

# Date Valley School

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## Safeguarding Policy

### Part One:

Date Valley School is committed to providing a safe and secure environment for children, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others.

For the purpose of this policy the term “staff” refers to paid staff, unpaid staff, volunteers, and students.

### Aims:

- To safeguard and promote children’s welfare, safety, health and guidance by fostering an open, honest, trusting, caring and supportive climate
- Through careful management, to protect and prevent all children from significant harm
- To raise awareness of both teaching and non-teaching staff of the need to safeguard children and their responsibilities in identifying and reporting all safeguarding and child protection concerns
- To raise awareness that all members of staff are responsible for their own actions, should work in an open and transparent way and apply the same professional standards regardless of gender, sexuality and ethnicity
- To ensure that all members of the school community fully support the school’s commitment to safeguarding and child protection (Please refer to Appendix 1)
- To ensure confidentiality with regards to all information obtained and records held
- To link with other school policies which promote and safeguard the welfare of our children
- To promote the prevention of abuse by helping children acquire relevant information, skills and attitudes to resist abuse in their own lives and prepare them for the responsibilities of adulthood
- To promote protective behaviours and empower children to develop their own strategies for self-protection and encourage children to understand the value and importance of emotional well-being
- To develop and promote effective holistic working relationships with external agencies such as the Education Welfare Service, Education Psychology Service, Police and Children’s Services

### Legal Duty:

This policy is in line with:

- HM Government: Working Together To Safeguard Children, March 2015
- Department of Education: Keeping Children Safe in Education, September 2016
- Mandatory Reporting of Female Genital Mutilation – procedural information guidance 20th October 2015
- HM Government: Information Sharing, March 2015
- Section 175 of the Education Act 2002
- The Education (Independent School Standards) Regulations 2014
- Relevant sections of the Children Act 2004
- What to do if you are worried a child is being abused 2015- Advice for practitioners
- Safeguarding Vulnerable Groups Act 2006
- London Safeguarding Children Board guidance

### Keeping Children Safe in Education 2016:

- This is statutory guidance from the Department for Education issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014 and the Education (Non-Maintained Special Schools) (England) Regulations 2011
- Schools must have regard to it when carrying out their duties to safeguard and promote the welfare of children
- This document contains information on what schools should do and sets out the legal duties with which schools must comply
- It should be read alongside statutory guidance Working Together to Safeguard Children 2015 which applies to all the schools and departmental advice What to do if you are worried a child is being abused 2015- Advice for practitioners
- The Safeguarding Officer should ensure that all staff read Part One of Keeping Children Safe in Education

### Working Together to Safeguard Children 2015:

- Working Together to Safeguard Children 2015 is inter-agency statutory guidance for professionals
- It focuses on the core requirements and explains what individuals and organisations should do to keep children safe
- In doing so it seeks to emphasise that effective safeguarding systems are those where:-
  1. The child's needs are paramount, and the needs and wishes of each child should be considered to ensure that every child receives the support they need at an early stage
  2. All professionals should be alert to the needs of the child and to any risk of harm that individual abusers, or potential abusers, may pose to children
  3. All professionals share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and the local authority children's social care

### Definitions (as defined in Working Together to Safeguard Children – March 2015):

#### Safeguarding:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best life chances

Safeguarding is not just about protecting children from deliberate harm. It also relates to aspects of school life including:

- Children's health and safety
- The use of reasonable force
- Meeting the needs of children with medical conditions
- Providing first aid
- Educational visits
- Intimate care
- Internet or E-safety
- Appropriate arrangements to ensure school security, taking into account the local context

Safeguarding can involve a range of potential issues such as:

- Bullying, including cyber bullying (by text message, on social networking sites, etc) and prejudice based bullying
- Racist abuse
- Extremist behavior
- Child sexual exploitation
- Substance misuse
- Issues which may be specific to a local area or population, for example gang activity and youth violence
- Particular issues affecting children including domestic violence, sexual exploitations, female genital mutilation (FGM) and radicalisation

