



THE ROWANS SCHOOL

Safeguarding and Child Protection Policy

This policy is applicable to all pupils, including those in the Early Years Foundation Stage. It should be read in conjunction with the Early Years Foundation Stage Policy.

The Rowans School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

School contacts

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I. Introduction and purpose

This policy has been authorised by the Governors, is addressed to all members of staff and volunteers, is available to parents on request and is published on the school website. This policy can be made available in large print or other accessible format if required. It applies wherever staff or volunteers are working with pupils even when this is away from the school, for example at an activity centre or on an educational visit. It also applies to the Early Years Foundation Stage (EYFS) provision.

Keeping Children Safe in Education (Sept 2016) (KCSiE) defines safeguarding and promoting the welfare of children as protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Safeguarding is everybody's responsibility and the best interests of the child are paramount. The school is committed to safeguarding and promoting the welfare of children and young people and requires everyone who comes into contact with children and their families to share this commitment.

It is also important that all relevant agencies involved in child protection cooperate together for the benefit of the child. All schools have a designated person or people responsible for safeguarding and child protection, who liaises with Children's Services departments, other external agencies and with all staff in school. For this procedure to work, it relies on the skills and expertise of every teacher, teaching assistant and adult within school to recognise or report concerns. All staff should have total commitment to child protection.

All staff, through their care of children, try to ensure that children keep safe, remain healthy and are able to say "No". Suspected cases are reported, procedures adhered to and subsequent actions are left to the appropriate agencies. We also care for children who have been abused and understand their problems.

This policy has regard to the following guidance and advice:

- Keeping Children Safe in Education (KCSiE) (Sept 2016)
- Working Together to Safeguard Children (March 2015, as amended in February 2017, but still dated March 2015)
- Disqualification under the Childcare Act 2006 (2016)
- Prevent Duty Guidance for England and Wales (July 2015)
- Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism (2015)
- Multi-agency statutory guidance on FGM (2016)
- What to do if you are worried a child is being abused: advice for practitioners (2015)
- Information sharing: Her Majesty's Government advice for professionals providing safeguarding services to children, young people, parents and carers (2015)
- UK Council for Child Internet Safety (UKCCIS) guidance: Sexting in schools and colleges

The Governing Body takes seriously its responsibility to both safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our school to identify, assess and support those children who are suffering harm.

All staff believe that our school should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

2. Aims

The aims of this policy are:

- to support the child's development in ways that will foster security, confidence and independence;
- to provide an environment in which children and young people feel safe, valued and respected, and feel confident and to know how to approach adults if they are in difficulties, believing they will be listened to;
- to raise awareness among all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse;
- to provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children;
- to develop a structured procedure within the school which, in cases of suspected abuse, will be followed by all members of the school community;
- to develop and promote effective working relationships with other agencies, especially the Police and Children's Services;
- to ensure that all adults within our school who have substantial access to children have been checked as to their suitability in accordance with the regulatory requirements.

3. Designated Safeguarding Lead (DSL)

The school's Governing Body has appointed a member of staff of the school's leadership team with the necessary status and authority to take lead responsibility for safeguarding and child protection. The Designated Safeguarding Lead (DSL) shall be given the time, funding, training, resources and support to enable him/her to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so – and to contribute to the assessment of children.

The name and contact details of the DSL and Deputy Designated Safeguarding Lead (DDSL) are set out in the School Contacts list at the front of this policy. If the DSL is unavailable, the activities of the DSL will be carried out by the DDSL. In this policy, references to the DSL includes the DDSL where the DSL is unavailable.

Parents are welcome to approach the DSL if they have any concerns about the welfare of any child in the school, whether these concerns relate to their own child or any other. If preferred, parents can discuss concerns in private with the child's form teacher or the Head who will notify the DSL in accordance with these procedures.

In accordance with Annex B of KCSiE, the main responsibilities of the DSL are:

Managing referrals: The DSL is expected to:

- refer cases of suspected abuse to the local authority children's social care as required;
- support staff who make referrals to the local authority children's social care;
- refer cases to the Channel Programme where there is a radicalisation concern as required;
- support staff who make referrals to the Channel Programme;
- refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosures and Barring Service as required; and,
- refer cases where a crime may have been committed to the police as required.

Work with others: The DSL is expected to:

- liaise with the Head to inform him/her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- as required, liaise with the Case Manager and 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.

Raising awareness: The DSL should:

- ensure this policy is known, understood and used appropriately;
- ensure this policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with the Governing Body regarding this;
- ensure this policy is available publicly;
- ensure that parents are aware that referrals about suspected abuse or neglect may be made to children's social care and the school's role in this; and
- maintain links with the Merton Safeguarding Children Board to ensure staff are aware of training opportunities and the latest local policies on safeguarding.

Child protection file

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

Prevent Duty

In accordance with the Prevent Duty Guidance for England and Wales and Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism (2015) the DSL has, in addition, the following responsibilities:

- to act as the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters relating to the Prevent Duty;
- to coordinate Prevent Duty procedures in the school;
- to complete and action the Prevent Duty Risk Assessment/Action Plan;
- to liaise with local Prevent co-ordinators, the police and local authorities and through existing multiagency forums, including referrals to the Channel Police Practitioner and/or the police where indicated;
- to undergo Workshop to Raise Awareness of Prevent (WRAP) and other appropriate training;
- to maintain an on-going training programme for all school employees including induction training for all new employees and keeping records of staff training;
- to monitor the keeping, confidentiality and storage of records in relation to the Prevent Duty.

The DSL and the DDSL have undertaken training to provide them with the knowledge and skills required to carry out the role. This training includes Prevent awareness training and will be updated at least every two years. In addition, their knowledge and skills will be refreshed at regular intervals, 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, for example through locally agreed common and shared assessment processes such as Early Help assessments;
- 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 understand this 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 regard 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;
- encourage among staff a culture of listening to children and taking account of their wishes and feelings and a willingness to act upon any measures the school may put in place to protect them.

4. Duties of staff, Governors and volunteers

The Governing Body ensures that:

- there are appropriate policies and procedures in place in order for appropriate action to be taken in a timely manner to safeguard and promote children's welfare;
- the school's safeguarding arrangements take into account the procedures and practice of the Merton Safeguarding Children Board, including understanding and reflecting local protocols for assessment and the referral threshold document: Merton CC Children's Services Threshold Document – Safeguarding Children Unit
- all staff members undergo safeguarding and child protection training at induction which will be regularly updated and in line with advice from the Merton Safeguarding Children Board; and
- the school contributes to inter-agency working, including providing a co-ordinated offer of Early Help when additional needs of children are identified and support to children subject to child protection plans.
- The Governing Body has nominated one of its members to take leadership responsibility for the school's safeguarding arrangements. The name and contact details of the Nominated Safeguarding Governor are set out in the School Contacts list at the front of this policy.
- A risk assessment analysing the risk of radicalisation at The Rowans School has been completed.
- All members of staff and the Nominated Safeguarding Governor know how to respond to a pupil who discloses abuse (see procedures below)
- .Our selection and recruitment of staff includes checks for their suitability with the Disclosure and Barring Service (See The Rowans School Safer Recruitment Policy).
- Pre-employment checks are carried out on all employees including supply and peripatetic staff.
- Where staff from another organisation are working with our pupils on another site, we require written confirmation that appropriate safe recruitment checks and procedures have been completed on those staff.
- All staff working with children at The Rowans School complete an annual Disqualification by Association self-declaration form. A record is kept of the date on which the checks were made in accordance with the requirements of the Disqualification under the Childcare Act 2006
- All staff receive a copy of the Staff Code of Conduct.
- All staff will receive a copy of this policy and Part I and, where appropriate, Annex A of KCSiE, and will be required to confirm that they have read these.

- The booklet “What to do if you’re worried a child is being abused” (March 2015) is available for all staff to read on the internal electronic T:\ drive.
- The DSL’s name is clearly displayed around the school.
- All staff have a wallet-sized “What to Do” card to use, if they suspect or are told about abuse.

5. Training

All training will be carried out in accordance with the Merton Safeguarding Children Board procedures.

All new staff, including temporary staff and volunteers, are provided with induction training that includes:

- this policy;
- the Staff Code of Conduct including the Whistleblowing Procedure, Staff Social Media Policy and Acceptable Use Policy;
- the role of the DSL and his/her identity and contact details, together with that of the DDSL;
- Safeguarding and Child Protection training in accordance with Merton Safeguarding Children Board procedures;
- A copy of Part I and, where appropriate, Annex A of KCSiE and
- appropriate Prevent Duty training.

All staff that work at The Rowans School School receive integrated Safeguarding and Child Protection training to develop their understanding of the signs and indicators of abuse. Training is annual and updates are given on a regular basis. All staff are taught the procedure for referring concerns. Training will include guidance on the duties of staff in relation to both children in need and children at risk of harm.

Staff development training will also include training on online safety and Prevent Duty training assessed as appropriate for them by the school.

Additionally the school will make an assessment of the appropriate level and focus for staff training and responsiveness to specific safeguarding concerns such as radicalisation, child sexual exploitation, female genital mutilation, cyber-bullying and mental health.

The Nominated Safeguarding Governor and the Chair of Governors will receive appropriate training to enable them to fulfil their safeguarding responsibilities.

The school has mechanisms in place to assist staff to understand and discharge their role and responsibilities and to ensure that they have the relevant skills and knowledge to safeguard children effectively, including questionnaires, staff meetings, professional development reviews.

6. Reasons for following procedures

- It protects the child to the best of our ability.
- It avoids delay.
- It provides consistency.
- It ensures that, if further action is taken by another agency then the school has followed the correct procedures.

Staff are in contact with children all day and are in a position to detect possible abuse. They must not think that by voicing concern they are necessarily starting procedures. The criteria should be that they have ‘reasonable suspicion’ under the Children Act 1989, this definition has been extended to include or ‘may suffer in future’.

Every complaint or suspicion of abuse from within or outside the school will be taken seriously. It is very important in these cases that prompt and correct procedures are followed under the Merton Safeguarding Children Board.

7. Procedures

Types of abuse: The child protection training provided to staff considers the types and signs of abuse and neglect of which staff should be aware. Further details are set out in Appendix I.

Staff members working with children should maintain an attitude of 'It could happen here...' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the best interests of the child.

Guidance for staff: A member of staff suspecting or hearing a complaint of abuse or neglect:

- must listen carefully to the child and keep an open mind. Staff should not take a decision as to whether or not the abuse has taken place;
- must not ask leading questions, that is, a question which suggests its own answer;
- must reassure the child but not give a guarantee of absolute confidentiality. The member of staff should explain that they need to pass on the information in accordance with this policy so that the correct action can be taken; and
- must keep a sufficient written record of the conversation. The record should include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence. The record must be signed by the person making it and should use names not initials and their name should also be printed as the signature may not be easily identified.

