un centro de enseñanza Británica no podemos inscribirnos en el Registro de PREVI ni tampoco disponemos de ITACA):
*Contacto proporcionado por Lola Pardo (Psicóloga Colegios British).
 - ✓ La Directora del centro adjuntará el informe detallado de los hechos acontecidos y se dirigirá al **Director del PREVI Consellería de Educación C/Gregori Gea, número 14, 46009, Valencia.** A la par, se recomienda que la Directora del centro envíe un correo a la Inspectora Educativa del centro (Sonia Sancho), informando de la situación y del trámite iniciado, con número de registro, para que tenga constancia de los hechos.

- Teléfono del acoso dirigido a alumnos/as, docentes, padres y madres que son conocedores de una situación de acoso: 900 018 018.

- **COMUNICACIÓN DE UNA SITUACIÓN DE ABSENTISMO ESCOLAR: Ayuntamiento de Paterna**

Programa Municipal de Intervención y Políticas Inclusivas: (Tel. 96 305 30 36)

- ✓ Ana Bailén (Tel. 666 226 159)
- ✓ Belén Ortiza (bortiza@gespaterna.es)
- ✓ Vitor Gargallo Ibarra (absentismo@gespaterna.es)

- **Consellería de Igualdad y Políticas Inclusivas:** *Contacto proporcionado por Mónica Añón.
 - ✓ **Dirección Territorial de Igualdad y Políticas Inclusivas:** Avda. barón de Cárcer, 36, 46001. Valencia. Tel. 96 127 16 61. Horario laboral de 09 a 14 horas.

- **Dirección General de Servicios Sociales:**
 - ✓ C/ Castan Tobeñas, núm. 77, Ciudad Administrativa 9 de Octubre, Torre 3, 1º piso, 46018, Valencia. Teléfono: 963176708 Fax: 96 317 67 01. url: <http://www.bsocial.gva.es/portal/portal>.

- **Fiscalía de Menores:**
 - ✓ (Dirección: Autopista del Saler, número 14, 46013, Valencia. Teléfono: 961 92 94 39): El

Juzgado de Menores quién dispone de un Equipo técnico de apoyo, que está integrado por un/a psicólogo/a, un/a educador/a y un/a trabajador/a social.

- **Juzgado de 1ª Instancia Número 9:**

- ✓ (Avda. del Saler, núm. 14, 1ª. Tel. 96 192 91 91, 96 192 91 92, 96 192 91 93, 96 192 91 94. vapi09_val@gva.es

- Línea de ayuda a la Infancia:

Tel. 11 6 111

- Generalitat Valenciana

Tel. 96.386.60.00 / Tel. 012.

- Asociación contra el abuso sexual en la infancia (**ACASI, Valencia**). C/ Camí Reial 121, Bajo, Torrente, Tel. 634 567 021; E-mail: asociacion@acasi.org; Presidenta Inma García (Tel. 622 30 39 93).

- Información y orientación sobre abusos sexuales a menores:

Tel. 963 691393

- Web Bullying de la Generalitat Valenciana : www.cece.gva.es/orientados/

E-MAIL PARA EL PROFESORADO: profes_orientados@gva.es

E-MAIL PARA LA FAMILIA: familia_orientados@gva.es


E-MAIL PARA EL ALUMNADO: alumnado_orientados@gva.es

NÚMERO DE CENTRO: **4603258**

Appendix 3 :

see pdf form attached in folder

**BRITISH
COLLEGE** 
LA CAÑADA

		FORMULARIO EN CASO DE AGRESIÓN / FORM IN CASES OF AGRESSION		
A. DATOS DEL CENTRO / SCHOOL DETAILS				
Código del Centro / School code: 46032585		Nombre del Centro / Name of the school BRITISH COLLEGE LA CAÑADA		
Dirección / Address C/ 299, n.º 25		C.P. / Postcode 46182		
Localidad / Town (LA CAÑADA) PATERNA		Provincia / County VALENCIA	Teléfono / Telephone No. 96 132 40 40	
B. DATOS DE QUIEN REALIZA LA COMUNICACIÓN / DETAILS OF THE REPORTING PERSON				
DNI / Identity No.	Nombre / Name		Apellidos / Surname	
Cargo que desempeña en el centro / Position within the school				
Fax		Teléfono de contacto / Contact number	Correo electrónico/e-mail	
C. INFORME / REPORT				
<p>El día ____ de _____ del año _____ se ha producido la incidencia que a continuación se describe. La dirección del centro considera que existe una conducta gravemente perjudicial para la convivencia en el centro y que puede ser constitutiva de falta o delito penal. En cumplimiento del artículo 44 del Decreto 39/2008, de 4 de abril del Consell, se comunica al Ministerio Fiscal.</p> <p>On the ____ of _____ the following incident occurred. The management of the school considers the incident to be serious behavior that is detrimental to the day to day running of the school and could constitute misconduct or a criminal offense. In accordance with article 44 of the Decree 39 from the 4th April 2008, the school is communicating it to the department.</p>				
D. DESCRIPCIÓN DE LA INCIDENCIA / DESCRIPTION OF THE INCIDENT				
(En la descripción deben constar los nombres del agresor y la víctima y las direcciones de sus domicilios / The description needs to contain the names of the agresor and the victim, along with their addresses).				

Appendix 5:

