



HAMPTON SCHOOL TRUST



Safeguarding Policy and Procedures

This policy is published on the websites of Hampton School and Hampton Pre-Prep and Prep School and is available to parents from the School Office or the Bursary at the respective schools upon request. It can be made available in large print or other accessible format as required.

This policy applies to the Hampton School Trust, which comprises Hampton School and Hampton Pre-Prep and Prep School, for children from the Early Years Foundation Stage (EYFS) to the Upper Sixth Form.

Date updated	December 2018	Date ratified by Governors	February 2019
Date for next review	December 2019	Reason for review	Annual review

Contents

1. Key Personnel and Contact Details for Safeguarding at the School	3
2. Key External Agencies, Services and Professionals' Contact Details	4
3. Introduction.....	5
4. Policy Statement, Principles and Aims	5
5. Policy Monitoring and Review	7
6. Roles and Responsibilities.....	8
7. Safeguarding Training	9
8. Guidelines for Staff and Governors Dealing with Concerns about a child and Disclosure	10
9. Dealing with Allegations against staff and Governors.....	12
10. Whistleblowing.....	13
11. Allegations Against Pupils: peer-on-peer abuse, bullying and sexual violence and sexual harassment	13
12. Teaching pupils about Safeguarding.....	14
13. Arrangements for listening to pupils	14
14. Notifying Parents	14
15. Safeguarding Record Keeping at the Trust	14
16. Mobile telephones.....	15
17. Photography and Images.....	15
18. E-Safety.....	15
19. Children Missing From Education	16
20. Children with special educational needs (SEN) and disabilities.....	16
21. School trips and off-site arrangements	17
22. Secure Trust Premises and Visiting Speakers	17
23. Early Years Foundation Stage	17
24. Information from previous schools/settings.....	17
25. Preventing Radicalism	18
Appendix 1 The Designated Safeguarding Lead (DSL)	19
Appendix 2 Types and Signs of Abuse.....	21
Appendix 3 The Prevent Duty: preventing radicalisation and extremism	26
Appendix 4 Guidance for Staff and Volunteers on Suspecting or Hearing a Complaint of Abuse	29
Appendix 5 Dealing with allegations against members of staff, The Headmaster, Governors or volunteers	30
Appendix 6 Visiting Speakers	33
Appendix 7 Related School Policies	34
Appendix 8 Log of a Concern about a Pupil's Safety and Welfare.....	35

1. Key Personnel and Contact Details for Safeguarding at the School

Safeguarding Role	Name	Position at the School	Contact Details
HAMPTON SCHOOL			
Designated Safeguarding Lead (DSL)	Owen Morris (JOM)	Deputy Head	o.morris@hamptonschool.org.uk Extension: 4400
Designated Safeguarding Officer (DSO)	Pippa Message (PZM)	Deputy Head	p.message@hamptonschool.org.uk Extension: 4005
Designated Safeguarding Officer (DSO)	Mark Nicholson (MAN)	Assistant Head	m.nicholson@hamptonschool.org.uk Extension: 4227
Designated Safeguarding Officer (DSO)	Dan Fendley (DF)	Senior Tutor (Induction)	d.fendley@hamptonschool.org.uk Extension: 4017
The Hampton School Trust Headmaster (Allegations against staff)	Kevin Knibbs (KK)	The Headmaster	headmaster@hamptonschool.org.uk
HAMPTON PRE-PREP & PREP SCHOOL			
Designated Safeguarding Lead with responsibility for the EYFS (DSL)	Imogen Murphy (IM)	Head of Pre-Prep	i.murphy@hamptonprep.org.uk Extension: 4480
Designated Safeguarding Officer (DSO)	Rachael Tinkler (RT)	Deputy Head Pastoral	r.tinkler@hamptonprep.org.uk Extension: 4467
Hampton Pre-Prep & Prep Headmaster (Allegations against Prep-Prep and Prep staff)	Tim Smith (TS)	Headmaster Hampton Pre-Prep & Prep	t.smith@hamptonprep.org.uk Extension: 4461
Safeguarding concerns can be emailed to the School Safeguarding staff (the applicable DSL and DSOs) at safeguarding@hamptonschool.org.uk or safeguarding@hamptonprep.org.uk			
GOVERNORS			
Nominated Lead Safeguarding Governor (and Vice-Chairman of Governors)	Andrew Munday	Governor	ahm@hamptonschool.org.uk
Nominated Safeguarding Governor Hampton Pre-Prep & Prep	Mel Ellis	Governor	mle@hamptonschool.org.uk
Nominated Safeguarding Governor Hampton School	Alice Yandle	Governor	avy@hamptonschool.org.uk
Chairman of Governors	John Perry	Governor	chairman@hamptonschool.org.uk
Vice-Chairman of Governors	Nigel Spooner	Governor	vicechairman@hamptonschool.org.uk

SCHOOL COUNSELLORS			
School Counsellor	Michael Uccelli	Counsellor	m.uccelli@hamptonschool.org.uk 4032 /4030
School Counsellor	Iain Dawson	Counsellor	i.dawson@hamptonschool.org.uk 4032 /4030
School Counsellor	Vicci Nagli	Counsellor	v.nagli@hamptonschool.org.uk 4032 /4030

2. Key External Agencies, Services and Professionals' Contact Details

In an emergency	If you think a child is in immediate danger	999
Single Point of Access Richmond and Kingston (SPA) <i>(Achieving for Children)</i>		Call 020 8547 5008 from 8am to 6pm, Monday to Friday, or 020 8770 5000 out of hours spa@richmond.gov.uk
Local Authority Designated Officer (LADO) Alice Stott	Guildhall 2 High Street Kingston upon Thames KT1 1EU	020 8487 5492; 07774 332675 LADO@achievingforchildren.org.uk
Police Child Abuse Investigation Team (CAIT)	Feltham Police Station, 34 Hanworth Road, Feltham, TW13 5BZ	020 8247 6331
Richmond Local Safeguarding Children Board (LSCB)	1 st Floor 44 York Street Twickenham TW1 3BZ	020 8831 6323 lscb-support@kingrichlscb.org.uk
Kingston Local Safeguarding Children Board (LSCB)	Guildhall 2 High Street Kingston upon Thames KT1 1EU	07834 386459 lscb-support@kingrichlscb.org.uk
LSCB Independent Chair Deborah Lightfoot		deborah.lightfoot@richmond.gov.uk
LSCB Professional Adviser Elisabeth Major		07833 481774 elisabeth.major@achievingforchildren.gov.uk
Initial Response Teams' Contact Details of Children's Services (Social Care) covering the catchment area of our pupils		
Surrey	0300 470 9100 (out of hours 01483 517898)	
Surrey North East	0300 123 1610 (Elmbridge, Epsom, Spelthorne)	
Surrey North West	0300 123 1630 (Woking)	
Surrey West	0300 123 1640 (Guildford)	
Windsor and Maidenhead	01628 683150	
Hounslow	020 8583 6600	
Ealing	020 8825 8000	
Hammersmith and Fulham	0208 753 6600	
Merton	020 8545 4226 (out of hours 0208 770 5000)	
Wandsworth	020 8871 6622 (out of hours 0208 871 6000)	

NSPCC / Home Office Child Abuse Whistleblowing Helpline	0800 028 0285 help@nspcc.org.uk
Childline	0800 1111
Police	(Non-emergency point of contact) 101
FGM Home Office line	999 (for urgent calls) or non-emergency 101
'Prevent' Contacts	DfE contact: 020 7340 7264 counter.extremism@education.gsi.gov.uk
Anti-terrorist hotline	0800 789 321
Forced marriage Unit	020 7008 0151 fmufco.gov.uk
Teaching Regulation Agency (TRA)	020 7593 5393 Misconduct.Teacher@education.gov.uk
The Disclosure and Barring Services (DBS)	customerservices@dbs.gsi.gov.uk 03000 200 190

3. Introduction

The Hampton School Trust fully recognises the contribution it makes to the safeguarding of pupils and the responsibility it has under Section 87(1) of the Children Act 1989, Section 157 of the Education Act 2002 and the Education (Independent Schools Standards) (England) Regulations 2014 (as amended) to have arrangements in place to safeguard and promote the welfare of children.

Safeguarding is everyone's responsibility; everyone who comes into contact with children and their families has a role to play in safeguarding.

The Hampton School Trust's Safeguarding (Child Protection) Policy has regard to statutory guidance:

- *Children's Acts 1989 and 2004*
- *Education Act 2002 Section 175 (Regulatory Compliance – ISSRs and National Minimum Standards for Boarding or EYFS)*
- *Working Together to Safeguard Children September 2018*
- *Keeping Children Safe in Education September 2018*
- *Disqualification under the Childcare Act 2006 (September 2018)*
- *The Prevent Duty Guidance (Counter-Terrorism and Security Act) 2015*
- *The Prevent Duty: Departmental advice for schools and childminders (June 2015)*
- *The use of social media for online radicalisation (2015)*
- *Sexting in schools and colleges (UKCCIS)*
- *What to do if you are worried a child is being abused – Advice for practitioners 2015*
- *The use of social media for online radicalisation (2015)*
- *Richmond and Kingston Local Safeguarding Children Board (LSCB)*

4. Policy Statement, Principles and Aims

The Trust's Safeguarding (Child Protection) Policy:

- i) has been authorised by the Governing Body of the Trust;
- ii) applies wherever staff, Governors, contractors or volunteers are working with pupils even where this is away from the Trust, for example on an educational visit.

