



# The Queensmill Trust

## Generic Policy for Safeguarding and Child Protection

---

**Updated: August 2021**

With reference to 'Keeping Children Safe in Education 2021; and the Safeguarding Vulnerable Groups Act 2006.

***Next review date: September 2022***

This Policy provides the core template for which respective school's within the trust can adapt with specific details according to their respective settings. Key details for example:

1. Names of the Designated Safeguarding Lead, and Deputies
2. Safeguarding Governors
3. Local Area Designated Officer (LADO)
4. Local Safeguarding Children Partnership contacts and arrangements
5. Whistleblowing Contacts and procedures

will of course vary but the core principles are laid out within this policy.



## The Queensmill Trust - Core Safeguarding Policy Index

1. Introduction
2. Aims of the policy
3. Guiding principles for intervention to protect children and young people
4. Responsibilities of the Head of School / designated teacher
5. Responsibilities and expected behaviour of school staff
6. Allegations against staff
7. Staff contact with children and young people
8. Staff training and support
9. School policy
10. The curriculum
11. Appointment of staff: Safer Recruitment Practice
12. Confidentiality
13. Record Keeping and Reports
14. Monitoring children and young people on the Child Protection register
15. Communicating the policy to parents and carers
16. Pupil attendance
17. Referrals to partner agencies
18. Monitoring and sharing this policy
19. Related policies
20. Appendix 1: Covid Addendum



## Introduction

The Queensmill Trust is committed to safeguarding, and to promoting the welfare of all children and young people attending. Governors of the respective Schools and Trustees of the The Queensmill Multi-Academy Trust expect all staff and any visiting adult, to share this commitment by demonstrating their understanding of how each individual adult working on behalf of the school. –

We understand that the term safeguarding means that we will all take all reasonable measures, to ensure that the risk of harm to children's welfare is minimised. We also recognise that where we have any concerns about a child's welfare, we will take appropriate action to address those concerns, by working in partnership with other agencies.

This policy is written with due regard to the most up to date Department for Education guidance: Keeping children safe in education 2021 ([publishing.service.gov.uk](http://publishing.service.gov.uk))

It will be reviewed annually and/or each time any subsequent guidance is issued by the Secretary of State.

Our policies will always be compliant with the London Child Protection Procedures produced by the London Safeguarding Children's Board available at <http://www.londonscb.gov.uk/procedures/>

Safeguarding and Child Protection (SCP) leads in the school are:

1. Head of School, Designated Lead for Safeguarding and Child Protection
2. Freddie Adu, Executive Head and Deputy DSL;
3. Other named Deputy DSLs are typically Deputy or Assistant Heads within each school and will have undertaken the Level 3 Safeguarding training.
4. Named Safeguarding and Child Protection (SCP) Designated governor.

The above attend annual training in SCP, and the Head of School / Exec Head will provide SCP training annually to all staff during the month of January. Safeguarding and Child Protection is also



covered during induction training of all new staff. It is the responsibility of the Head of School/ Executive Head, to maintain the SCP register, to keep all records pertinent to that in a locked cabinet in their office and to report regularly (at least annually; more frequently where needed) on the contents of the register to the designated governor.

In line with the government's vision for all services for children and young people (CYP), including 'Every Child Matters', the governors and all staff recognise that children have a fundamental right to learn in a safe environment and be protected from harm and to be kept healthy and safe.

Appointed governors within each school in The Queensmill Trust, review and update this policy, with the Designated Safeguarding Lead at each respective school and update this policy with reference to Keeping Children Safe in Education, (Keeping children safe in education - GOV.UK ([www.gov.uk](http://www.gov.uk)) to maintain the most up to date adherence to national policy for the safety and well-being of children.

Safeguarding remains uppermost in maintaining the well-being of our CYP, their ability to learn and their ability to go on and lead positive and as independent lives as possible. The Queensmill Trust and each of the respective schools are utterly committed providing an environment which is safe and where the welfare of each child is of paramount importance. This will include a commitment to ensuring that all pupils and children feel confident that any concerns they may have, will be acted on and listened to.

Deputy DSL and Phase Leaders (Assistant Heads) attend Child Protection conferences, Looked After Child, Child in Need and other relevant child welfare meetings on a regular basis with stakeholder professionals in order to ensure the safety and well-being of all children and young people within The Queensmill Multi-Academy Trust

To this end, trustees, governors, the school and will be committed to ensuring that all members of the school community are aware of the school trust responsibilities and procedures in this area. This will include:

1. Communicating policies and procedures effectively with parents/carers
2. Ensuring all staff and relevant governors attend appropriate training and work effectively with other professionals on behalf of children in need, or enquiring into allegations of child abuse.