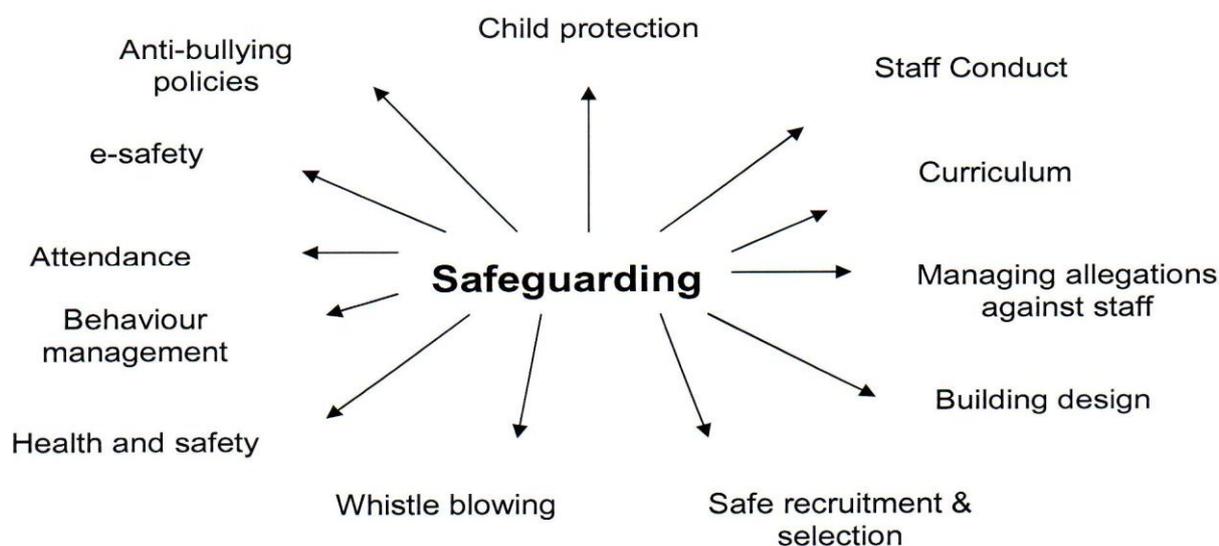


Figure 1: Safeguarding Spider Diagram

This policy is consistent with all other policies and should be read in conjunction with the following policies relevant to the safety and welfare of children. These together make up the suite of policies to safeguard and promote the welfare of children at Date Valley School.

- Anti-Bullying Policy
- Anti-Discrimination Policy, including Accessibility Plan
- Attendance Policy
- Behaviour and Discipline Policy
- Child Protection Policy
- Complaints Policy
- Curriculum Policy
- Cyber Bullying Guidance
- Data Protection Policy
- Dealing with Allegations of Abuse against Teachers and Other Staff Policy
- EAL Policy (English as an Additional Language)
- Educational Visits Policy
- Equal Opportunities Policy
- First Aid Policy
- Health and Safety Policy and Hygiene Policy
- Healthy Eating Policy
- Home-School Agreement Policy
- Key Person Policy
- Lost and Uncollected Children's Policy
- Nappy Changing Policy
- No Smoking Policy
- Photography Policy and Use of Photography Policy
- Safer Recruitment Policy
- Safe Use of the Internet and E Safety Policy and ICT Acceptable Use Policy
- School Premises Management Policy, Arson Prevention Policy and Security Policy
- SEN Policy
- Sex and Relationships Education Policy
- Sick Children's Policy
- SMSC Policy / PSHE and Citizenship Policy
- Staff Discipline, Conduct, and Grievance Policy
- Volunteers and Students Involvement Policy
- Website Policy
- Whistleblowing Policy

**Designated Officers:**

The current Safeguarding Officer is Naheed Mughal. The deputy Safeguarding Officer is Tahira Khan. The Governor responsible for Safeguarding is Irum Khan.