8. Recording the concern

Staff must record all concerns about a child in writing. Records should be factual and signed and dated, with the name of the signatory clearly printed in writing.

Records should include:

- the child's details: name, date of birth, address and family details;
- date and time of the event/concern;
- the action taken and by whom; the name and position of the person making the record.

The school has a pro forma record which should be completed and passed on when reporting the matter in accordance with this policy. This pro forma is available on the school's internal, electronic teachers' I drive. The record can be completed before or after an initial discussion with the DSL and, where appropriate, completed with the DSL.

If members of staff are ever unsure, they must always speak to the DSL.

9. Early Help

The school understands that "providing early help is more effective in promoting the welfare of children than reacting later. Early help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years" – Working together to safeguard children, March 2015.

The school's safeguarding training includes guidance about the Early Help process and prepares all staff to identify children who may benefit from Early Help. Staff are mindful of specific safeguarding issues and those pupils who may face additional safeguarding challenges.

A member of staff or volunteer who considers that a pupil may benefit from Early Help should, in the first instance, discuss this with the DSL. The DSL will consider the appropriate action to take in accordance with the Merton Safeguarding Children Board referral threshold document and will support staff in liaising with other agencies and setting up an inter-agency assessment as appropriate.

If Early Help is appropriate, the matter will be kept under review and consideration given to a referral to children's social care if the pupil's situation does not appear to be improving.

10. Concerns about a pupil's welfare

If a member of staff is concerned about a pupil's welfare, the matter should be reported to the DSL as soon as possible. See Appendix II for procedures when dealing with allegations against teachers, the Head, governors, volunteers and other staff. On being notified of a concern, the DSL will consider the appropriate course of action in accordance with the Merton Safeguarding Children Board referral threshold document. Such action may include Early Help or a referral to Merton Council's children's social care.

If it is decided that a referral is not required, the DSL will keep the matter under review and consideration will be given to a referral to children's social care if the pupil's situation does not appear to be improving.

Staff are reminded that normal referral processes must be used when there are concerns about children who may be at risk of being drawn into terrorism.

In accordance with these procedures, if a member of staff has a concern about a child, there should be a conversation with the DSL to agree a course of action where possible. However, any member of staff can make a referral to children's social care. If a referral is made by someone other than the DSL, the DSL should be informed of the referral as soon as possible.

11. If a child is in immediate danger or at risk of harm

If a pupil is in immediate danger or is at risk of harm, a referral should be made to children's social care and/or the police immediately.

Anybody can make a referral in these circumstances. See below for details on making a referral.

If a referral is made by someone other than the DSL, the DSL should be informed of the referral as soon as possible.

Female Genital Mutilation (FGM): Teachers must report to the police cases where they discover that an act of FGM appears to have been carried out in under 18s. See Appendix I Types of abuse and specific safeguarding issues, for further information about FGM and this reporting duty. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the DSL and involve Children's Services as appropriate.

12. Making a referral

The relevant contact information is set out at the front of this policy. If the referral is made by telephone, this should be followed up in writing.

Confirmation of the referral and details of the decision as to what course of action will be taken should be received from the local authority within one working day. If this is not received, the DSL (or the person that made the referral) should contact children's social care again.

If, after the referral, the pupil's situation does not appear to be improving, the DSL (or the person that made the referral) should press for reconsideration to ensure their concerns are addressed and that the pupil's situation improves.

Where relevant, the school will cooperate with the Channel Panel and the police in providing any relevant information so that each can effectively carry out its function to determine whether an individual is vulnerable to being drawn into terrorism. The school will respond to requests for information from the police promptly and, in any event, within five to ten working days.

13. Dealing with allegations against teachers, the Head, Governors, volunteers and other staff

The school has procedures for dealing with allegations against teachers, the Head, Governors, volunteers and other staff who work with children that aim to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from false or unfounded allegations. These procedures are set out in Appendix II and follow Part 4 of KCSiE.

The Local Authority Designated Officer(s) (LADO(s)) have been designated to be involved in the management and oversight of allegations against people that work with children. The LADO will be informed immediately and, in any event, within one working day of all such allegations that come to the school's attention and appear to meet the criteria set out in paragraph I of Appendix II.

14. Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns where they exist, about the management of child protection, which may include the attitude or actions of colleagues. Staff and volunteers should feel able to follow the school's separate Whistleblowing Policy to raise concerns about poor or unsafe safeguarding practices at the school, or potential failures by the school or its staff to properly safeguard the welfare of pupils, and that such concerns will be taken seriously. The NSPCC Whistleblowing Advice Line is available for staff who do not feel able to raise concerns about child protection failures internally (see the Key Contact Details section at the end of this policy for further information).

15. Allegations against pupils

The conduct of pupils towards each other will, in most instances, be covered by the school's behaviour and discipline policies. However, some behaviour by a pupil towards another may be of such a nature that safeguarding concerns are raised. Examples of behaviour by a pupil which may raise safeguarding concerns may include:

- violence, including gender-based violence;
- threatening or intimidating behaviour;
- blackmail;
- misconduct of a sexual nature, including indecent exposure or touching or serious sexual assaults;
- sexting;
- encouraging others to engage in inappropriate sexual behaviour;
- any form of inappropriate behaviour by an older pupil towards a younger or more vulnerable pupil;
- bullying, including cyber-bullying.

The school takes steps to minimise the risk of peer to peer abuse. The school has robust anti-bullying procedures in place (see the school's Anti-bullying Policy) and pupils are taught at all stages of the school about acceptable behaviour and how to keep themselves safe. Risk assessments are carried out and appropriate action taken to protect pupils identified as being at risk.