In this policy "staff" refers to all employees, workers or self-employed contractors directly engaged by the Trust.

Other contractors who are employed by third parties, at times work with pupils. The Trust undertakes a risk

based approach to each contractor (taking into account whether they will be supervised and how regularly they will be on site) to determine the level of obligations regarding reading the Policy and undertaking training.

By prior arrangement, **volunteers** are allowed to participate in Trust events, such as assisting with School trips. Volunteers will normally be persons known to the Trust e.g. a parent. Where such arrangements are of a one-off nature, unless overnight, no formal child protection checks will be carried out. They will not have unsupervised access to pupils. Where the arrangement is of a more regular, frequent or overnight nature e.g. involvement in longer trip, the Trust will follow safer recruitment practices, as outlined in the Recruitment, Selection and Disclosure Policy. In particular, they will be issued with the Safeguarding Policy, Part 1 (and Annex A) of *Keeping children safe in education, September 2018* (and other relevant policies on a risk-based approach) and they are **required** to confirm that they have read and understood them.

Every pupil should feel safe and protected from any form of abuse. This includes children who are in need (Section 17, Children Act 1989) and children who are at risk of harm (Section 47, Children Act 1989). The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will take all reasonable measures to:

- i) ensure that we practice safer recruitment in checking the suitability of all staff, contractors, Governors and volunteers (including staff employed by another organisation) to work with children and young people in accordance with: the guidance given in *Keeping children safe in education, September 2018*; the Education (Independent School Standards) (England) Regulations 2014 (as amended); the Statutory Framework for the Early Years Foundation Stage. See also the Hampton School Trust's separate **Recruitment, Selection and Disclosure Policy**;
- ii) ensure that where staff from another organisation are working on their own with our pupils on another site, we require written confirmation that appropriate safer recruitment checks and procedures have been completed on those staff;
- iii) follow the local inter-agency procedures of the Richmond and Kingston Local Safeguarding Children Board (including the *Multi-Agency Threshold Document 2016*);
- iv) be alert to signs of abuse both in the Trust and from outside and to protect each pupil from any form of abuse, whether from an adult or another child;
- v) deal appropriately with every suspicion or complaint of abuse and to support any pupils who have been abused in accordance with their agreed child protection plans;
- vi) provide appropriate training for staff and Governors, ensuring awareness that safeguarding and promoting the welfare of children and pupils is everyone's responsibility;
- vii) design and operate procedures which, so far as possible, ensure that staff and Governors who are innocent are not prejudiced by false allegations;
- viii) be alert to the medical needs of pupils with medical conditions and to the needs of those with Special Educational Needs or disabilities;
- ix) operate robust and sensible health and safety procedures and operate clear and supportive policies on drugs, alcohol and substance misuse;
- x) teach pupils about safeguarding, for example through use of online resources, through the curriculum and Personal, Social and Health Education (PSHE) at Hampton School and Life Skills at Hampton Prep-Prep and Prep;
- xi) take all practicable steps to ensure that Trust premises are as secure as circumstances permit;
- xii) operate procedures to promote the educational achievement of children who are looked after (See **Looked After Children Policy**);
- xiii) have procedures in place for dealing with pupils that go missing from education (See **Missing Pupils Policy**);

- xiv) be alert to the threats of specific safeguarding issues as outlined by *Keeping children safe in education, September 2018*;
- xv) have procedures in place to fulfil the Trust's Prevent duty, to identify pupils at risk of radicalisation and extremism, protect them and making referrals as appropriate;
- xvi) consider and develop procedures to deal with any other safeguarding issues that may be specific to individual children or young adults in the School or in the local area; and
- xvii) have regard to guidance issued by the Secretary of State for Education in accordance with section 157 of the Education Act 2002 and associated regulations.

Keeping children safe in education, September 2018 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.

Keeping children safe in education, September 2018 provides that the inspection of independent schools will ensure that the Independent School Standard, which is concerned with the welfare, health and safety of children, is met.

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. There are two main elements to the Trust's Safeguarding Policy:

- (a) Procedures to ensure we are alert to the signs of abuse and neglect and that we deal with cases of abuse appropriately.
- (b) Guidance for staff and Governors in recognising abuse.

Policy Principles

- The welfare of the child is paramount.
- All pupils, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- All staff and Governors have an equal responsibility to act on any suspicion or disclosure that may suggest a pupil is at risk of harm; safeguarding and promoting the welfare of pupils is the responsibility of everyone who works at or volunteers at the Trust.
- Pupils, staff and Governors involved in child protection issues will receive appropriate support from the relevant members of the Senior Management teams of Hampton School and Hampton Pre-Prep and Prep School, who will follow this guidance and statutory guidance in doing so.

Policy Aims

- To provide all staff and Governors with the necessary information and training which is regularly updated to enable them to meet their child protection responsibilities.
- To ensure consistent good practice.
- To demonstrate the Trust's commitment with regard to child protection to pupils, parents and other partners.

5. Policy Monitoring and Review

The Designated Safeguarding Lead for Hampton School or Hampton Pre-Prep and Prep (as appropriate, see Section 6.1 of this Policy) will ensure that the procedures set out in this Policy and the implementation of these procedures are updated and reviewed regularly, working with the Governors as necessary. This will include a termly consideration of whether updates are required or whenever changes in legislation dictate. Staff will also be given the opportunity to contribute to and shape safeguarding arrangements, including the Safeguarding Policy.

Any child protection incidents within the Trust will be followed by a review of these procedures by the appropriate Designated Safeguarding Lead and a report made to the Governing Body. Where an incident

involves a member of staff, the Local Authority Designated Officer (LADO) will assist in this review to determine whether any improvements can be made to the Trust's procedures. Any deficiencies or weaknesses in regard to child protection arrangements at any time will be remedied without delay.

In addition, the full Governing Body will ensure that the Designated Safeguarding Lead(s) will undertake a review of this Policy annually. The outcome of the annual review by the Designated Safeguarding Lead(s) will be reported to the full Governing Body who will review this Policy and the implementation of its procedures, including good cooperation with local agencies, and consider the proposed amendments to the Policy, from both the Designated Safeguarding Lead(s) and its own members, before giving the revised Policy its final approval. Minutes recording the review by the Governing Body will be produced.

6. Roles and Responsibilities

6.1 Role of the Designated Safeguarding Lead (see Appendix 1)

- The Trust's Governing Body has appointed a member of the Senior Management Team at both Hampton School and Hampton Pre-Prep and Prep School to be the Designated Safeguarding Lead (DSL) at the relevant Schools.
- JOM, the DSL for Hampton School and IM, the DSL for Hampton Prep-Prep and Prep, have primary responsibility for matters relating to child protection and safeguarding within the applicable part of the Trust. JOM is the safeguarding lead for the Trust as a whole and takes lead responsibility for leadership and management of the Trust's safeguarding policy and procedures. In addition, there are three Designated Safeguarding Officers (Deputy Designated Safeguarding Leads) at Hampton School, and one Designated Safeguarding Officer at Hampton Pre-Prep and Prep School, trained to the same standard as the Designated Safeguarding Lead(s). Annex B of *Keeping Children Safe in Education, September 2018* sets out the role of the DSL. It specifies that on-line safety now comes under the aegis of the DSL.
- The Designated Safeguarding Lead(s) (and Officers) shall be given the time, funding, training, resources and support to enable them to support other staff on safeguarding matters, to contribute to strategy discussions and/or inter-agency meetings and to contribute to the assessment of children.
- Parents are welcome to approach the Designated Safeguarding Lead(s) (and Officers) if they have any concerns about the welfare of any pupil in the Trust. If preferred, parents may discuss concerns in private with the pupil's form teacher or the applicable Headmaster who will notify the applicable Designated Safeguarding Lead in accordance with these procedures.
- The names and contact details together with the main responsibilities of the Designated Safeguarding Lead(s) (and Officers) are set out on page 2 of this policy.

6.2 Role of the Governing Body

The Trust's Governing Body:

- nominates **Mr A Munday** as Lead Safeguarding Governor for the Trust. There are two additional Nominated Safeguarding Governors, **Mrs M Ellis** (Nominated Safeguarding Governor for Hampton Pre-Prep & Prep School) and **Miss A Yandle** (Nominated Governor for Hampton School). These Governors report directly to the Governing Body.
- reviews annually the Safeguarding Policy and to ensure 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 the welfare of our pupils.
- ensures a Designated Safeguarding Lead is in place at both Hampton School and Hampton Pre-Prep and Prep School; they recognise the importance of the role of the Designated Safeguarding Lead and Officers and support them, ensuring the training necessary to be effective is undertaken.

- ensures that there are safe and effective recruitment policies and disciplinary procedures in place. (**See Recruitment, Selection and Disclosure Policy.**)
- recognises the contribution the Trust can make to helping pupils keep safe through the teaching and encouragement of responsible attitudes to adult life through PSHE (Life Skills at Hampton Pre-Prep and Prep) and other curriculum and co-curricular areas.
- ensures that the Trust's safeguarding arrangements take into account the procedures and practice of the Richmond and Kingston Local Safeguarding Children Board.
- appoints a designated teacher to promote the educational achievement of pupils who are looked after (See **Looked After Children Policy**): this is the Designated Safeguarding Lead.