**The Role of the Safeguarding Officer:**

- To have a sound knowledge of and to follow Local Authority Safeguarding Child Protection procedures (Please refer to the Child Protection Policy)
- To attend relevant training for safeguarding awareness, recognition and prevention and deliver in house training for staff
- To share information with staff regarding child services referrals, empowering them to be able to make a referral in the event of ongoing concerns for a child/ren.
- To ensure that all staff report any safeguarding concerns about children to them in line with school policy, including any noticed bruising which should be reported to the Safeguarding Officer as soon as possible

- To coordinate related consultation of concerns and action within the school
- To ensure the Common and Shared Assessment form (CASA) is used as a tool to identify and respond to early safeguarding concerns
- To act as the CASA coordinator within the school and ensure relevant staff are trained as appropriate
- To be aware of all school trips and ensure that trip organisers understand their role and responsibility in connection with safeguarding children (Please refer to Educational Visits Policy)
- To report to the Principal outlining details of any safeguarding issues that have arisen and the outcome of any cases identified
- To bring to the attention of the Principal any shortfalls to enable, resolve and affect positive outcomes in safeguarding
- To ensure that proper procedures and policies are in place and are implemented with regard to safeguarding issues
- To ensure the school's Safeguarding Policy and Child Protection Policy is updated and reviewed every three years, and to work with the designated Governor regarding this
- To act as a dedicated resource available for other staff and governors to draw upon
- To liaise with external agencies and build good working relationships with colleagues from these agencies
- The Safeguarding Officer should possess skills in recognising and dealing with child welfare concerns

### **The Role of the Principal:**

The Principal will ensure that:

- The policies and procedures adopted by the Board of Trustees are fully implemented, and followed by all staff
- Sufficient resources and time are allocated to enable the Safeguarding Officer and other coordinators to discharge their responsibilities in line with school policies
- All staff feel able to raise concerns about poor or unsafe practice with regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with the school's Whistle Blowing Policy
- The annual report to the Board of Trustees will include a summary on safeguarding matters. The summary will respect all issues of confidentiality and will not therefore identify any person(s) by name

### **The Role of the Designated Safeguarding Governor:**

The Board of Trustees is collectively responsible for ensuring that safeguarding arrangements are fully embedded within the school's ethos and reflected in the school's day to day safeguarding practices. This responsibility has been delegated to the Designated Safeguarding Governor.

- Where appropriate, the Governor will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly
- The Governor will ensure that the designated member of staff for Safeguarding is given sufficient time to carry out his or her duties, including accessing training
- The Governor will review safeguarding policies and practices in the school annually to ensure that:
  1. The school is carrying out its duties to safeguard the welfare of children at the school
  2. Members of staff are aware of current practices in this matter, and that staff receive training where appropriate
  3. Safeguarding is integrated with induction procedures for all new members of staff
  4. The school follows the procedures agreed by the Local Authority
  5. Only persons suitable to work with children shall be employed in the school, or work here in a voluntary capacity
  6. Where safeguarding concerns about a member of staff are raised, appropriate action in line with Local Authority procedures is taken.

### **Part Two:**

#### **Allegations against Members of Staff:**

- If anyone makes an allegation that any member of staff or Governor may have committed an offence against a child, placed a child at risk of significant harm or behaved in a way that calls into question their suitability to work with

children; the allegation will be dealt with in accordance with school policy, national guidance and legislation. (Please refer to Dealing with Allegations of Abuse against Teachers and Other Staff Policy)

### **Anti-Bullying Policy:**

- Bullying between children is very serious leading to anxiety and distress. (Please refer to the Anti-Bullying Policy)
- In accordance with the Anti-Bullying Policy all incidences of bullying should be reported and will be managed through Anti-Bullying procedures
- This includes all forms of bullying – cyber, racist and gender related
- All parents are referred to the Anti-Bullying policy on induction
- We keep a record of all bullying incidents, the actions taken to deal with the matter and the views of the children / parents on the outcomes of the actions

### **Attendance:**

- Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence (Please refer to the Attendance Policy)
- The school will work closely with the parents and the Education Welfare Officer whenever a child's attendance and punctuality causes concern
- Positive measures are in place to encourage children to attend regularly and punctually