Abusive behaviour by pupils must be taken seriously. Behaviour should not be dismissed as being normal between young people, as "banter" or simply "part of growing up". Behaviour such as initiation violence or any form of sexual harassment is not acceptable.

Allegations against pupils should be reported in accordance with the procedures set out in this policy.

A pupil against whom an allegation of abuse has been made may be suspended from the school during the investigation and the school's Behaviour, Discipline and Sanctions Policy will apply. The school will take advice from Children's Services on the investigation of such allegations and will take all appropriate action to ensure the safety and welfare of all pupils, involved including the pupil or pupils accused of abuse. If it is necessary for a pupil to be interviewed by the police in relation to allegations of abuse, the school will ensure that, subject to the advice of Children's Services, parents are informed as soon as possible and that the pupil is supported during the interview by an appropriate adult.

Where an allegation is made against a pupil, both the victim and the perpetrator will be treated as being at risk and safeguarding procedures in accordance with this policy will be followed. Appropriate support will be provided to all pupils involved, including support from external services if necessary.

16. Missing child procedures

All staff are informed of the separate procedure to be used for searching for, and if necessary, reporting any pupil missing from school. The procedure includes the requirement to record any incident, the action taken and the reasons given by the pupil for being missing.

Please see the school's separate Missing Child Policy for further details.

17. Informing parents

Parents will normally be kept informed as appropriate of any action to be taken under these procedures. However, there may be circumstances when the DSL will need to consult the LADO, the police and/or the Head before discussing with parents. In all cases, the DSL will be guided by the Merton Safeguarding Children Board referral threshold document.

In relation to Channel referrals, the DSL will consider seeking the consent of the pupil (or their parent/guardian) when determining what information can be shared. Whether or not consent is sought will be dependent on the circumstances of the case but may relate to issues such as the health of the individual, law enforcement or protection of the public.

See also Appendix II for details about the disclosure of information when dealing with allegations against teachers, the Head, governors, volunteers and other staff.

18. Supporting children

We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth.

We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.

We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

Our school will support pupils by:

- encouraging self-esteem and self-assertiveness, through the curriculum as well as through our relationships, whilst not condoning aggression or bullying;
- promoting a caring, safe and positive environment within the school;
- liaising and working together with all other support services and those agencies involved in the safeguarding of children;
- providing continuing support to a pupil, about whom there have been concerns, who leaves the school, by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school.

19. Supporting staff

We recognise that staff working in the school, who have become involved with the child who has suffered harm or appears to suffer harm, may find the situation stressful and upsetting.

We will support such staff by providing an opportunity to talk through their anxieties with the DSL and to seek further support as appropriate.

20. Secure school premises

School Premises: The school will take all practicable steps to ensure the school premises are as secure as circumstances permit.

Visitors' book: The school keep a Visitors' Book in the school office. All visitors must sign in on arrival and out on departure and are escorted whilst on school premises by a member of staff. All visitors will be given a name badge with the title 'Visitor' which must be clearly displayed and worn at all times whilst on the school premises.

21. Use of mobile phones and cameras

The school's policy on the use of mobile phones and cameras in the school, including within the EYFS setting, is as follows:

- The school's e-safety Policy and Computing Policy set out the expectations of pupils. At The Rowans School, pupils are not permitted to bring mobile phones or any mobile device with a camera facility onto the premises;
- Staff and volunteers should use mobile phones and cameras in accordance with the guidance set out in the Staff Handbook;

Parents may bring mobile phones onto the premises but may only take photographs during events such as plays, concerts or sporting events for personal use. Parents should be reminded that the publication of such images (including on personal social media networking sites, even where access to the image may be limited) may be unlawful.

22. Record keeping, confidentiality, information sharing and record retention

All concerns, discussions and decision made, and the reasons for those decisions, should be recorded in writing.

We recognise that all matters relating to child protection are confidential where this is practicable and lawful. The DSL will disclose any information about a pupil to other members of staff on a need-to-know basis only.

The school will keep all child protection records confidential, allowing disclosure only to those who need the information in order to safeguard and promote the welfare of children. The school will co-operate with police and Children's Services to ensure that all relevant information is shared for the purposes of child protection investigations under Section 47 of the Children Act 1989.

When pupils leave The Rowans, relevant information is shared with the pupil's future schools, once similar assurances have been established regarding its secure storage and the confidentiality applied to the sharing of any safeguarding information. Where applicable, copies of safeguarding records are retained securely by the school for the following periods:

- in the case of low level concerns with no multi-agency involvement or action, for 25 years from the date of birth of the child;
- when the child has been the subject of a multi-agency plan, these records are retained indefinitely.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets which might compromise a child's safety or wellbeing.

23. Allegations against staff

Where allegations have been made against staff, the school will consult the LADO and, where appropriate, the police and Children's Services to agree the information that should be disclosed and to whom.

24. Information sharing

The School has signed up to the Merton Multi-Agency Information Sharing Protocol (MAISP). This is intended to facilitate the exchange of personal or sensitive information sharing between signatories for the appropriate purpose.

25. Prevention

We recognise that the school plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection.

The school community will therefore:

- establish and maintain an ethos where children feel secure, are encouraged to talk and are always listened to;
- ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty;
- include across the curriculum, including within Spiritual Moral Social and Cultural (SMSC) development, opportunities which equip children with the skills they need to stay safe from harm, including online, and to know to whom they should turn for help;

The safe use of technology is a focus in all areas of the curriculum and key Computing safety messages are reinforced as part of assemblies and circle times/pastoral activities. The School has appropriate filters and monitoring systems in place (see the E-safety Policy) and is mindful that this should not lead to unnecessary restrictions on learning.