6.3 Duty of staff and Governors

All staff and Governors are under a general legal duty:

- To protect pupils from abuse.
- To be aware of the terms and procedures in this Policy and to follow them.
- To have read and understood part 1 (and Annex A, for School leaders and those who work directly with children) of *Keeping Children Safe in Education, September 2018*.
- To have read and be familiar with the **Staff Behaviour Policy**. That document gives clear guidance about behaviour so as to avoid placing pupils or staff at risk of harm, or at risk of allegations of harm.
- To be aware of the signs of abuse and neglect so that they are able to identify potential issues (**see Appendix 2 for a detailed overview**).
- To report any matters of concern to the Designated Safeguarding Lead or to the Designated Safeguarding Officers immediately (**further guidance is given in Section 8 and Appendix 4**).
- To understand that no single teacher or other professional can have a full picture of a pupil's needs and circumstances. If pupils and families are to receive the right help at the right time, all staff who come into contact with them have a role to play in identifying concerns, sharing information and taking prompt action.
- To understand the referral process if they are aware of allegations against a member of staff or Governor, or they are concerned about the behaviour of a member of staff or Governor (including the Headmaster or Designated Safeguarding Lead). **Further guidance is given in Section 9 and Appendix 5.**

The Trust's child protection procedures are not intended to prevent any person from making an immediate referral to children's social care, especially if they are concerned that a pupil is suffering or likely to suffer significant harm.

7. Safeguarding Training

7.1 Induction

All staff, including temporary staff and volunteers, will be provided with induction training that includes:

- (a) this Policy, including details of the safeguarding response to pupils who go missing from education;
- (b) the Staff Behaviour Policy (including the Staff IT Acceptable Use Policy) and the Whistleblowing Policy;
- (c) the identity and contact details of the Designated Safeguarding Lead and the Designated Safeguarding Officers;
- (d) a copy of Part 1, and Annex A, of *Keeping children safe in education, September 2018*;

(e) a copy of the pupil behaviour policies – the Hampton School Behaviour, Rewards, Sanctions, Discipline and Exclusion Policy and Code of Conduct (and Hampton Pre-Prep and Prep’s Policy to Promote Good Behaviour – Rewards – Sanctions – Exclusions);

(f) child protection training that covers key issues from Part 1, and Annex A, of *Keeping children safe in education, September 2018*;

(g) *Educare* Prevent online training course;

(h) *Educare* ESafety online training course.

7.2 Child protection training

a) All staff and Governors including the Headmaster, will receive a copy of this policy and Part 1 (and Annex A for school leaders and staff who work directly with pupils) of *Keeping children safe in education, September 2018*, and will be required to confirm that they have read these. The Trust has additional mechanisms to assist staff understanding of Part 1, for example through regular staff briefings on INSET.

b) All staff (teaching and non-teaching) and volunteers will undertake appropriate child protection training in accordance with the Richmond and Kingston Local Safeguarding Children Board’s guidance. Initially, they are trained when they take up their posts within the Trust and will then receive regular safeguarding and child protection training (including Prevent and on-line safety) as required, but at least annually, with at least termly updates. All staff are required to complete the *Educare* Level 2 Child Protection in Education online course, to be updated every 3 years.

7.3 Designated Safeguarding Leads

The Designated Safeguarding Leads and the Designated Safeguarding Officers have undertaken “Level 3” child protection training and training in inter-agency working, and will attend training at two-yearly intervals, with regular updates at least annually. For further details about the training of the Designated Safeguarding Leads and the Designated Safeguarding Officers see Appendix 1. The Headmaster of the Hampton School Trust and the Headmaster of Hampton Pre-Prep and Prep have completed Level 3 training, as have the Chairman and Vice-Chairmen of Governors (one of whom is the Nominated Lead Safeguarding Governor).

All training will be carried out in accordance with Richmond and Kingston Safeguarding Children Board procedures.

8. Guidelines for Staff and Governors Dealing with Concerns about a child and Disclosure

8.1 Teaching and non-teaching staff working at the Trust have a vital role to play in both the prevention and detection of abuse. Detection of abuse often depends in the first instance, on suspicion. Staff in particular are in a unique position to observe the behavior of pupils over time, and often develop close and trusting relationships with pupils. Staff may well be the first to suspect that something is amiss when an individual behaves atypically, withdraws from social contacts with others, exhibits anxiety or stress symptoms in School, appears distressed, confused or disturbed. Staff are always encouraged to report low level concerns that might form part of a bigger picture that can help promote the welfare of pupils.

8.2 The child protection training provided to staff considers the types and signs of abuse of which they should be aware. They should understand the main categories of abuse (**see Appendix 2 for more detailed guidance**):

- physical abuse
- emotional abuse
- sexual abuse
- neglect

8.3 In addition, they should be aware of the **specific safeguarding issues** indicated in *Keeping Children Safe in Education 2018* (**see Appendix 2 for more detailed guidance**):

- Child Sexual Exploitation (**see Appendix 2, section 1.6.1**)
- Honour-based violence including Female Genital Mutilation (FGM) (**see Appendix 2, section 1.6.2**)
- Domestic abuse (**see Appendix 2, section 1.6.3**)
- The threat from radicalisation and the Prevent Duty (**see Appendix 3**)
- Children missing in education (**see Section 19**)
- Peer-on-Peer abuse (**see Section 11**)
- Sexual violence and sexual harassment between children (**see Appendix 2, Section 1.4**);
- Child Criminal exploitation: county lines (**see Appendix 2, section 1.6.4**)

8.4 Dealing with disclosure: It takes a lot of courage for a pupil to disclose that they are being abused. They may feel ashamed, particularly if the abuse is sexual; their abuser may have threatened what will happen if they tell; they may have lost all trust in adults; or they may believe, or have been told, that the abuse is their own fault. Key points to remember when dealing with disclosure are to avoid asking leading questions and to explain that confidentiality cannot be promised.

8.5 Every complaint or suspicion of abuse from within or outside the Trust will be taken seriously and action taken in accordance with this policy. If a member of staff or Governor is concerned about a pupil (a child in need), the matter should be referred to the applicable Designated Safeguarding Lead, (or the Designated Safeguarding Officers), as soon as possible and they will contact children's social care as appropriate. If a member of staff or Governor is aware that there is a pupil in danger of immediate harm (a child at risk), a referral must be made by either the Designated Safeguarding Lead or the member of staff immediately (where a member of staff makes a referral directly, they should inform the DSL as soon as possible thereafter). If a member of staff or Governor hears a complaint of abuse, the procedures set out in **Appendix 4 (Guidance for Staff on suspecting or hearing a complaint of abuse)** must be followed.

8.6 Early help: Staff and Governors must be alert to the potential need for early help. Early help means providing support as soon as a problem emerges in a pupil's life, understanding that providing early help can be more effective in promoting the welfare of pupils than reacting later. This includes pupils who are disabled and have specific additional needs, children who have special educational needs, are misusing drugs or alcohol, are showing signs of being drawn into anti-social or criminal behaviour or are in family circumstances presenting challenges for them at school, or those who are young carers. In the first instance, staff and governors should discuss early help requirements with the Designated Safeguarding Lead. Where a pupil would benefit from coordinated early help, an early help inter-agency assessment should be arranged, including the use of the "Common Assessment Framework" (CAF) and "Team around the Child" (TAC) approaches. Chapter one of *Working Together to Safeguard Children* (2018) provides detailed guidance on the early help process. Staff may be required to support other agencies and professionals in an early help assessment. If early help is appropriate, the matter will be kept under review and consideration given to making a referral to children's social care (*Achieving for Children*) if the pupil's situation does not appear to be improving.

8.7 Action by the Designated Safeguarding Lead once a concern has been raised

- Referrals will usually be carried out by the applicable Designated Safeguarding Lead or in their absence by one of the Designated Safeguarding Officers. The Trust 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 a pupil. The Trust will cooperate with the police and social services to ensure all relevant information is shared for the purposes of child protection investigations under Section 47 of the *Children Act (1989)* in accordance with the requirements of *Working Together to Safeguard Children (2018)*.
- On being notified of a complaint or suspicion of abuse, the action to be taken by the Designated Safeguarding Lead will take into account:
 - the local inter-agency procedures of the Richmond and Kingston Safeguarding Children Boards, with particular reference to the LSCB's *Multi-Agency Threshold Document 2016*;
 - the nature and seriousness of the suspicion or complaint. A complaint involving a serious criminal offence will always be referred to children's social care and the police;
 - the pupil's wishes or feelings; and
 - duties of confidentiality, so far as applicable.
- If there is room for doubt as to whether a referral should be made, the Designated Safeguarding Lead will consult with children's social care on a no names basis without identifying the family. However, as soon as sufficient concern exists that a pupil may be at risk of significant harm, a referral to children's social care will be made without delay (and in any event within 24 hours).
- If the initial referral is made by telephone, the Designated Safeguarding Lead will confirm the referral in writing to the children's social care within 24 hours. If no response or acknowledgment is received within three working days, the Designated Safeguarding Lead will contact the children's social care again.
- The Designated Safeguarding Lead will ensure a Safeguarding File is opened and kept up-to-date.
- In circumstances where a pupil has not suffered and is not likely to suffer significant harm but is in need of additional support or early help from one or more agencies, the Designated Safeguarding Lead will liaise with children's social care and where appropriate an inter-agency assessment will take place, including use of the Common Assessment Framework (CAF) and Team around the Child (TAC) approaches, as necessary.
- Conversations between safeguarding designated persons at different schools (e.g. sharing concerns or asking for information about sibling groups) are perfectly acceptable. Any relevant safeguarding information becoming known should be carefully logged.