## **2. Aims of the policy**

- To raise awareness of all staff, governors and trustees within The Queensmill Trust and emphasise the importance of safeguarding and child protection (SCP). In particular to make clear responsibilities for identifying and reporting actual or suspected abuse.
- To ensure pupils, parents and carers are aware that the school takes SCP seriously and will follow the appropriate procedures for identifying and reporting abuse and for dealing with allegations against staff
- To promote effective liaison with other agencies in order to work together for the welfare and protection of all pupils
- To support pupils' development in a way that will foster security, confidence and independence
- To integrate a child protection curriculum within the existing curriculum, allowing for continuity and progression through all Key Stages
- To make appropriate links and reference to policies in related areas such as discipline and bullying.

NB. This policy is used in conjunction with "Keeping Children Safe in Education September 2021" copies of which are in the Head's office and available online: Keeping children safe in education - GOV.UK ([www.gov.uk](http://www.gov.uk)) which school staff and governors are advised to consult when making decisions and/or considering CP issues that arise.

## **3. Guiding principles for intervention to protect children and young people**

The governors will ensure that the principles identified below:

- All children have a right to be kept safe and protected from abuse
  - Child abuse can occur in all cultures, religions and social classes
  - Staff must be sensitive to the families' cultural and social background
  - Children must have the opportunity to express their views and be heard
- 
- If there is a conflict of interest between the child and parent or carer, the interests of the child must be paramount
  - The responsibility to initiate agreed procedures rests with the individual who identifies the concern



- All staff must endeavour to work in partnership with those who hold parental responsibility for the child
- Information in the context of a child protection enquiry must be treated as confidential and only shared with those who need to know
- All staff should have access to appropriate and regular training
- School management must allow staff sufficient time to carry out their duties in relation to child protection and safeguarding.

#### **4. Responsibilities of the head/designated safeguarding lead**

Governors will ensure that the school has a designated lead for Safeguarding and Child Protection which is typically the Head of School, CP, The Executive Headteacher or Deputy DSLs also deputise in this role when the Head is not on site. The responsibilities of the designated person are:

- To ensure that all staff are familiar with school and borough procedures and guidelines for identifying and reporting abuse, including allegations of abuse against staff
- To ensure that all staff receive training in the above, (the Head provides training for all staff annually each January) including staff that are temporary or arrive mid-year, who will be trained by the Deputy during their staff induction.
- To be responsible for co-ordinating action and liaising with school staff and support services over child protection issues
- To be aware of all children in the school who have a CP Plan or who are Looked After Children and ensure the child's social worker is informed if the child is excluded from the school
- To ensure that the school is represented at CP case conferences and CIN meetings and that written reports are provided as required
- To follow recommendations made by the Local Safeguarding Children Partnership
- To be aware of new legislation, guidance, policy and procedures in the areas of SCP
- To support and advise staff on CP issues generally
- To disseminate relevant information between agencies to the appropriate staff
- To maintain accurate and secure CP records and send them on to new schools where relevant



## 5. Responsibilities and expected behaviour of school staff

All school staff have a responsibility to identify and report suspected abuse and to ensure the safety and well-being of the pupils in the school. In doing so they should seek advice and support as necessary from the Head, Deputy or other senior staff.

All staff are expected to provide a safe and caring environment in which children can develop the confidence to voice ideas, show and share feelings and opinions. Children should be treated with respect within a framework of agreed and understood behaviour.

All staff are expected to:

- Be able to identify signs and symptoms of abuse
- Report concerns, including concerns about other staff or adults, to the Safeguarding Lead or other DSL's as appropriate
- Be aware of the relevant local procedures and guidelines.
- Monitor and report as required on the welfare, attendance and progress of all pupils
- Keep clear, dated, factual and confidential records of CP concerns
- Respond appropriately to disclosures from children and young people, (stay calm, reassure without making unrealistic promises, listen, avoid leading questions, avoid being judgemental and keep records).

School's within The Queensmill Trust will work with key partners such as the Local Authority guidance Safeguarding Manager (LADO). School's within The Queensmill Trust will also work with the wider local respective Local Safeguarding Partnerships: LBHF, RBKC, Westminster, Brent, Hounslow, Ealing, Wandsworth and others depending on the young person's home borough.