26. Monitoring and review

Any safeguarding and child protection incidents at the school will be followed by a review of the safeguarding procedures by the DSL and a prompt report to the Governors. Where an incident involves a member of staff, the LADO will assist in this review to determine whether any improvements can be made to the school's procedures.

In addition, the DSL will monitor the operation of this policy and its procedures regularly, working with the Governors as necessary and seeking contributions from staff. The DSL will update the Senior Leadership Team regularly on the operation of the school's safeguarding arrangements.

The Governors will undertake an annual review of this policy and the school's safeguarding procedures; including an update and review of the effectiveness of procedures and their implementation and the effectiveness of inter-agency working. The DSL will work with the Nominated Safeguarding Governor, preparing a written report commissioned by the full Governing Body. The written report should address how the school ensures that this policy is kept up to date; details regarding staff training on safeguarding, referral information, issues and themes which may have emerged in the school and how these have been handled, and the contribution the school is making to multi-agency working in individual cases or local discussions on safeguarding matters.

The full Governing Body should also consider independent corroboration, such as an inspection of records or feedback from external agencies including the LADO. The full Governing Body will review the report, this policy and the implementation of its procedures and consider the proposed amendments to the policy before giving the revised policy its final approval. Detailed minutes recording the review by the Governing Body will be made.

The Governors will ensure that any weakness or deficiency in safeguarding and child protection arrangements, are remedied without delay.

27. School closed during holiday periods

During the holidays, the school email is checked regularly and therefore, should it be necessary, there is the ability for agencies to contact the school.

Key contact details

Police (emergency) 999

Local Police (non-emergency) 101

Merton Multi Agency Safeguarding Hub
(MASH Team)
12th Floor, Merton Civic Centre
London Road
Morden, SM4 5DX

Tel: 020 8545 4226 or 020 8545 4227
Outside of normal working hours: 020
8770 5000
E-mail: mash@merton.gov.uk

Merton general schools advice
(School Standards and Quality)

Tel: 020 8545 3922
ssq@merton.gov.uk

Merton LADO

lado@merton.gov.uk
Tel: 020 8545 3179
Tel: 0208 247 8900

Merton Prevent police officer

matt.tarrant@met.pnn.police.uk

Merton vulnerable children contact

Tel: 020 8545 3922
vctmanager@merton.gov.uk

Kingston Upon-Thames
Telephone: 020 8547 5004
Out of hours: 020 8770 5000
Email: safeguarding@rbk.kingston.gov.uk

Richmond
Telephone: 020 8891 7969
Out of hours: 020 8744 2442
Email: spa@richmond.gov.uk

Wandsworth
Telephone: 020 8871 6622
Out of hours: 020 8871 6000.
Email: mash@wandsworth.gov.uk

Hammersmith and Fulham
Telephone: 020 8753 5392
Out of hours: 020 8748 8588

Westminster
Telephone: 020 7641 4000
Out of hours: 020 7641 6000

Merton
Telephone: 0300 200 1006
Out of hours: 01483 517 898

Channel Non-Emergency Advice

Tel: 0207 3407264

Other useful resources and websites

Prevent: The Department of Education dedicated telephone helpline (0207 340 7264).
Concerns can also be raised by email to: counter-extremism@education.gsi.gov.uk

OFSTED Safeguarding Children

Tel: 08456 404046 (Mon-Fri 8am-6pm)
Email: whistleblowing@ofsted.gov.uk

NSPCC Whistleblowing Advice Line

Tel: 0800 028 0285 (M-F, 8am-8pm)
Email: help@nspcc.or.uk (email)

The NSPCC Whistleblowing Helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally.

National College of Teaching and Leadership (NCTL): 0345 609 0009

Related policies

- Touching Policy
- Sun Policy
- First Aid Policy
- Missing Child Policy
- Critical Incident Policy
- Safer Recruitment Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Visitors and Signing In Policy
- E-safety Policy
- Computing Policy
- Taking, Storing and Using Images of Children Policy
- Anti-bullying Policy
- Special Educational Needs Policy
- Disability Policy
- PSHE Policy
- Behaviour & Discipline Policy

This policy has been approved by the Board of Governors.

This policy is reviewed at least annually by the DSL and the Head,
or immediately if a deficiency in procedures is identified.

Last reviewed in September 2017.

Appendix I: Types of abuse and specific safeguarding issues

Abuse is 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.

Part I of KCSiE defines the following types of abuse, however, staff should be aware that abuse, neglect or safeguarding issues are rarely standalone events that can be covered by one definition or label and in most cases, multiple issues will overlap with one another.

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 over-protecting 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 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 caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of or unresponsiveness to a child's basic emotional needs.

Abuse of Trust

All staff need to know that inappropriate behaviour with or towards children is unacceptable. In particular, under the Sexual Offence Act 2003 it is an offence for a person over 18 to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if he/she does not teach the child.

Signs of Abuse

This is intended as a guide. Please remember that the presence of one or more factors does not necessarily give proof that child abuse has occurred. It may however, indicate that further investigation should take place.