9. Dealing with Allegations against staff and Governors

- The Trust has procedures for dealing with allegations against staff and Governors who work with children and pupils that aim to strike a balance between the need to protect children and pupils from abuse and the need to protect staff and volunteers from false or unfounded allegations. **These procedures are set out in Appendix 5** and follow Part 4 of *Keeping children safe in education, September 2018*.
- The LADO will be informed immediately and in any event, within one working day of all allegations against staff, Governors and volunteers that come to the Trust's attention and appear to meet the criteria set out in paragraph 1 of Appendix 5.
- Detailed guidance is given to staff and Governors to ensure that their behaviour and actions do not place children and pupils, or themselves, at risk of harm or of allegations of harm to a child or pupil. This guidance is contained in the Staff Behaviour Policy and includes detail of additional safeguarding arrangements where staff engage in one-to-one teaching and meetings with pupils (for instance in music or sports coaching);
- **Low-level concerns about an adult** should be reported as set out in **Appendix 5, paragraph 7**. Such concerns would be that an adult may have acted in a manner inconsistent with the Staff Behaviour Policy or there is unease about the adult's behaviour particularly towards, or around, children or pupils.

10. Whistleblowing

- The Trust's separate **Whistleblowing Policy** sets out the procedures for reporting wrongdoing by staff in the workplace or failures to safeguard properly the welfare of pupils. It is important that all staff are aware of the procedures and that there is a culture in the Trust that enables safeguarding concerns to be raised.
- Where a staff member feels unable to raise an issue with their employer or feels their concerns are not being addressed, other whistle-blowing channels are open to them, such as the NSPCC whistle-blowing helpline, 0800 028 0285 or email help@nspcc.org.uk

11. Allegations Against Pupils: peer-on-peer abuse, bullying and sexual violence and sexual harassment

- Safeguarding issues can manifest themselves via peer-on-peer abuse. All peer-on-peer abuse is unacceptable and will be taken seriously.
- Peer-on-peer abuse may involve bullying (including cyber bullying), but can manifest itself in many ways, for example the different forms peer-on-peer abuse can take: sexual violence and sexual harassment (see Appendix 2, Section 1.4); physical abuse; sexting (or youth produced sexual imagery); initiation/hazing-type violence and rituals. Allegations of peer-on-peer abuse should always be reported to the applicable Designated Safeguarding Lead (or Officers).
- The Trust's Anti-Bullying Policy outlines details of how the Trust deals with allegations of bullying behaviour by pupils within the Trust. The Trust employs a range of measures to minimise the risk of peer-on-peer abuse (see Hampton School's **Anti-Bullying Policy** and the **Behaviour, Rewards, Sanctions, Discipline and Exclusion Policy** (and Hampton Pre-Prep and Prep the **Policy to Promote Good Behaviour – Rewards – Sanctions – Exclusions**). Pupils are regularly taught about acceptable behaviour and how the School deals with poor behaviour. Abusive behaviour is taken seriously and should never be tolerated or passed off as 'banter', 'just having a laugh' or 'part of growing up'.
- The Trust's E-Safety Policy outlines the Trust's approach to **sexting**: if staff become aware of a sexting incident then they must report it to the Designated Safeguarding Lead or Officers. When the School becomes aware of a sexting incident, it will follow the procedures and guidance as set out in *Sexting in Schools and colleges: responding to incidents and safeguarding young people (UKCCIS)*.
- The Trust will take advice from children's social care on the investigation of such allegations and will take all appropriate action to ensure the safety and welfare of all pupils involved including the victim(s) or perpetrator(s) accused of abuse. If there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm, then this abuse will be reported to children's social care (*Achieving for Children*). A pupil against whom an allegation of abuse has been made may be suspended from the Trust during the investigation and the Trust's policy on behaviour, discipline and sanctions will apply. Both victim and the perpetrator will be treated as being at risk and safeguarding procedures in accordance with this policy will be followed.
- If it is necessary for a pupil to be interviewed by the police in relation to allegations of abuse, the Trust will ensure that, subject to the advice of children's social care, the pupil's parents are informed as soon as possible and that an appropriate adult supports the pupil during the interview. In the case of pupils whose parents are abroad, the pupil's Education Guardian will be requested to provide support to the pupil and to accommodate him if it is necessary to suspend him during the investigation.
- If a child makes a **report of sexual violence or sexual harassment**, it is important that they are taken seriously and reassured that they will be supported and kept safe. They should not be given the impression that they are creating a problem by reporting the issue and should not be made to feel ashamed for making a report. When a child reports that they have been the victim of sexual violence or sexual abuse, the matter is likely to be complex and require difficult decisions to be made, often quickly and under pressure. As with all safeguarding matters, it is important that the DSL is informed as soon as practicable.

- Young people can be at threat from the activities of gangs, **see Appendix 2, section 1.6.4: Child Criminal exploitation: county lines**. Further guidance can be found via the gov.uk website: *gangs and youth violence*.

12. Teaching pupils about Safeguarding

- The Trust promotes the welfare of pupils through the assemblies' programme; through year group assemblies; through pastoral and parents' forums; through the counselling service; and through the Hampton School PSHE lessons (Life Skills at Hampton Pre-Prep and Prep). Safeguarding is covered as a topic in PSHE lessons: pupils are given information about how to avoid situations and to whom to report their concerns.
- The PSHE/Life Skills programme covers other issues that play a part in safeguarding children. As well as covering anti-bullying (Section 11), E-Safety (Section 17) and the issue of radicalism and extremism (22), other issues such as mental health, illegal substances and body image are also covered in a structured programme.

13. Arrangements for listening to pupils

- Every pupil should feel able to raise concerns with any member of staff whom they feel he can trust. Staff and Governors who hear about concerns, suspicions or allegations from a pupil must relay the concerns immediately and appropriately, to the relevant person – usually this will be to the Designated Safeguarding Lead or Designated Safeguarding Officers. More detailed guidance is provided in Section 8 of the policy and in Appendix 4.
- Pupils are encouraged to share any concerns they may have with Form Tutors, Heads of Year, Sixth Form Mentors (in the First Second and Third Year) or any member of staff. School counsellors and the School Nurses are available on-site to listen to pupils (and they can be contacted directly via email: counselling@hamptonschool.org.uk and nurse@hamptonschool.org.uk). A notice *Where to go if you have a concern or need help* is displayed in Form Rooms and this information is also included in the Yellow Diary.
- Pupils are informed of the identity of the Designated Safeguarding Lead and Designated Safeguarding Officers and notices confirming their identity are prominently displayed around the School. Pupils are encouraged to raise any concern about their own or somebody else's wellbeing by using the email address: safeguarding@hamptonschool.org.uk.

14. Notifying Parents

- Where appropriate, parents will be kept informed, of any action to be taken under these procedures. However, there may be circumstances when, in support of a pupil about whom there are concerns, the applicable Designated Safeguarding Lead will need to consult the applicable Headmaster, the LADO, children's social care and / or the police before discussing details with parents.
- See also section 2 of Appendix 4 for details about the disclosure of information where an allegation has been made against a member of staff, a Governor, a volunteer, the Headmaster of the Hampton School Trust or the Headmaster of Hampton Pre-Prep and Prep School.

15. Safeguarding Record Keeping at the Trust

- Safeguarding records are kept securely locked. Safeguarding files contain all reports, notes and correspondence referring to a pupil. Safeguarding files are reviewed regularly so that concerning patterns of behaviour can be spotted.
- Pupils who have a safeguarding file in addition to their normal School file have a sticker placed on the front of their normal School file with this information. Safeguarding information is confidential and should not be kept on the child's School file. Parents do not have automatic access to the safeguarding file.

- Schools should be notified by children's social care when a child on the safeguarding register starts at the Trust, or if a pupil's name has been placed on the register, or if removed from the register. If a safeguarding file has been started for a pupil who then moves school, the file should be sent to the receiving school/college. The information should be sent securely under separate cover to the school file, in a sealed envelope to the DSL, marked 'Strictly Confidential'.
- Not all safeguarding information results in a referral. A record is made of any information, including hearsay and 'nagging doubts'. This information should be passed to the DSL (see **Appendix 8** Log of a Concern About a Child's Safety and Welfare) so that it can all be kept together. All safeguarding concerns, discussion and decisions should be recorded in writing.
- Access to safeguarding files: access to the information on file should be on a need-to-know basis among the staff. This can only be decided on a case-by-case basis. The confidentiality of the pupil and family should be respected as far as possible, but the welfare of the pupil is paramount.
- All information must be shared with children's social care and/or Police and Health, as appropriate, where there is concern that a pupil is at risk of significant harm. Safeguarding information should not ordinarily be shared with agencies other than these statutory agencies e.g. information should not be released to solicitors etc.

16. Mobile telephones

- The School Codes of both Hampton School and Hampton Pre-Prep and Prep School sets out the expectations on pupils' use of mobile telephones: these rules vary across the year groups as they are age appropriate. In Pre-Prep (including the EYFS) pupils are not permitted to bring mobile phones or any mobile device with a camera facility onto the premises.
- Expectations of staff use of mobile phones are outlined in the Staff Behaviour Policy. Mobile phones are strictly forbidden in EYFS areas, therefore staff at Hampton Pre-Prep must only use their mobile phones in the staff room, or in classrooms that are empty of children.

17. Photography and Images

- As set out in the Hampton School Trust's Terms and Conditions, the Trust will include some photographs or images of pupils in the Trust's promotional material. We shall not disclose details such as the home address of the pupil without parents' consent. Parents who do not want their child's name or photograph or image to appear in any of the Trust's promotional material must make sure that their child knows this and must write immediately to the applicable Headmaster stating this and request an acknowledgement of their letter.
- Photographs, digital images or videos of pupils may be taken by parents and family members, either on the Trust's sites or when pupils are involved in organised activities off site. Parents should be mindful of the need to use cameras with consideration and courtesy for the comfort of others and they should not take photographs of other pupils on their own without the prior agreement of that child's parents.