### **Behaviour and Discipline Policy:**

- Good behaviour is essential in any community and at Date Valley School we have high expectations in this area
- The school has a Code of Behaviour that must be adhered to by all children
- Although the emphasis is always on the positive, there are also times when children have to be disciplined in order to maintain the safety and security of all children (Please refer to the Behaviour and Discipline Policy)
- Staff are discouraged from handling children
- The updated 'Use of Reasonable Force' guidance (July 2013) states that staff may use 'reasonable force' under certain circumstances
- Reasonable force means 'reasonable in the circumstance' and using no more force than is necessary
- Examples of situations in which reasonable force may be used include:
  1. Removing disruptive children from the classroom when they have refused to follow an instruction to do so
  2. Preventing behaviour that disrupts a school trip / event / visit
  3. Preventing a child from leaving the classroom where allowing the child to leave would put their safety or the safety of others at risk
  4. Preventing a child from attacking a member of staff or another child
  5. Breaking up a fight
  6. Restraining a child from harming themselves through physical outburst
  7. Preventing a child from damaging school property or the belongings of another child or member of staff
  8. The 'Use of Reasonable Force' guidance (July 2013) states that restraint should only be used when there is no alternative. All other attempts to resolve the situation should have been used and staff must inform the child that they are going to use force to resolve the situation. Any technique used should take into account:
    1. Age
    2. Gender
    3. Level of physical, emotional and intellectual development
    4. Special needs
    5. Social Context
- Types of restraint which may be appropriate:
  1. Any holding tactic in which a child is restrained without injury until the child calms down
  2. Physical contact with a child designed to control the child's movements that pose a danger (e.g. the holding of a child's arms or legs to prevent/ restrict striking / kicking)
  3. The use of sufficient physical force – without causing injury – to remove a weapon / dangerous object from a child's grasp
  4. Physically preventing a child from exposing themselves to possible danger by leaving the premises
  5. Children should not be placed or held on the floor

### **Child Information:**

- In order to keep children safe and provide appropriate care for them the school requires accurate and up to date information regarding:
  1. Names and contact details of persons with whom the child normally lives

2. Names and contact details of all persons with parental responsibility (if different from above)
3. Emergency contact details
4. Details of any persons authorised to collect the child from school (if different from above)
5. Any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
6. If the child is or has been the subject of a Child Protection Plan
7. Name and contact detail of G.P.
8. Any other factors which may impact on the safety and welfare of the child
  - Child Trafficking and Sexual Exploitation is a Safeguarding issue and the school has in place a clear system for requesting the child's full birth certificate in order to check the validity of parents
  - If the child is living with a carer, the appropriate evidence will be requested to confirm this arrangement

#### **Children Missing from Education:**

- The school recognises that when a child goes missing from school it is a potential indicator of abuse or neglect, ie – sexual abuse or exploitation
- Under section 8 of the Education Regulations Act (2006) the school will make 'reasonable' enquiries into the location of children with 20 days continuous unauthorised absence or for those who fail to return from leave of absence granted during term time (Please refer to the Attendance Policy)
- The school must inform the local authority of any pupil who fails to attend regularly or has been absent without school permission for a continuous period of 10 days or more.
- A referral will be made to the Education Welfare Officer to be investigated further
- The school will only remove a child from roll after such enquiries have failed to locate the child and only in acknowledgement of the Education Welfare Officer
- The school reserves the right, however, to contact relevant agencies to seek advice if any child is absent from school for more than five days without confirmation from parents
- Every attempt will be made to communicate with parents to ensure the child is safe and well
- The school will inform the local authority of any child who is going to be deleted from the admission register where the child:
  1. Has been taken out of school by their parents and is being educated outside the school system e.g. home education
  2. Has ceased to attend school and no longer live within reasonable distance of the school
  3. Have a medical condition certified by the child's doctor that the child is unlikely to be in a fit state of health to attend school
  4. Has been permanently excluded
- The Safeguarding Officer will notify Children's Social Care if a child with a child protection plan is absent from school without explanation
- If the school has any concerns that that absence may be potentially detrimental to the health and safety of the child (FGM, forced marriage, sexual exploitation, radicalisation), an immediate referral will be made to Children's Social Care

#### **Confidentiality and Information Sharing:**

- The school, and all members of staff at the school, will ensure that all data about children is handled in accordance with the requirements of the law, and any national and local guidance (HM Government: Information Sharing, March 2015)
- Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration
- Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know
- Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the relevant member of the Senior Management Team
- All Staff will sign a Confidentiality Statement during their induction