- Unexplained delay in seeking treatment which is needed
- Incompatible explanations
- Repeated minor injuries
- Unexplained bruising
- Bruise marks in or around mouth
- Black eyes, especially if both eyes are black and there are no marks to the forehead or nose
- Grasp marks
- Finger marks
- Bruising to ears
- Linear bruising (particularly buttocks or back)
- Differing age bruising
- Bite marks
- Burns and scalds
- Cigarette burns
- General physical disability
- Unresponsiveness in the child
- Soiling and wetting
- Change in behavioural patterns
- 'Frozen' look
- 'Tummy pains'
- Eating problems
- Attention seeking
- Apprehension
- Anti-social behaviour
- Unkempt appearance
- Sexually precocious behaviour
- Sexualised drawings and play
- Sudden poor performance in school
- Poor self-esteem
- Self-mutilation
- Withdrawal
- Running away
- Reluctance to return home after school
- Resistance to P.E. (undressing)
- Difficulty in forming friendships

- Confusing affectionate displays
- Poor attendance – repeated infections, etc

The Merton Safeguarding Children Board can provide advice on the signs of abuse and the DfE advice “What to do if you’re worried a child is being abused” (2015) provides advice in identifying child abuse. The NSPCC website is also a good source of information and advice.

Specific safeguarding issues KCSiE acknowledges the following as specific safeguarding issues:

- Bullying, including cyber-bullying
- Children missing in education (see below)
- Children missing from home or care
- Child sexual exploitation
- Domestic violence (see below)
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female genital mutilation (see below) and breast ironing
- Forced marriage
- Gangs and youth violence
- Gender-based violence / violence against women and girls
- Hate
- Mental health
- Missing children and adults strategy
- Private fostering
- Preventing radicalisation (see below)
- Relationship abuse
- Sexting
- Trafficking

Children missing in education

The school shall inform the applicable local authority (within which the pupil resides when not at the school) of any pupil who is going to be added to or deleted from the school’s admission register at non-standard transition points in accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended). This will assist the local authority to:

- fulfil its duty to identify children of compulsory school age who are missing from education; and
- follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse, neglect or radicalisation.

The school shall inform the local authority of any pupil who:

- fails to attend school regularly, or
- has been absent without the school’s permission for a continuous period of ten school days or more, at such intervals as are agreed between the school and the local authority (or in default of such agreement, at intervals determined by the Secretary of State).

School attendance registers are carefully monitored to identify any trends. Action should be taken in accordance with this policy if any absence of a pupil from the school gives rise to a concern about his/her welfare.

Domestic abuse

The effect of domestic violence on children is such that it must be considered as abuse. Either witnessing it, or being the subject of it, is not only traumatic in itself, but is likely to adversely impact on a child and it should be treated as physical or emotional abuse as appropriate.

Child sexual exploitation

Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation does not always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Honour-based violence

All forms of so-called honour-based violence are abuse (regardless of motivation) and should be handled and escalated as such. Staff should speak to the DSL if they have any doubts.

Female Genital Mutilation (FGM)

FGM is illegal in England and Wales and is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons or other injury to the female genital organs.

There is a range of potential indicators that a child or young person may be at risk of FGM. Guidance on the warning signs that FGM may be about to take place, or may have already taken place, can be found on pages 38-41 of the Multi-agency statutory guidance on FGM (pages 59-61 focus on the role of schools).

The FGM mandatory reporting duty requires regulated health and social care professionals and teachers in England and Wales to make a report to the police where, in the course of their professional duties, they discover (either through disclosure by the victim or visual evidence) that an act of FGM has been carried out on a girl under 18. The report should be made orally by calling 101, the police's single non-emergency number. Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining the pupils.

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. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the DSL and involve children's social care as appropriate.

If the teacher is unsure whether this reporting duty applies, they must refer the matter to the DSL in accordance with this policy. See the Home Office guidance 'Mandatory Reporting of Female Genital Mutilation: procedural information' for further details about the duty. Guidance published by the Department of Health also provides useful information and support for which will be taken into account by the school as appropriate.

Forced Marriage

Forcing a person into marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage.

Guidance on the warning signs that forced marriage may be about to take place, or may have already taken place, can be found on pages 13-14 of the Multi-agency guidelines: Handling case of forced marriage. Staff should speak to the DSL if they have any concerns. Pages 32-36 of the Multi-agency guidelines: Handling case of forced marriage focus on the role of schools in detecting and reporting forced marriage and the Forced Marriage Unit can be contacted on 020 7008 0151 or fm@fco.gov.uk for advice and information.

Prevent Duty

The school recognises its duty to protect children from indoctrination into any form of extreme ideology which may lead to the harm of self or others.

This is particularly important because of the open access to electronic information through the Internet. The school aims to safeguard young people through educating them on the appropriate use of social media and the dangers of downloading and sharing inappropriate material which is illegal under the Counter-Terrorism Act. The school aims to build pupils' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. Being drawn into terrorism includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. The school is committed to providing a safe space in which children, young people and staff can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.

The school vets all visitors carefully and will take firm action if any individual or group is perceived to be attempting to influence members of our school community, either physically or electronically. The school has adopted the Government's definitions for the purposes of compliance with the Prevent Duty:

- Extremism: "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. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas".
- Radicalisation: "the process by which a person comes to support terrorism and forms of extremism leading to terrorism".

There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Children at risk of radicalisation may display different signs or seek to hide their views. School staff should use their professional judgement in identifying children who might be at risk of radicalisation and seek advice from the DSL if they have concerns. In particular, outward expressions of faith, in the absence of any other indicator of vulnerability, will not be regarded as a reason to make a referral to Channel. Protecting children from the risk of radicalisation is part of the school's wider safeguarding duties and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation, etc), whether these come from within their family or are the product of outside influences.