To respect the privacy of others and in some cases for child protections purposes, these images should not be made publically available on social networking sites or on other public areas of the Internet.

18. E-Safety

- On-line safety is the responsibility of the Designated Safeguarding Lead(s). At Hampton School the DSL will work closely with the Head of PHSE and ESafety Officer (Mr J. Talman) and with PZM, one of the Designated Safeguarding Officers and Deputy Head with responsibility for IT. At Hampton Pre-Prep and Prep the DSL will work closely with the Deputy Head (Pastoral) regarding ESafety.
- Mobile devices and computers are a source of education, communication and entertainment. However, we know that some adults and young people may use these technologies to harm children. *Keeping Children Safe in Education, September 2018* outlines three areas of risk: (i) online **content** (being exposed

to harmful material); (ii) **contact** (being subjected to harmful interaction with others online); and (iii) **conduct** (personal online behaviour that increase the likelihood of, or causes, harm).

- Pupils receive guidance, education and training on cyber safety through our PSHE/Life Skills programme. Cyber-bullying by pupils, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures, and they can be escalated to safeguarding concerns. The Trust has also put in place appropriate filters and monitoring systems to protect children, while being mindful not to place unnecessary restrictions on the learning. The rules about the use of mobile technology/devices during the School day are set out in the School code, restricting the opportunities for younger pupils to access 3G/4G. Please refer to the Hampton School E-Safety Policy and Anti-Bullying Policy (or Hampton Pre-Prep and Prep's separate Anti- Bullying policy) for further information.
- **Filtering and Monitoring:** Hampton Trust uses Smoothwall to filter the content on the School network and also uses Securus to monitor the online behaviour of users of the network. The Designated Safeguarding Lead(s) and Officers, along with Mr R. Davieson (at Hampton School) for pupil use, monitor online behaviour.
- **Sexting:** see the guidance in **Section 11: Allegations Against Pupils: peer-on-peer abuse and bullying.**

19. Children Missing From Education

- A pupil who goes missing from an education setting is a potential indicator of abuse or neglect. All staff should be aware of the requirement to promptly report any pupil missing from the Trust without permission.
- School attendance registers are carefully monitored to identify any trends. Action should be taken if any absence of a pupil gives rise to concerns about their welfare. The Trust holds more than one emergency contact number for each pupil (in accordance with *Keeping Children Safe in Education September 2018*) in order to facilitate contacting parents or guardians if a pupil is not at school when they are expected to be here.
- The Trust will inform the local authority if any pupil fails to attend school regularly or has been absent without the Trust's permission for a continuous period of 10 school days or more.
- The Trust will immediately inform the local authority of any pupil who is going to be added or deleted from the admission register/school roll at a non-standard transition point.
- All staff should be aware of the Trust's procedures that are used for searching for and reporting any pupil missing from the Trust. The procedure includes the requirement to record any incident, the action taken and the reasons given by the pupil for being missing; and to help prevent the risks of their going missing in future.
- Please see Hampton School's Missing Pupil Policy (or Hampton Pre-Prep and Prep's separate Missing/Lost Child Policy) for further details.

20. Children with special educational needs (SEN) and disabilities

- Pupils with special educational needs (SEN) and disabilities can face additional safeguarding challenges and staff should be aware that additional barriers can exist when recognising abuse and neglect in this group of pupils, such as:
 - I. assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the pupil's disability without further exploration;
 - II. children with SEN and disabilities can be disproportionately impacted by things like bullying, or peer-on-peer abuse, without outwardly showing any signs; and
 - III. communication barriers and difficulties in overcoming these barriers

- Staff will support such pupils in expressing any concerns they may have and will be particularly vigilant to any signs or indicators of abuse, discussing this with the DSL as appropriate.

21. School trips and off-site arrangements

- During School trips and off-site activities, the Trust's normal Safeguarding Policy and Procedures apply, as does the Staff Behaviour Policy. Hampton School's Health and Safety and Educational visits procedures are set out in a separate policy: Health and Safety of Pupils on Educational Visits (or Hampton Pre-Prep and Prep's separate Educational Visits Policy).
- With regard to 'home stays', the Trust obtains an enhanced DBS for the adult(s) in the household who are responsible for the visiting pupil.

22. Secure Trust Premises and Visiting Speakers

- The Trust will take all practicable steps to ensure that the Trust's premises are as secure as circumstances permit. Visitors to the Trust are required to sign in and are given a visitors' badge, which must be clearly displayed and worn at all times while they are on site, confirming they have permission to be on-site. In addition, they should be escorted by a member of staff whilst on school premises.
- **Visiting speakers:** The Trust ensures all Visiting Speakers (i.e. visitors to the Trust who give talks, seminars, practical workshops) are suitable and appropriately supervised. Members of staff organising the visit must complete and submit a Visiting Speaker form, which should be passed to either JOM or PZM (Hampton School) and IM or RT (Hampton Pre-Prep and Prep), who will decide whether a written Risk Assessment is required. **See Appendix 6.**

23. Early Years Foundation Stage

- The Trust has additional safeguarding and child protection responsibilities set out in the Statutory Framework for the Early Years Foundation Stage. Registered providers must notify Ofsted within 14 days of any allegation of serious harm or abuse by any persons living, working or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). This is the case within our setting: we inform Ofsted and the local Early Years' Service, as well as the Single Point of Access of any allegations of serious harm.
- **Positive Handling at Hampton Pre-Prep and Prep:** As set out in the Hampton Pre-Prep and Prep School's Terms and Conditions, parents give their consent to such physical contact as may accord with good practice and be appropriate and proper for teaching and instruction, and for providing comfort to a pupil in distress or to maintain safety or good order, or in connection with a pupil's health and welfare. Please refer to the Restrictive Physical Intervention Policy for further information.
- **Supervision Meetings:** In accordance with the Statutory Framework for the Early Years Foundation Stage, termly supervision meetings take place between the Head of Pre-Prep and Prep and members of staff in the Pre-Prep and Prep.
- **Use of cameras and mobile phones:** The Trust provides a number of cameras for use in school, therefore, members of staff at Hampton Prep and Pre-Prep are not permitted to use their own cameras unless permission has been granted by the Headmaster of Hampton Pre-Prep and Prep. Mobile phones are strictly forbidden in EYFS areas, therefore staff at Hampton Pre-Prep must only use their mobile phones in the staff room, or in classrooms that are empty of children.

24. Information from previous schools/settings

- It is a legal requirement that schools should be informed of any child protection issues that have arisen in a pupil's previous school/setting. We, therefore, send out a form to previous schools/settings to get this information from them before new pupils join Hampton School or Hampton Pre-Prep and Prep School, so that we are able to have support in place for when the pupil arrives and we can therefore ensure that key

staff, such as the Heads of Learning Support, are aware of any needs.

- In accordance with the Richmond and Kingston Safeguarding Children Board, Hampton School and Hampton Pre-Prep and Prep School report to the Local Authority details of any pupils leaving or joining the schools at non-standard transition times.

25. Preventing Radicalism

- The Counter-Terrorism and Security Act 2015 places a duty on specified authorities, including Schools, to have due regard to the need to prevent people from being drawn into terrorism (“the Prevent Duty”).
- Protecting pupils from the risk of radicalisation is part of the Trust’s wider safeguarding duties, and is similar in nature to protecting pupils from other forms of harm and abuse. During the process of radicalisation, it is possible to intervene to prevent vulnerable people being radicalised.
- The applicable Designated Safeguarding Lead is the Trust’s point of contact to oversee and coordinate the implementation of the Trust’s Prevent Duty. The Designated Safeguarding Leads undertakes Prevent awareness training and is able to provide advice and support to other members of staff. The Trust will work with Richmond and Kingston LSCB and make referrals, where appropriate, through the **Channel programme (see Key Contact Details)**.
- The Trust helps to protect pupils from extremist views in many of the same ways that they help to safeguard pupils from other dangers. This is through staff training to make them aware of the risks, through PSHE/Life Skills lessons, through having appropriate filtering and monitoring processes in place, through procedures for ensuring visiting speakers are suitable and through ICT policies. The DSL has completed a Prevent Risk Assessment for the Hampton School Trust.
- Staff are alert to changes in pupil’s behaviour that could indicate that they may be in need of help or protection. Trust staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately which may include making a referral to the Channel programme.
- Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. Further information on preventing radicalisation and extremism, including examples of indicators of pupils who can be vulnerable to radicalisation, can be found in **Appendix 3**.

Appendix 1 The Designated Safeguarding Lead (DSL)

In accordance with Annex B of *Keeping children safe in education, September 2018*, the main responsibilities of the Designated Safeguarding Lead are set out below. These activities can be delegated to the Designated Safeguarding Officers (Deputy Designated Safeguarding Leads - their job descriptions include the key activities of their role), although the ultimate responsibility remains with the Designated Safeguarding Lead. Within the Hampton Trust there are separate Designated Safeguarding Leads for Hampton School and Hampton Pre-Prep and Prep School. In each School their responsibilities are:

1. Managing referrals

- a) To take lead responsibility for referring cases of suspected abuse of any pupil within the School to children's social care, working with the Richmond and Kingston Safeguarding Children Board (including the LSCB's *Multi-Agency Threshold Document 2016*), or other local authorities as appropriate.
- b) To support staff who make referrals to children's social care
- c) To take lead responsibility for making referrals to the Disclosure and Barring Service (DBS) where a member of staff is dismissed or resigns in circumstances where there has been actual harm, or risk of harm, to a pupil and the Teaching Regulation Agency (as appropriate).
- d) To take lead responsibility for making referrals to the police where a crime may have been committed which involves a pupil.
- e) Liaising with The Headmaster in respect of police investigations or investigations under section 47 of the Children Act 1989 that involve the Trust.
- f) To act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies
- g) To take responsibility for on-line safety.