#### **Curriculum:**

- Date Valley School acknowledges the important role that the curriculum can play in the prevention of abuse and in the preparation of our children for the responsibilities of adult life and citizenship. (Please refer to the Curriculum Policy, SMSC (Spiritual, Moral, Social and Cultural) Policy and PSHE (Personal, Social and Health Education) and Citizenship Policy)
- It is expected that all subject coordinators will consider the opportunities that exist in their area of responsibility for promoting the welfare and safety of children
- As appropriate, the curriculum will be used to build resilience, help children to keep safe and to know how to ask for help if their safety is threatened

- As part of developing a healthy, safer lifestyle, children will be taught, for example:
  1. To recognise and manage risks in different situations and then decide how to behave responsibly
  2. To judge what kinds of physical contact are acceptable and unacceptable
  3. To recognise when pressure from others (including people they know) threatens their personal safety and well-being; including knowing when and where to get help
  4. To use assertiveness techniques to resist unhelpful pressure
  5. Emotional literacy

### **Domestic Violence:**

- Domestic Violence is a safeguarding and child protection issue
- Any child who has been witness to or involved in incidents of domestic violence will have suffered a degree of trauma, likely to be at risk of emotional damage and or physical injury
- Allegations of domestic violence or the risk of witnessing such incidents will be subject to action as per the school's Child Protection Policy
- Safeguarding training should reflect Domestic Violence Guidance to support staff in identifying potential cases of domestic violence

### **Equalities and Racial Tolerance:**

- All children have equal access and inclusive rights to the curriculum regardless of their age, gender, race, ethnicity, religion, belief, disability or ability
- We plan work that is differentiated for the performance of all groups and individuals
- Date Valley School is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential (Please refer to the Anti-Discrimination Policy and the Equal Opportunities Policy)
- Accurate records will be kept of all racist incidents

### **Female Genital Mutilation (FGM):**

- It is essential that staff are aware of FGM practices and the need to look for signs, symptoms and other indicators of FGM
- FGM involves procedures that intentionally alter/injure the female genital organs for non-medical reasons
- FGM is internationally recognised as a violation of human rights of girls and women. It is illegal in most countries including the UK

#### **Circumstances and occurrences that may point to FGM happening:**

1. Child talking about getting ready for a special ceremony
  2. Family taking a long trip abroad
  3. Child's family being from one of the 'at risk' communities for FGM (Kenya, Somalia, Sudan, Sierra Leon, Egypt, Nigeria, Eritrea as well as non-African communities including Yemeni, Afghani, Kurdistan, Indonesia and Pakistan)
  4. Knowledge that the child's sibling has undergone FGM
  5. Child talks about going abroad to be 'cut' or to prepare for marriage
  6. Warning signs that FGM may be about to take place, or may have already taken place can be found on pg16-17 of the Multi Agency practice guidelines
- Signs that may indicate a child has undergone FGM:
    1. Prolonged absence from school and other activities
    2. Behaviour change on return from a holiday abroad, such as being withdrawn and appearing subdued
    3. Bladder or menstrual problems
    4. Finding it difficult to sit still and looking uncomfortable
    5. Complaining about pain between the legs
    6. Mentioning something somebody did to them that they are not allowed to talk about
    7. Secretive behaviour, including isolating themselves from the group
    8. Reluctance to take part in physical activity
    9. Repeated urinal tract infection
    10. Disclosure
  - Disclosure of FGM or the presence of circumstances and occurrences leading to a possibility of FGM will be subject to action as per the school's Child Protection Policy
- #### **Reporting FGM**
- From 31<sup>st</sup> October 2015, where a teacher discovers that an act of FGM appears to have been carried out on a girl under the age of 18, there is a statutory duty on that individual to report it to the police.
  - Those failing to report such cases will face disciplinary action.
  - In the situation that a child discloses or sees evidence of FGM the teacher should not make any clinical or further examinations