If a member of staff in a school has a concern about a particular pupil they should follow the school's normal safeguarding procedures, including discussing with the school's DSL and, where deemed necessary, with Children's Services. Staff know that they can also contact the local police force or dial 101 (the police's nonemergency number) or contact The Department for Education dedicated telephone helpline (020 7340 7264) which has been set up to enable staff and Governors to raise concerns relating to extremism directly. Concerns can also be raised by email to counter.extremism@education.gov.uk. In emergency situations staff should contact the police emergency number: 999. The DfE's briefing note *The use of social media for online radicalisation 2015* includes information on how social media is used to radicalise young people and guidance on protecting pupils at risk.

Special educational needs and disabilities The school welcomes pupils with special educational needs and disabilities and will do all that is reasonable to ensure that the school's curriculum, ethos, culture, policies, procedures and premises are made accessible to everyone. See both the school's Policy for Special Educational Needs and Learning Disabilities and Disability Policy.

Additional barriers can exist when detecting the abuse or neglect of pupils with a special educational need or disability, creating additional safeguarding challenges for those involved in safeguarding and promoting the welfare of this group of children. The school is mindful in particular that:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the pupil's special educational need or disability without further exploration;
- pupils with a special educational need or disability can be disproportionately impacted by bullying without outwardly showing any signs; and
- there may be communication barriers which are difficult to overcome to identify whether action under this policy is required.

Appendix II: Dealing with allegations against teachers, the Head, Governors, volunteers and other staff

All school staff and volunteers should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

All staff should be aware of the school's own Discipline Policy, a copy of which is available on the school's internal electronic I: drive.

The school has procedures for dealing with allegations against staff (and volunteers who work with children) that aim to strike a balance between a need to protect children from abuse and the need to protect staff and volunteers from false or unfounded allegations. These procedures follow the guidance in Part IV of KCSiE and should be used where the member of staff or volunteer has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates s/he would pose a risk of harm if they work regularly or closely with children.

Any allegations not meeting these criteria, will be dealt with in accordance with the Merton Safeguarding Children Board procedures. Advice from the LADO will be sought in borderline cases.

All such allegations must be dealt with as a priority without delay. The LADO will be informed immediately and in any event within one working day of all allegations that come to the school's attention and appear to meet the criteria set out above.

Allegations against a teacher who is no longer teaching and historical allegations will be referred to the police.

Reporting an allegation

The reporting requirements for allegations against a teacher, the Head, Governor, volunteer or other member of staff are set out below. In all cases, the member of staff making the allegation may consider discussing his/her concerns with the DSL and making a referral via him/her. The only circumstances in which this would not be appropriate is if the allegation is against the DSL.

Allegations against staff, volunteers and the Designated Safeguarding Lead

Where an allegation or complaint is made against the DSL or any other member of staff or a volunteer, the matter should be reported immediately to the Head. Where appropriate, the Head will consult with the DSL or DDSL and all allegations will be discussed with the LADO before further action is taken.

Allegations against the Head

Where an allegation or complaint is made against the Head, the person receiving the allegation should immediately inform the Chair of Governors, or in his absence the Nominated Safeguarding Governor, without first notifying the Head. Again, any such allegations will be discussed with LADO before further action is taken.

Allegations against a Governor

Where an allegation is made against any Governor, the matter should be reported immediately to the Chair of Governors, or the Nominated Safeguarding Governor. If either the Chair of Governors or the

Nominated Safeguarding Governor are the subject of the allegation, the matter should be reported to the other. The allegation will be discussed with the LADO before further action is taken. Where appropriate, the Chair of Governors will consult the Nominated Safeguarding Governor and vice versa.

The person taking responsibility for ensuring the procedures are followed is known as the Case Manager.

Disclosure of information

The Case Manager will inform the accused person of the allegation as soon as possible after the LADO has been consulted.

The parents or carers of the child(ren) involved will be informed of the allegation as soon as possible if they do not already know of it. They may also be kept informed of the progress of the case, including the outcome of any disciplinary process. The timing and extent of disclosures, and the terms on which they are made, will be dependent upon and subject to the laws on confidence and data protection and the advice of external agencies.

Where the LADO advises that a strategy discussion is needed, or the police or children's social care need to be involved, the Case Manager will not inform the accused or the parents or carers until these agencies have been consulted and it has been agreed what information can be disclosed.

The reporting restrictions preventing the identification of a teacher who is the subject of such an allegation in certain circumstances will be observed.

Further action to be taken by the school

Appropriate support will be provided to anyone facing an allegation and a representative will be appointed to keep the person informed of the progress of the case as appropriate.

The LADO will provide advice and will preside over any investigation or allegations of abuse. Suspension will not be an automatic response to an allegation. The LADO will be consulted as to the appropriate action to take and full consideration will be given to all the options, subject to the need to ensure:

- the safety and welfare of the pupil/s concerned; and
- the need for a full and fair investigation.

Malicious allegations

Where an allegation by a pupil is shown to have been deliberately invented or malicious, the Head will consider whether to take disciplinary action in accordance with the school's Behaviour and Discipline Policy.

Where a parent has made a deliberately invented or malicious allegation, the Head will consider (in accordance with the school's terms and conditions) whether to require that parent to withdraw their child/ren from the school on the basis that they have treated the school or a member of staff unreasonably.

Whether or not the person making the allegation is a pupil or parent (or other member of the public), the school reserves the right to contact the police to determine whether any action might be appropriate.

Record keeping

Details of an allegation found to have been malicious will be removed from the employee's records. For all other allegations, full details will be recorded on the confidential personnel file of the person accused.