2. Raising awareness

- a) Ensure this Policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with the Governing Body regarding this.
- b) Ensure this Policy is available publicly.
- c) Ensure that parents are aware that referrals about suspected abuse or neglect may be made to children's social care and the Trust's role in this.
- d) Maintain links with the Richmond and Kingston Safeguarding Children Board to ensure staff are aware of training opportunities and the local policies on safeguarding.
- e) The DSL will ensure that when a pupil leaves the applicable school, the child protection file must be transferred to the new school or college as soon as possible. They should consider whether it would be appropriate to share information in advance of the pupil leaving, if that would assist putting support in place for when the pupil arrives.

3. The Designated Safeguarding Leads and Designated Safeguarding Officers (the Designated Safeguarding Officers will have the same level of training as the DSL) have undertaken child protection training and training in inter-agency working, and this will be updated at two-yearly intervals. In addition, their knowledge and skills should be refreshed or updated (for example by e-

bulletins, meeting with other designated safeguarding leads etc.) at regular intervals, at least annually. This training is completed in order to:

- 3.1** understand that the Trust has the duty to safeguard all children and pupils, whether they are children in need or children at risk;
 - 3.2** 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;
 - 3.3** 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;
 - 3.4** ensure each member of staff has access to and understands the Trust's child protection policy and procedures, especially new and part time staff and that each member of staff completes the appropriate level of safeguarding training;
 - 3.5** be alert to the specific needs of pupils in need, those with special educational needs and young carers;
 - 3.6** be able to keep detailed, accurate, secure written records of concerns and referrals;
 - 3.7** obtain access to resources and attend any relevant or refresher training courses;
 - 3.8** encourage among staff a culture of listening to pupils in any measures the Trust may put in place to protect them and to meet the requirements and procedures of the Richmond and Kingston Safeguarding Children Board.
 - 3.9** understand the unique risks associated with online safety and be confident that they have the relevant knowledge and capability to keep pupils safe online; they must understand the additional risks that pupils with SEN and disabilities (SEND) face online
- 4. The Designated Safeguarding Lead is responsible for ensuring that the Trust's "Prevent" Duty is met. The Designated Safeguarding Lead will complete appropriate "Prevent" awareness training.**

The DSL is expected to:

- 4.1** refer cases to the Channel programme where there is a radicalisation concern;
- 4.2** support staff who make referrals to the Channel programme.

Appendix 2 Types and Signs of Abuse

1 Types of Abuse

1.1. Abuse is a form of maltreatment of a pupil. Somebody may abuse or neglect a pupil by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children; they 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.) *Keeping children safe in education, September 2018* defines the following types of abuse: Physical abuse, Emotional Abuse, Sexual Abuse and Neglect. However, staff should be aware that the types and indicators of abuse often overlap with each other and abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label.

1.2. Physical abuse: a form of abuse that may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a pupil. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a pupil.

1.3. Emotional abuse: the persistent emotional maltreatment of a pupil such as to cause severe and adverse effects on the pupil's emotional development. It may involve conveying to a pupil 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 pupil 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 pupils. These may include interactions that are beyond a pupil's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the pupil participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing pupils frequently to feel frightened or in danger, or the exploitation or corruption of pupils. Some level of emotional abuse is involved in all types of maltreatment of a pupil, although it may occur alone.

1.4. 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 or young person 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 or young people in looking at, or in the production of, sexual images, watching sexual activities, encouraging children or young people to behave in sexually inappropriate ways, or grooming a child or young person 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 or pupils.

Sexual abuse also includes **sexual violence and sexual harassment** which can occur between two children of any sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence are sexual offences under the Sexual Offences Act 2003, such as rape, sexual assault and assault by penetration. Sexual harassment is 'unwanted conduct of a sexual nature' that can occur online and offline. Sexual harassment is likely to violate a pupil's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment. Sexual harassment can include sexual comments, such as telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names; sexual "jokes" or taunting; physical behaviour, such as deliberately brushing against someone, interfering with someone's clothes and displaying pictures, photos or drawings of a sexual nature; and online sexual harassment, which might include non-consensual sharing of sexual images and videos and sharing sexual images and videos (both often referred to as sexting); inappropriate sexual comments on social media; exploitation; coercion and threats. Online sexual harassment may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence.

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

1.6. Keeping children safe in education also acknowledges the following as specific safeguarding issues:

1.6.1 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.

1.6.2 "Honour-based" abuse and Female genital mutilation: female genital mutilation is one example of so-called "honour-based" violence which have been committed to protect or defend the honour of the family or community. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. While Hampton School is a boys' school, there are girls at Hampton Pre-Prep and Prep. Additionally, staff work with girls as part of our partnership or outreach programme, or staff may become aware of a sibling or family member of a pupil being at risk of FGM. Warning signs that FGM may be about to take place, or may have already taken place, can be found on pages 11-12 of the Multi-Agency Practice Guidelines.

Mandatory reporting commenced in October 2015: where a teacher discovers that an act of FGM appears to have been carried out on a girl who is aged under 18, there is a statutory duty upon that individual to report it to the police. Unless the teacher has a good reason not to, they should also still consider and discuss any such case with the DSL and involve children's social care as appropriate. The duty does not apply in relation to at risk or suspected cases: in these case, teachers should follow local safeguarding procedures.

1.6.3 Domestic violence and abuse

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

1.6.4 Child Criminal exploitation: county lines

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity; drugs networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism should be considered. Like other forms of abuse and exploitation, county lines exploitation:

- Can affect any child or young person (male or female) under the age of 18 years;
- Can affect any vulnerable adult over the age of 18 years;
- Can still be exploitation even if the activity appears consensual;
- Can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence;
- Can be perpetrated by individuals or groups, males or females and young people or adults; and
- Is typified by some form power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status and access to economic or other resources.

2 Recognising Abuse

2.1 Physical Abuse

Physical signs to look out for:

- Injuries that the pupil cannot explain, or explains unconvincingly.
- Injuries that have not been treated or treated inadequately.
- Injuries on parts of the body where accidental injury is unlikely, such as the cheeks, chest or thighs.
- Bruising which reflects hand or finger marks.
- Cigarette burns, human bite marks.
- Broken bones (particularly in children under the age of two).
- Scalds, especially those with upward splash marks where hot water has been deliberately thrown over the pupil, or 'tide marks' – rings on the pupil's arms, legs or body where the pupil has been made to sit or stand in very hot water.

Behavioural signs to look out for:

- A pupil who is reluctant to have his parents contacted.
- Aggressive behaviour or severe temper outbursts.
- A pupil who runs away or shows fear of going home.
- A pupil who flinches when approached or touched.
- Reluctance to get undressed for sporting or other activities where changing into other clothes is normal.
- Covering arms and legs even when hot.
- Depression or moods that are out of character with the pupil's general behaviour.
- Unnaturally compliant behaviour towards parents or carers.

2.2 Emotional Abuse

Physical signs to look out for:

- A failure to grow or to thrive (particularly if the pupil thrives when away from home).
- Sudden speech disorders.
- Delayed development, either physical or emotional.

Behavioural signs to look out for:

- Compulsive nervous behaviour such as hair twisting or rocking.
- An unwillingness or inability to play.
- An excessive fear of making mistakes.
- Self-harm or mutilation.
- Reluctance to have parents contacted.
- An excessive deference towards others, especially adults.
- An excessive lack of confidence.
- An excessive need for approval, attention and affection.
- An inability to cope with praise.

2.3 Sexual Abuse

Physical signs to look out for:

- Pain, itching, bruising or bleeding in the genital or anal areas.
- Any sexually transmitted disease.
- Recurrent genital discharge or urinary tract infections without apparent cause.
- Stomach pains or discomfort when the pupil is walking or sitting down.

Behavioural signs to look out for:

- Sudden or unexplained changes in behaviour.
- An apparent fear of someone.
- Running away from home.
- Nightmares or bed-wetting.
- Self-harm, self-mutilation or attempts at suicide.
- Abuse of drugs or other substances.
- Eating problems such as anorexia or bulimia.
- Sexualised behaviour or knowledge in young pupils.
- Sexual drawings or language.
- Possession of unexplained amounts of money.
- The pupil taking a parental role at home and functioning beyond their age level.
- The pupil not being allowed to have friends (particularly in adolescence).
- Alluding to secrets that they cannot reveal.
- Telling other pupils or adults about the abuse.
- Reluctance to get undressed for sporting or other activities where changing into other clothes is normal.

2.4 Neglect**Physical signs to look out for:**

- Being constantly hungry and sometimes stealing food from others.
- Being in an unkempt state; frequently dirty or smelly.
- Loss of weight or being constantly underweight.
- Being dressed inappropriately for the weather conditions.
- Untreated medical conditions – not being taken for medical treatment for illnesses or injuries.