- The duty to report applies to cases directly disclosed by the victim or evidence seen on the victim.
  - Best practice is for a report to be made by the close of the next working day.
  - Reports must be made to the police in the area in which the girl resides.
  - The SGO in conjunction with the class teacher (if applicable) should be prepared to provide the call handler with the following information:
    - explain that you are making a report under the FGM mandatory reporting duty
    - your details:
      - your name
      - your contact details (work telephone number and e-mail address) and times when you will be available to be called back
      - your role
      - your place of work
  - Details of your organisation's designated safeguarding lead:
    - name
    - contact details (work telephone number and e-mail address)
    - place of work
  - The girl's details:
    - name
    - age/date of birth
    - address
  - If applicable, confirm that you have undertaken, or will undertake, safeguarding actions, required by the Working Together to Safeguard Children guidance as appropriate.
  - You will be given a reference number for the call and should ensure that you document this in the case records
  - According to the Mandatory Reporting of Female Genital Mutilation – procedural information guidance 20th October 2015 section 2.3b Record keeping
    - Throughout the process, you should ensure that you keep a comprehensive record of any discussions held and subsequent decisions made, in line with standard safeguarding practice.
  - This will include the circumstances surrounding the initial identification or disclosure of FGM, details of any safeguarding actions which were taken, and when and how you reported the case to the police (including the case reference number).
  - You should also ensure that your SGO is kept updated as appropriate.
- Informing the child's family
- In line with safeguarding best practice, the SGO should contact the girl and/or her parents or guardians as appropriate to explain the report, why it is being made, and what it means.
  - However, if it is believed that telling the child/parents about the report may result in a risk of serious harm to the child or anyone else, or of the family fleeing the country, the case should not be discussed.

#### **Health and Safety Policy:**

- The school has a Health and Safety Policy, which is monitored within the policy review cycle by the Date Valley Trust Policy Committee on the Board of Trustees. (Please refer to the Health and Safety Policy)
- The Principal, with the Health and Safety Officer, the Senior Management Team and a Governor with responsibility for Health and Safety oversee the policy
- Any concerns from staff, governors or children are reported to any of the above and a member of the Senior Management Team carries out an initial examination, assessing what remedial action needs to take place
- Each term there is a fire drill that practices efficient evacuation from the building
- The school conducts an annual Fire Risk Assessment and Health and Safety Risk Assessment

#### **Internet / E-Safety Policies:**

- Children are encouraged to use the internet as much as is possible but at all times in a safe way
- Children must sign a Safe Internet Use form to ensure that they understand the risks and sanctions relating to misuse of the system in and beyond the school
- Staff must sign the ICT Acceptable Use Policy to ensure that they understand their duty with regards to keeping children / other staff safe within the world of ICT (Please refer to Safe Use of the Internet and E Safety Policy and ICT Acceptable Use Policy)
- Chat rooms and social networking sites are not to be accessed whilst in school by staff or children
- Parents should be made aware that it is illegal for a child under the age of 13 to have a Facebook account

### **Looked After Children:**

- The most common reason for children becoming looked after is as a result of abuse and/or neglect
- The Safeguarding Officer is responsible for looked after children at the school
- The Safeguarding Officer ensures that appropriate staff have the information they need in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility
- The Safeguarding Officer also confidentially stores information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her
- The Safeguarding Officer should have details of the child's social worker and work with external agencies
- Children's Social Care must be informed if the school becomes aware a child is living or temporarily staying with another adult other than parents, maternal or paternal aunt or uncle or grandparents

### **Medical / First Aid Needs:**

- Parents are asked to update their children's medical / dietary needs and allergy information on an annual basis
- This information is collated on relevant lists and cascaded within the school on a need to know basis
- There is collective staff training (every two years) on a range of health issues, ie – asthma, epilepsy, diabetes, epi-pen usage
- It is the responsibility of the parent to hand in, to the school office, any medication / equipment (ie- inhalers, epi-pens) their child will require during the school day
- The medication / equipment should be labelled with the date and the child's name and a Parental Consent for Administering Medication form must be completed by the parent. Without a completed consent form the medication must not be administered
- The use by dates on medication / equipment stored in school is regularly checked and parents are contacted to request new medication as necessary
- Medication should be administered in accordance to the school's Health and Safety Policy
- Children requiring regular medication or therapies for long-term medical conditions will be made the subject of a Medical Plan that has been agreed with the parent
- Where a child is too ill to remain in a lesson, the child should be sent down to the school office. (Please refer to Sick Children's Policy)
- Except in cases of emergency, first aid will only be administered by qualified First Aiders. (Please refer to the First Aid Policy)
- If it is necessary for the child to remove clothing for first aid treatment, there will be another staff member present
- All first aid treatment will be recorded and shared with parents/carers at the earliest opportunity
- If a child needs help with toileting, nappy changing or washing after soiling themselves, another staff member should be present or within earshot