- Staff should always maintain professional boundaries
- School contact route for parents/families must be the school's landline number or the school email. Staff should not share personal addresses, home phone numbers, personal mobile or email addresses without exceptional permission from the Head.
- Avoid clothing that could give the wrong messages.
- Physical contact should be restricted to when it is necessary and appropriate; staff should avoid conduct that could be misinterpreted.



- Staff should not do anything personal for a child that they can do for themselves.
- Staff must not make, or encourage others to make comments that are inappropriate, demeaning or insensitive or humiliating or might be interpreted as such
- No photographs of children must be taken on anything other than school cameras (NB our practice at QS is that we do not allow personal mobile phones to be taken into classes or anywhere else where staff are working with children for this reason)
- Staff should not socialise with children or take them to their homes
- Staff must report any concerns about a colleague's behaviour and/or attitude toward children (NB this is recognised practice at QS and is described in this policy under section 6 below)

## **6. Allegations against staff**

Governors recognise that because of their daily contact with children in a variety of situations, including a caring role, teachers and other school staff are vulnerable to accusations of abuse.

Governors recognise that regrettably in some cases allegations against staff may be true. Governors therefore expect all staff to follow the agreed procedures for dealing with allegations against staff. This will initially mean a discussion with the Head, or, should the concerns be about the Head then with the Chair of Governors, Executive Headteacher or Local Safeguarding in Education Manager (LADO)

NB: This would follow the procedure described document from the most up to date DfE guidance: Keeping children safe in education 2021 ([publishing.service.gov.uk](https://publishing.service.gov.uk))

## **7. Staff contact with children and young people**

In order to minimise the risk of accusations being made against staff as a result of their daily contact with pupils, all school staff should familiarise themselves with borough Guidelines on the Use of Control and Physical Restraint by Staff and Guidance and Procedures for School Visits.

## **8. Staff training and Support**

The Head and Deputy and the CP Governor will have annual training in SCP and revise any policies and procedures according to any changes in SCP legislation or guidance. The Head will train all staff annually



in the light of this. The Deputies will ensure that all new staff know our SCP guidance, procedures and practice at induction.



## 9. School Safeguarding Policy

Staff and governors at schools within The Queensmill Trust fully recognise their responsibilities for Child Protection (CP). This policy applies to all trustees, governors, staff, transport escorts and volunteers working in the school. The five main elements are:

1. Using safe recruitment practices in checking the suitability of staff and volunteers who work with our children.
2. Raising awareness of CP and helping our pupils to learn the skills to keep themselves safe.
3. Developing and implementing procedures for identifying and reporting cases, or suspected cases of abuse.
4. Supporting pupils who have been abused in accordance with their agreed child protection plan.
5. Establishing a safe environment where all can learn and develop.
6. Keeping all required information on the Single Central Register.

Staff within each school of the trust will make every effort to get to know their children and young people very well, and can gauge when things are difficult for the child, or when something might be going wrong for them. Staff can then talk to their direct line manager or to the Head of School, who is the designated person for CP, or the Deputy Head of Schools, who are the deputy designated persons.

All staff, through all aspects of the curriculum and all pastoral aspects of the school day, help to make children aware of how they can keep themselves safe, what is private and what is public, who is safe to trust, etc.

Schools with The Queensmill Trust adopt the following procedures in relation to child protection:

- The Head of School is Designated Safeguarding Lead person for Child Protection and receives, with the other nominated deputy DSLs, training in this.



- The Deputy Head teachers are the designated deputies for CP and have also received training.
- If Head of School and other DSL's are off site, staff should refer any issue to other members of the Senior Team who will get in touch with the Head, Exec Head, Deputy or the Local Areas Designated Lead for Safeguarding
- Each school will have nominated governor for Safeguarding and Child Protection.
- All staff, volunteers and governors know who the designated people are and what their role is.
- All of the above understand their responsibility to be aware of CP issues, and if they have any concerns to relay them either to their line manager, who will talk to the responsible person, or direct to the responsible person.
- The school's responsibilities in relation to Safeguarding and Child (SCP) Protection are set out in this policy and the more specific one for each school on each school website, so that tus so that parents and carers understand the school's obligations.
- All staff receive training in SCP annually as well as at the induction of new staff.
- Each school has the telephone numbers of Social Services for CP issues, no matter which borough the child is from.
- The school would alert the relevant social care services team if there was an unexplained absence of more than one day of a child who is on the CP Register or who is Looked After.
- Relevant school staff attend social services case conferences and reviews in all boroughs who have pupils at the school.
- The DSL keeps all CP records in a locked cabinet in the Executive Head or Head of School's office. Safeguarding records are also available in a secure resource online (Safeguard Online)
- The Head of School (DSL) or Deputy DSLs follow agreed CP procedures when a member of staff has voiced a concern about a child and the designated person feels that they should make a CP or Child in Need referral.
- The Head of School follows agreed procedures of investigation if an allegation is made against an adult in the school, and if this allegation should be against the Head of School then the Executive Headteacher, Chair of Governors or Safeguarding Governor would report to the Local Authority Designated Officer, representative from the Local Safeguarding Partnership immediately. These procedures are described in Keeping children safe in education 2021 ([publishing.service.gov.uk](http://publishing.service.gov.uk))
- All members of the Safeguarding team, including the DSL's and Safeguarding governor will liaise, for referral, training and information sharing purposes with representatives from the respective Local Safeguarding Partnership.