Behavioural signs to look out for:

- Being tired all the time.
- Frequently missing school or being late.
- Failing to keep hospital or medical appointments.
- Having few friends.
- Being left alone or unsupervised on a regular basis.
- Compulsive stealing or scavenging, especially of food.

2.5 Signs which may suggest FGM:

- A pupil may talk about a special procedure or ceremony that is going to take place
- Prolonged absence from the setting/school
- Change in behaviour on return
- Damage to the genital area and/or adjacent tissues
- Pain or difficulty in sitting
- Bleeding or infection
- Urine retention
- Fracture or dislocation as a result of restraint
- Psychological damage, including depression, anxiety, and sexual dysfunction. More information regarding FGM can be found on the London Safeguarding Children Board website.

2.6 Domestic violence and abuse: signs which may suggest pupils are exposed to domestic abuse:

- Aggressive behaviour
- Displaying anti-social behaviour
- Acting out their experiences
- Suffering from depression or anxiety
- Not achieving potential - due to difficulties at home or disruption of moving to and from refuges.

2.7 Child Sexual Exploitation: signs which may suggest pupils are exposed to CSE:

Signs of child sexual exploitation include the child or young person:

- Going missing for periods of time or talking about regularly returning home late
- Skipping school or being disruptive in class
- Appearing with unexplained gifts or possessions that can't be accounted for
- who have older boyfriends or girlfriends
- Experiencing health problems that may indicate a STD
- Having mood swings and changes in temperament or suffer from changes in emotional well-being
- Using drugs and/or alcohol
- Displaying inappropriate sexualised behaviour, such as over-familiarity with strangers, dressing in a sexualised manner or sending sexualised images by mobile phone ("sexting")
- They may also show signs of unexplained physical harm, such as bruising and cigarette burns.

2.8 Staff can also access guidance about specific safeguarding issues, as outlined in *Keeping Children Safe in Education 2018*, via the GOV.uk website which covers the following issues:

- Gangs and youth violence
- Mental health
- Gender-based violence
- Bullying including cyberbullying
- Peer-on-peer abuse
- Sexting
- Drugs

Appendix 3 The Prevent Duty: preventing radicalisation and extremism

The Prevent Duty: from 1 July 2015 specified authorities, including all schools as defined in the summary of this guidance, are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 (“the CTSA 2015”), in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent Duty. Schools must have regard to statutory guidance issued under section 29 of the CTSA 2015 (“the Prevent guidance”). Paragraphs 57-76 of the Prevent guidance are concerned specifically with schools (but also cover childcare). The statutory Prevent guidance summarises the requirements by schools in terms of four general themes: risk assessment, working in partnership, staff training and IT policies.

- Schools are expected to assess the risk of pupils being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children who may be at risk of radicalisation and what to do to support them. Schools and colleges should have clear procedures in place for protecting children and young people at risk of radicalisation. These procedures may be set out in existing safeguarding policies. It is not necessary for schools and colleges to have distinct policies on implementing the Prevent duty.
- The Prevent duty builds on existing local partnership arrangements. For example, governing bodies and proprietors of all schools should ensure that their safeguarding arrangements take into account the policies and procedures of Local Safeguarding Children Boards (LSCBs).
- The Prevent guidance refers to the importance of Prevent awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas. Individual schools are best placed to assess the training needs of staff in the light of their assessment of the risk to pupils at the School of being drawn into terrorism. As a minimum, however, schools should ensure that the designated safeguarding lead undertakes Prevent awareness training and is able to provide advice and support to other members of staff on protecting children and young people from the risk of radicalisation.
- Schools must ensure that children and young people are safe from terrorist and extremist material when accessing the internet in schools. Schools should ensure that suitable filtering is in place; it is also important that schools teach pupils about online safety more generally.
- Schools must ensure all visiting speakers are suitable and appropriately supervised. The procedures to be followed when visiting speakers are invited to School are outlined in **Appendix 6** of this policy.

The Department for Education has also published advice for schools on the Prevent duty. The advice is intended to complement the Prevent guidance and signposts other sources of advice and support.

The Channel Programme

Channel is a programme that focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual’s engagement with the programme is entirely voluntary at all stages. Schools and colleges that are required to have regard to *Keeping Children Safe in Education* are listed in the CTSA 2015 as partners required to cooperate with local Channel panels.

Indicators: (this is not an exhaustive list and vulnerability may manifest itself in other ways)

Vulnerability

- Identity Crisis - Distance from cultural/ religious heritage and uncomfortable with their place in the society around them.
- Personal Crisis – Family tensions; sense of isolation; adolescence; low self-esteem; disassociating from existing friendship group and becoming involved with a new and different group of friends.
- Personal Circumstances – Migration; local community tensions; events affecting country or region of origin; alienation from UK values; having a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy.
- Unmet Aspirations – Perceptions of injustice; feeling of failure; rejection of civic life.
- Criminality – Experiences of imprisonment; poor resettlement/ reintegration, involvement with criminal groups.

Access to extremism / extremist influences

- Is there reason to believe that the child/young person associates with those known to be involved in extremism - because either they associate directly with known individuals, or because they frequent key locations where these individuals are known to operate?
- Is there evidence to suggest that they are accessing the internet for the purpose of extremist activity?
- Is there reason to believe that the child/young person has been, or is likely to be, involved with extremist/ military training camps/ locations?
- Does the young person sympathise with, or support illegal/illicit groups?

Experiences, Behaviours and Influences

- Is there evidence of extremist ideological, political or religious influence on the child/ young person from within or outside UK? Does the young person vocally support terrorist attacks, either verbally or in their written work?
- Have international events in areas of conflict and civil unrest had a personal impact on the child/ young person resulting in a noticeable change in behaviour? It is important to recognise that many people may be emotionally affected by the plight of what is happening in areas of conflict.
- Has there been a significant shift in the young person's behaviour or outward appearance that suggests a new social/political or religious influence?
- Has the young person come into conflict with family over religious beliefs/lifestyle/ dress choices?
- Has the young person witnessed or been the perpetrator/ victim of racial or religious hate crime or sectarianism?
- Is there a pattern of regular or extended travel within the UK or abroad, with other evidence to suggest that this is for purposes of extremist training or activity, or to locations known to be associated with extremism?

Social Factors

- Does the young person have experience of poverty, disadvantage, discrimination or social exclusion?
- Does the young person have any learning difficulties/ mental health support needs?
- Is the young person a foreign national, refugee or awaiting a decision on their immigration/ national status?
- Is there evidence that a significant adult or other in the young person's life has extremist view or sympathies?

More critical risk factors could include:

- Being in contact with extremist recruiters or articulating support for extremist causes or leaders
- Accessing extremist websites, especially those with a social networking element or possessing extremist literature
- Using extremist narratives and a global ideology to explain personal disadvantage
- Justifying the use of violence to solve societal issues or joining extremist organisations
- Significant changes to appearance and/or behaviour

Appendix 4 Guidance for Staff and Volunteers on Suspecting or Hearing a Complaint of Abuse

1 Action staff must take

- 1.1 A member of staff or volunteer suspecting or hearing a complaint of abuse:
- 1.1.1 must listen carefully to the child and keep an open mind. The member of staff should not take a decision as to whether or not the abuse has taken place;
 - 1.1.2 must not ask leading questions, i.e. a question which suggests its own answer;
 - 1.1.3 must reassure the child but not give a guarantee of absolute confidentiality. The member of staff should explain that they need to pass the information to the applicable Designated Safeguarding Lead who will ensure that the correct action is taken; and
 - 1.1.4 must keep a sufficient written record of the conversation using a Log of Concern About a Pupil's Safety and Welfare (**Appendix 7**). The record should include:
 - (a) the date and time;
 - (b) the place of the conversation; and
 - (c) the essence of what was said and done by whom and in whose presence.
- 1.2 The record should be signed by the person making it and should use names, not initials. The record must be kept securely and handed to the Designated Safeguarding Lead as soon as possible.
- 1.3 All evidence, for example, scribbled notes, mobile phones containing text messages, clothing, computers, must be safeguarded and preserved and passed to a Designated Safeguarding Lead.
- 1.4 All suspicions or complaints of abuse must be reported to the Designated Safeguarding Lead as soon as possible, unless it is an allegation against a member of staff in which case the procedures set out in Appendix 5 should be followed. **Any member of staff is able to make a referral directly to children's social care: they are not required to report via the Designated Safeguarding Lead or Officers. If there is a risk of immediate serious harm to a child and it is not possible to report to Designated Safeguarding Lead, a referral should be made to children's social care immediately.**

Staff must be persistent in making referrals, and when they feel appropriate action has not been taken by the statutory agencies this should be recorded.

Appendix 5 Dealing with allegations against members of staff, The Headmaster, Governors or volunteers

The School's actions will be informed by reference to the Statutory Guidance from the Department for Education contained in Part 4 of *Keeping Children Safe in Education, September 2018*.

All Trust staff should take care not to place themselves in a vulnerable position with a child. Guidance is given in the Staff Behaviour Policy.

The Trust's procedures for dealing with allegations are enacted where the behaviour of a member of staff, the Headmaster, a Governor or volunteer meets any of the following criteria:

- 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.
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if he or she worked regularly or closely with children.

All allegations will be taken seriously and a full procedure for dealing with such allegations can be found below.