An allegation proven to be false, unsubstantiated or malicious will not be referred to in employer references. In accordance with KCSiE, a history of repeated concerns or allegations which have all been found to be false, unsubstantiated or malicious will also not be included in any reference.

The school will retain all safeguarding records and relevant personnel records for so long as reasonably required¹.

Ceasing to use staff

If the school ceases to use the services of a member of staff (or a Governor or volunteer) because they are unsuitable to work with children, a settlement agreement (formally known as a compromise agreement) will not be used and a referral to the Disclosure and Barring Service will be made promptly if the criteria for referral are met. Any such incidents will be followed by a review of the safeguarding procedures within the school, with a report being presented to the Governors without delay.

National College for Teaching and Leadership

The school will refer to the National College for Teaching and Learning (NCTL) where a teacher has been dismissed, or would have been dismissed had s/he not resigned, and a prohibition order may be appropriate.

Resignation

If a member of staff (or a Governor or volunteer) tenders his/her resignation, or ceases to provide his/her services, any child protection allegations will still be followed up by the school in accordance with this policy and a referral will be made promptly if the criteria for the referral is met.

¹ *In accordance with the terms of reference of the Goddard Inquiry, all schools are required to retain information which relates to allegations (substantiated or not) of organisations and individuals who may have been involved in, or have knowledge of child sexual abuse or child sexual exploitation; allegations (substantiated or not) of individuals having engaged in sexual activity with, or having a sexual interest in, children; institutional failures to protect children from sexual abuse or other exploitation.*

Appendix III: Visiting Speakers

Brief details for visiting speakers should be forwarded to the head in advance of the talk and ideally at least one week beforehand.

Introduction

The Rowans School ('the school') often invites speakers from the wider community to give talks to enrich our pupils' experience. The school recognises the enormous benefit gained by pupils from speakers from all walks of life. Both the school and pupils greatly appreciate the time and effort that visiting speakers put in to their presentations.

The purpose of this policy is to set out the school's legal obligations when using visiting speakers and to set out the standards of behaviour expected from visiting speakers.

This policy supports the aims and ethos of the *Safeguarding Policy* and takes into account the Educate Against Hate advice [Hosting Speakers on School Premises](#).

Overview

The *Prevent Duty Statutory Guidance (March 2015)*, along with *Keeping Children Safe in Education (September 2016)* expect schools to have clear protocols for ensuring that any visiting speakers are suitable and appropriately supervised. This policy has therefore been drawn up with regard to the Government's prevent duty guidance and the school's wider safeguarding obligations.

The school's responsibility to pupils is to ensure they can critically assess the information that they receive as to its value to themselves, and that such information is aligned to the ethos and values of the school and British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

School protocol

All requests for outside speakers must firstly be discussed with the head teacher.

The school will undertake a risk assessment before agreeing to a visiting speaker attending the school. This will take into account any safeguarding checks considered appropriate in the circumstances, and may include a DBS check if relevant. The school may also conduct research on the visiting speaker and/or their organisation, as appropriate.

The school will obtain an outline of what the speaker intends to cover in advance of the visiting speaker's visit. In some cases, the school may also request a copy of the visiting speaker's presentation and/or footage in advance of the session to ensure it is appropriate to the age and maturity of the pupils to be in attendance. Visiting speakers will be supervised by a member of staff whilst on the school site. At no point will a visiting speaker be left unsupervised on site whilst pupils are present. Any concerns for the content or nature of the talk should be referred to the head teacher immediately.

On arrival at the school, visiting speakers who are not existing parents will be required to show an original current identification document including a photograph (such as a passport or photo card driving licence) and will be asked to sign the Visitors Book. The visiting speaker will be issued with a visitors' badge and the school's safeguarding card, which they must wear/ keep at all times whilst on school site.

The school will keep a formal register of visiting speakers. Any information gathered will be kept in accordance with the school's *Data Protection Policy*. Plans for a visiting speaker and the completed form (attached) should be given to the head teacher well in advance of the speaker's visit.

If you have any queries regarding this policy, please contact the head teacher.

Checklist for visiting speakers – to be completed and returned to the head teacher

| | Action | Details |
|-----|---|--|
| | Details of the arrangements | |
| 1. | Date of presentation | |
| 2. | Name of the staff member responsible for booking visiting speaker | |
| 3. | Name of visiting speaker | |
| 4. | Visiting speaker contact details | |
| 5. | Audience details | |
| 6. | Please confirm that: <ul style="list-style-type: none"> • the <i>Visiting Speaker Policy</i> has been sent to the speaker • the visiting speaker has been made aware of the school's obligations to safeguarding by referring them to the school's <i>Safeguarding Policy</i> on the website | |
| | Checklist | |
| 7. | Visiting speaker basic biography, to include speaker's organisation and other affiliations | |
| 8. | Details of presentation to be provided | |
| 9. | Details of research undertaken on visiting speaker (i.e. check the internet for any recent published reports, statements or speeches made by the individual, any retractions or public apologies etc.) | |
| 10. | Are you satisfied that the content seen in response to 9 above is not in any way contrary to the school's <i>Equality Policy</i> , the ethos of inclusion of the school, British values or any concern in relation to the prevent duty? If such concerns exist, refer the matter to the designated safeguarding lead (DSL). | Yes No (refer to DSL) (Please circle as appropriate) |
| | Name of person responsible for supervising the visiting speaker whilst they are on site | |

Signed: **Date:**

Signed: **Date:**
 Countersigned by head teacher