### **Mental Health:**

- The Safeguarding Officer / SEN Coordinator engage with appropriate external agencies to support children with emotional and behavioural difficulties (Please refer to SEN Policy)
- As part of this process parents / carers are requested to ask for a referral to CAMHS (Child and Adolescent Mental Health Services) through their doctor
- The school supports referrals to CAMHS by providing additional information on the impact of the emotional and behavioural difficulties on the child's progress in school
- The Safeguarding Officer / SEN Coordinator will refer children to appropriate external organisations to secure the appropriate levels of support, ie – Educational Psychologist Service
- In conjunction with the SEN Coordinator and staff, the Safeguarding Officer will endeavor to provide appropriate support for children with emotional and behavioural needs in school
- Safeguarding training should provide staff with practical advice on potential signs of mental health issues

### **Partnership with Parents:**

- The school shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted (Please refer to Appendix 1 - Safeguarding Disclaimer)
- Date Valley School is committed to working with parents positively, openly and honestly
- The school will ensure that all parents are treated with respect, dignity and courtesy
- Parents' rights to privacy and confidentiality will be respected and sensitive information will not be shared unless we have permission or it is necessary to do so in order to protect a child

- Date Valley School will share with parents any concerns about their child unless to do so may place a child at risk of harm
- There may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge. (Please refer to the Child Protection Policy)
- We encourage parents to discuss any concerns they may have and make parents aware of this policy on induction to the school
- This and all other policies mentioned are available to view online at [www.datevalley.org](http://www.datevalley.org)

### **Photographing Children:**

- Date Valley School will not allow images of children to be used on the school website, publicity or promotional material without express permission from the parent, and if we do obtain such permission, we will not identify individual children by name (Please refer to Photography Policy, Use of Photography Policy and Website Policy)
- Any images taken within school for the purpose of providing evidence of achievements / curriculum coverage evidence will remain the property of the school; with staff aware images should be taken using school equipment
- All images taken on school devices should be transferred to a secure data file and deleted permanently from the device as soon as practically possible. Images should not be kept on a device for longer than a few weeks
- Staff are not permitted to use their own devices to take or record any images of the children
- Data files or hard copies containing these images should not leave or be accessed outside of the school premises
- Children will be encouraged to tell us if they are worried about any photographs / videos that are taken of them
- The use of cameras and other devices is prohibited in the toilets
- Staff should not have personal devices, with digital imaging facilities, when with the children, unless agreed by the Senior Management Team

### **Radicalisation:**

- Date Valley School promotes tolerance and harmony between different cultural traditions; we teach a broad and balanced curriculum which promotes the spiritual, moral and cultural development of children and prepares them for the opportunities, responsibilities and experiences of life. (Please refer to the Curriculum Policy, SMSC Policy / PSHE and Citizenship Policy)
- One of the risks that children can be affected by today is exposure to or involvement with groups or individuals who condone violence as a means to a political end
- The governmental definition of extremism which is: ‘Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas’
- Date Valley School recognises we have a responsibility to protect our children from extremist views, as children can be exposed to messages within the family and community
- This exposure has the potential to cause significant harm
- The school curriculum reinforces fundamental British values such as freedom of speech and democracy
- It ensures that children are not exposed to or influenced by intolerant or extremist views
- When political or controversial issues are brought to the children’s attention, they are offered a balanced presentation of opposing views
- Annual safeguarding training should reinforce the message that staff should never attempt to impose their extreme political, religious or cultural views and beliefs on children
- Any prejudice, discrimination or extremist views, including derogatory language, displayed by children or staff will always be challenged and where appropriate dealt with in line with the Behaviour and Discipline Policy for children and the Code of Conduct for staff
- The school will use internal disciplinary systems to deal with any member of staff trying to use their position of trust to influence the views of children at Date Valley School
- The school will use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately, which may include a referral to the Channel Programme
- The reporting procedure under the duty of prevent will follow the same procedure identified for the child protection/ safeguarding children procedure with the LA. Using the MASH referral form and indicating the nature of the under the Prevent/ Channel Programme.
- All existing staff will take part in the Channel Programme Awareness, in house training. Staff would understand when it is appropriate to make a referral to the Channel programme.
- Annual safeguarding training will include training on awareness of radicalisation, as part of the Safeguarding and Child Protection training.
- The school is involved in the LA anti radicalisation training programme, and the Senior Management Team have attended the borough training. The school is at present awaiting further guidance on in house training from the local Prevent Team.