- The Head of School, supported by the rest of the senior management team, the school admin team and the Human Resources personnel within The Queensmill Multi-Academy Trust, ensures that safe recruitment practices are always followed, including CRB checks on all staff, as described in 'Keeping Children Safe in Education 2021 - Keeping children safe in education - GOV.UK ([www.gov.uk](http://www.gov.uk))

Definitions of child abuse are:

- a. Neglect: persistent or severe neglect of a child or the failure to protect a child from any kind of exposure, including cold or starvation.
- b. Physical injury: actual or likely physical injury to a child, or failure to prevent injury, or injury or suffering to a child.
- c. Sexual abuse: actual or likely abuse of a child or adolescent.
- d. Emotional abuse: persistent and / or severe emotional ill treatment or rejection.

We also recognise that sexual violence and sexual harassment between children can occur within our setting and that 'abuse is abuse' and never just 'banter'. While this form of abuse is rare within our context of being a school for children diagnosed with autism, it can occur here and we will take all of the necessary steps to avoid and educate children and young people so that they can report concerns or incidents as they occur.

What do we mean by sexual violence and sexual harassment between children?

Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physically and verbally) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support. Reports of sexual violence and sexual harassment are extremely complex to manage. It is essential that victims are protected, offered appropriate support and every effort is made to ensure their education is not disrupted. It is also important that other children, adult students and school and college staff are supported and protected as appropriate.



## 10. The Curriculum

All of our Children and Young People (CYP) attending schools within The Queensmill Trust have special educational needs caused by their autism. Many of them are non-verbal communicators. As such, we recognise that they are highly vulnerable, and that their parents and carers may be highly anxious on their behalf. It is the duty of staff within The Queensmill Trust to take extra care to try to correctly interpret apparent signs of abuse or neglect. We know that there is a heightened risk among some of our children of 'Peer on Peer' abuse and we address this by educating all children in appropriate social safety and Sex and Relationship education using our SoSAFE! Curriculum, which is embedded into the curriculum of all groups and is monitored by an appointed Senior Manager who is also a DSL.

First introduced in April 2016, children have been taught about appropriate social interaction, including Consent with particular attention paid in the 'Steps to a Relationship' within the SoSAFE! Relationships programme.

Where appropriate, each child will have access to their own 'People and Relationships' book that will help them to understand the people in their lives, their relationship with them help them understand appropriate levels of intimacy.

Indications of abuse will be reported as for other pupils. Staff are made aware of our agreed whole school policies with particular reference to our Care Practice, Health Care and Intimate Care Policy.

The school is aware that any child who is being abused in any way may have feelings such as guilt, anger or lack of self-worth. Everything we do within The Queensmill Trust aims to help all children to have self-confidence and self-esteem, and to feel safe and happy, and as free from anxiety as we can possibly manage. We do this through:

- The positive ethos of the school
- Developing pupils' sense of themselves and their self-esteem
- Developing their communication skills
- Developing strategies for danger-awareness and self-protection where possible
- Developing a sense of boundaries between appropriate and inappropriate behaviours, both their own and those of others
- Developing tolerant, caring and non-abusive behaviour between pupils



- Classroom strategies (see Teaching and Learning Policy)
- The curriculum, including the 5 outcomes of Every Child Matters
- Consistency of approach from well-trained staff
- Encouragement of acceptable behaviours (see Behaviour Policy)
- Close liaison with other agencies such as social services, CAMHS, EWAS, EPS.
- Close communication systems with parents and carers
- Ensuring that all CP register records follow a child when that child moves to another school.