PROCEDURES FOLLOWING AN ALLEGATION OF ABUSE AGAINST A MEMBER OF STAFF, THE HEADMASTER, A GOVERNOR OR A VOLUNTEER

1. Reporting an allegation against a member of staff, the Headmaster, a Governor or a volunteer:

- Allegations against any member of staff (including the Designated Safeguarding Lead or Officer), or volunteer at Hampton School should be immediately reported to The Headmaster of the Hampton School Trust (KK), or in his absence to the Chairman of Governors (chairman@hamptonschool.org.uk). Where appropriate, the Headmaster will consult with the Designated Safeguarding Lead. **The allegation will be discussed immediately with the LADO and within one working day before further action is taken.**
- Allegations against any member of staff (including the Designated Safeguarding Lead or Officer), or volunteer at Hampton Pre-Prep and Prep should be immediately reported to the Headmaster of Hampton Pre-Prep and Prep or in his absence, to the Headmaster of Hampton School, or in his absence to the Chairman of Governors. **The allegation will be discussed immediately with the LADO and within one working day before further action is taken.**
- If the allegation concerns the Headmaster(s) or a Governor, the Chairman of Governors should be informed (chairman@hamptonschool.org.uk) without notifying the Headmaster; in his absence, the Vice-Chairman of Governors should be informed (vicechairman@hamptonschool.org.uk) without notifying the Headmaster. Again, the allegation will be discussed immediately with the LADO before further action is taken.
- If it is not possible to report to the Headmaster(s) or Chairman of Governors in the circumstances set out above, a report should be made immediately to the relevant Designated Safeguarding Lead. The Designated Safeguarding Lead will take action in accordance with these procedures and will as soon as possible inform the Headmaster or, where appropriate, the Chairman of Governors.
- All allegations about the Chairman of Governors should be reported to the LADO without the Chairman of Governors being informed.
- The person taking action in accordance with the procedures in this Appendix is known as the "case manager".

In all cases, if the behaviour meets the established criteria (see above), the case manager will contact the LADO without delay (within one working day). Advice from the LADO will be sought in borderline cases. In cases of serious harm, the police will be involved from the outset. The Trust will not undertake its own investigation until after advice is sought from the LADO. Parental consent is not required before reporting allegations to the LADO.

Discussions with the LADO will consider the nature of the allegation and decide a course of action. Discussions should be recorded in writing.

Any allegations not meeting this criterion will be dealt with in accordance with the Richmond and Kingston Safeguarding Children Board procedures.

The Local Authority Designated Officer (LADO):

The LADO is Alice Stott 020 8487 5492; 07774 332675, LADO@achievingforchildren.org.uk

The LADO should initially be contacted via Richmond and Kingston Single Point of Access (SPA): 020 8547 5008 or 020 8770 5000 for out of hours; Email: spa@richmond.gov.uk

2. Disclosure of information

- The Trust will observe the reporting restrictions that prevent the identification of a teacher who is subject to an allegation. The Trust has a duty of care towards its employees and unless advised otherwise by outside agencies, the Trust will inform the person against whom the allegation has been made as soon as possible after the LADO has been consulted and they will be kept informed of developments.
- Parents or guardians of a child concerned will be told about the allegation as soon as possible, if they do not already know, and will be kept informed of the progress of the case, including the outcome, but not the details of any disciplinary process.
- 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.

3. Further action to be taken by the Trust

- A school has a duty of care towards its employees and as such, it must ensure that effective support is provided for anyone facing an allegation. The Trust will take action in accordance with Part 4 of *Keeping children safe in education* and the Trust's employment practices and procedures.

4. Ceasing to use staff

- If the Trust ceases to use the services of a member of staff or volunteer because they are unsuitable to work with children, a settlement/compromise agreement will not be used and a referral to the Disclosure and Barring Service (DBS) will be made as soon as possible if the criteria are met. Any such incidents will be followed by a review of the safeguarding procedures within the Trust, with a report being presented to the Governors without delay.
- If a member of staff or volunteer tenders his or her resignation, or ceases to provide his or her services, any child protection allegations will still be followed up by the Trust in accordance with this policy and a referral will be made to the Disclosure and Barring Service as soon as possible if the criteria are met.
- Where a teacher has been dismissed, or would have been dismissed had he / she not resigned, separate consideration will be given as to whether a referral to the Teaching Regulation Agency (TRA) should be made. **Contact details for the DBS and TRA can be found on page 4.**

5. Unsubstantiated, false or malicious allegations

- Where an allegation by a pupil is shown to have been deliberately invented or malicious, the Headmaster will consider whether to take disciplinary action in accordance with the Trust's behaviour and discipline policy.
- Where a parent has made a deliberately invented or malicious allegation the applicable Headmaster will consider whether to require that parent to withdraw their child or children

from the Trust on the basis that they have treated the Trust or a member of staff unreasonably (in accordance with the Trust's Terms and Conditions).

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

6. Record keeping

- Details of allegations found to be malicious will be removed from personnel records.
- For all other allegations, full details will be recorded on the confidential personnel file of the person accused. The record will be retained at least until the individual has reached normal retirement age or for a period of ten years from the date of the allegation, if this is longer.
- An allegation proven to be false, unsubstantiated or malicious will not be referred to in employer references.

7. Low Level Concerns about an adult

- The aim of the Safeguarding Policy is to facilitate a culture in which the values and expected behaviours, which are set out in the Trust's Staff Behaviour Policy, are practiced and reinforced by all staff. This is consistent with *Working Together to Safeguard Children, July 2018* which states "Children are best protected when professionals are clear about what is required of them individually and how they need to work together". In particular, the intention is:
 - To maintain a culture of openness, trust and transparency in which staff are confident and clear about expected behaviours of themselves and their colleagues;
 - To ensure staff feel able to raise low-level concerns, whether about their own or a colleague's behaviour, where that behaviour might be construed as falling short of the standards set out in the Hampton School Trust's Staff Behaviour Policy; and
 - To provide for responsive, sensitive and proportionate handling of such concerns when they are raised – maintaining on the one hand confidence that concerns when raised will be handled promptly and effectively, whilst on the other hand protecting staff from false allegations or misunderstandings.
- From time to time an individual may find him/herself in a situation which might appear compromising to others or which could be misconstrued. Equally, an individual may for whatever reason have behaved in a manner which on reflection he/she considers falls below the standard set out in the Trust's Staff Behaviour Policy. Self-reporting in these circumstances is encouraged as it demonstrates both awareness of the expected behavioural standards and self-awareness as to the individual's own actions or how these might be perceived.
- Where a low-level concern about another adult exists it should be reported to the Headmaster as soon as reasonably possible. The Headmaster will consider, in consultation with the DSL as appropriate, whether the reported matter is a low-level concern and whether it should be reclassified as an allegation and dealt with as set out in Paragraph 1, above.
- Where the Headmaster is in any doubt whatsoever about the classification of a reported concern, the DSL or The Headmaster will seek advice from the LADO on a no-names basis.
- Having established that the concern is low-level, the DSL or Headmaster (as appropriate) will discuss it with the individual who has raised it and will take any other steps to investigate it as necessary. Most low-level concerns by their very nature are likely to be minor and will be dealt with by means of management guidance, training etc.

Appendix 6 Visiting Speakers

VISITING SPEAKER FORM

The Trust is required to maintain a register of all Visiting Speakers i.e. visitors to the Trust who give talks, seminars, practical workshops etc. We need to ensure all speakers are suitable and appropriately supervised.

Members of staff organising the visit must complete and submit this form for every visiting speaker, no later than one week prior to the proposed visit. It should be passed to either JOM or PZM.

Staff responsible for a Visiting Speaker are reminded that all visitors to the Trust must be:

- Signed in and out and badged at Reception on arrival and their ID checked;
- Collected from Reception by a member of staff;
- Supervised at all times while on the School site by the member of staff responsible for the visit. In particular, Visiting Speakers must never be placed in a position of being alone with pupils.

Please complete the following for all visiting speakers:

Name of Visiting Speaker:

Organisation the visiting speaker works for/represents:

Subject/title of the talk/lecture/workshop:

Member of staff responsible for visit:

Date of Visit:

Timings of Visit:

Year Group/Class:

Please confirm that the Visiting Speaker: will be accompanied at all times by a member of staff will not be placed in a situation where he/she is in a one to one situation with a pupil

Signed..... Date.....

To be completed by JOM or PZM

Approval is given for the talk/lecture/workshop: Yes/No

A risk assessment is required? Yes/No

Signed..... Date.....

Appendix 7 Related School Policies

- Recruitment, Selection and Disclosure Policy
- Staff Behaviour Policy
- E-Safety Policy
- Anti-Bullying Policy
- Behaviour, Rewards, Sanctions, Discipline and Exclusions Policy (or the Policy to Promote Good Behaviour – Rewards – Sanctions – Exclusions at Hampton Pre-Prep & Prep)
- Whistleblowing Policy
- Dealing with Allegations of Against Staff or Volunteers Policy (Appendix 5)
- Health and Safety of Pupils on Educational Visits Policy (or Hampton Pre-Prep and Prep’s separate Educational Visits Policy)
- Missing Pupil Policy (or Hampton Pre-Prep and Prep’s Missing / Lost Child Policy)
- Looked After Children Policy

Appendix 8 Log of a Concern about a Pupil's Safety and Welfare

LOG OF A CONCERN ABOUT A PUPIL'S SAFETY AND WELFARE

Pupil's Name:		D.O.B.	
Date:		Time:	
Name: Print Signature		
Position in School:			
Note the reason(s) for recording the incident:			
Record the following factually:	Who?		
	What?		
	Where?		
	When?		
Offer an opinion where relevant (how and why might this have happened?)			
Substantiate the opinion. Note any action taken, including names of anyone to whom your information was passed.			