## **11. Appointment of staff**

All Schools within The Queensmill Trust follow safe recruitment procedures as outlined in Keeping children safe in education - GOV.UK ([www.gov.uk](http://www.gov.uk))

When appointing staff, governors and staff will take account of the guidance issued by the Safer recruitment guidelines within the Keeping children safe in education - GOV.UK ([www.gov.uk](http://www.gov.uk)) document and The Queensmill Trust safer recruitment procedures which will observe the following safeguards:

- That documentation sent out to potential candidates will make it clear that SCP is a high priority of the school and that rigorous checks will be made of any candidate before appointments are confirmed – these are in accordance with Keeping children safe in education - GOV.UK ([www.gov.uk](http://www.gov.uk))
- That all references will be taken up and verified
- That a reference will always be obtained from the last employer
- That the school will expect to see originals of all certificates/qualifications
- That at interview candidates will be asked to account for any gaps in their career/employment history
- That candidates will be made aware that all staff are subject to a full Disclosure & Barring Service (DBS).
- That evidence of relevant checks will be recorded in a single, central location, easily accessible when appropriate and necessary – contents of the Single Central Record can be found in Appendix 3 of this policy.

- That interview panel will consist of at least 2 interviewers (In QS we always have interview panels of 3 minimum)



## **12. Confidentiality**

Governors accept that CP raises issues of confidentiality, which should be clearly understood by all staff and governors, meaning that all staff and governors are under an obligation to maintain such confidentiality. For the avoidance of doubt, this means all staff and governors should take care not to inappropriately share any such information outside of their role at the school.

## **13. Record Keeping and Reports**

Staff are expected to keep clear, dated CP records, which separate fact, allegations, hearsay and opinions and which clearly indicate decisions and actions taken. These records may in some cases be required in court proceedings. The school always supplies written information for CP conferences. CP records are kept in a locked cabinet in the Head's office.

In addition, staff have access to an online application: 'Safeguard Software' for which they have their own login and can raise a concern which will immediately notify all of the designated lead persons. The software also enables staff to receive initial and refresher training ensuring they are up to date with the latest guidelines, definitions and what to do to safeguard children and vulnerable people.



#### **14. Monitoring pupils on the CP register**

The Head of School ensures that staff closely monitor the welfare, progress and attendance of all pupils. Relevant information in relation to a CP Plan or a Child in Need Plan will be provided to Children's Services staff.

#### **15. Communicating the policy to parents and carers**

Parents and carers are informed of the SCP Policy. It is published on the website at each of the respective schools. Through this policy, parents and carers should be aware how the CP system works in the school and that they can discuss any concerns with their child's teacher or with the Head or Deputy Head. They should also, through this policy, be aware of the local helpline:

Parents or carers can contact a social worker from their local area Children's Services by Authority guidance. Failing this, other key partners within the local safeguarding team can be contacted at: Local Safeguarding Children Partnership.

They can also dial the NSPCC Helpline (Freefone) on 0800 800 500.

#### **16. Pupil attendance**

School staff are aware that a pupil's unexplained absence from school could mean that they are at risk from harm. School staff will:

- Always report an unexplained absence of a child with a CP Plan to social services within one day.
- Always try to find a reason for a child's absence on the first day of absence.



- Always report a continued absence to the Education Welfare Service, including reporting to them if a child who has been taken overseas does not return on the expected return date
- Always report to the Local Authority the name of any child due to start at our school who does not arrive on the expected day.

### **17. Referrals to partner agencies**

When concerned about the welfare of a child we will always try to discuss this with parents or carers in the first instance. If the nature of our concern indicates it, we may need to make an immediate referral to social services directly, if we feel that doing otherwise puts the child at further risk of harm because of the actions of the parents or carers.

### **18. Monitoring and sharing of this policy**

It is the responsibility of the Head of School, nominated Safeguarding Governor, and the Deputy Head teachers, to monitor this policy. The Head of School reports on CP issues to the link governor for CP and the full governing body on at least an annual basis. The policy will be published on the school website.

### **19. Related policies**

1. Queenmill School Safeguarding and Child Protection Policy
2. Kensington Queensmill Safeguarding and Child Protection Policy
3. Behaviour and Emotional Regulation Policy including use of Restrictive Physical Intervention, including management of any incidents of bullying
4. Policy guidance on strategies to reduce pupils' stress
5. Policy for Curriculum, Teaching and Learning
6. Policy for Care Practice, Healthcare and Intimate Care





7. Policy guidelines for addressing sensory issues
8. Health and Safety Policy
9. Attendance Policy
10. E-safety Policy
11. Guidance for safer working practice for adults who work with CYP in education settings.

**Policy reviewed –** Summer 2021

**Reviewed by** .....F Adu.....

**Date for next review –** Autumn 2022



