- Schools must ensure that children are safe from terrorist and extremist material when accessing the internet in schools (please refer to the e-safety policy)

### **Safeguarding Information for children:**

- The school is committed to ensuring that children are aware of behaviour towards them that is not acceptable and how they can keep themselves safe
- All children should know who they can speak to
- Children should know of their right to be listened to and heard and what steps can be taken to protect them from harm
- The following information is made available to children e.g. Childline and NSPCC helplines, posters, NSPCC and Childline website addresses
- PSHE and assembly materials used help children learn how to keep safe
- The school's arrangements for consulting with and listening to children are via the school council, assemblies, the communal post box, PSHE sessions and individually

### **Safer Working Practice:**

Safe working practice ensures that children are safe and that all staff:

- Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Work in an open and transparent way
- Are open to discussions and advice from the Senior Management Team over any incident which may give rise to concern
- Record any incidents or decisions made
- Apply the same professional standards regardless of gender or sexuality
- Are aware of Confidentiality Statement
- Are aware that breaches of the law, school policies and other professional guidelines could result in criminal or disciplinary action being taken against them (Please refer to the Safer Recruitment Policy)

### **Safety in School:**

- Date Valley School aims to provide a secure school site but recognises that the site is only as secure as the people who use it. Therefore, all people on the site have to adhere to the rules which govern it. It is recognised that laxity can cause potential problems to safeguarding. Therefore, the school ensures that:
  1. Gates and external doors are locked except at the start and end of each day. Staff leaving external doors and gates opened and unmanned will lead to disciplinary action
  2. No internal doors to classrooms will be locked whilst children are present in these areas
  3. Empty classrooms have closed windows
  4. Entry to the school premises will be controlled by doors that are secured physically or by constant staff supervision or video surveillance
  5. Authorised visitors to the school will be logged into and out of the premises and will be asked to wear their identity badges or be issued with school visitor badges
  6. Unidentified visitors will be challenged by staff or reported to the Principal or school office
  7. The presence of intruders and suspicious strangers seen loitering near the school or approaching children, will be reported to the Police and the LA with a view to alerting other local schools through appropriate systems
  8. Parents, carers or relatives cannot take still or video photographic images of children in school or on school-organised activities
  9. Children are only allowed home with adults/carers with parental responsibility / listed on the assigned pick up list or when confirmed permission has been received in advance (Please refer to Lost and Uncollected Children's Policy)
  10. Children are not allowed to leave school alone during school working hours unless leaving with an adults/carers with parental responsibility
- The Department of Education must be notified about any change to the premises from which childcare is provided which may affect the space available to children, for example structural alterations or an extension, changes to the outside of the premises such as adding a pond or taking down fencing, any change in their name or address of premises on which the setting operates, any change in the name or registered number of a company, any change in the name or registration number of a charity, or something which adversely affects the smooth running of the provision over a sustained period of time

### **School trips and visits:**

- Clear guidelines and procedures are outlined in the Educational Visits Policy
- All trips must be approved by the designated School Trips Coordinator

- A trip pack is to be collated, by the staff member responsible for organising the trip, in accordance to the Educational Visits Policy and all adults accompanying on the trip to receive briefing and a copy of the pack a day or two before the scheduled trip
- A copy of the pack should be made available for the Senior Management team to refer to

### **Staff Code of Conduct:**

- All staff are expected to adhere to a code of conduct in respect of their contact with children and their families
- At all times, all staff are required to work in a professional way with children
- All staff should be setting a good example by conducting themselves appropriately
- All staff should understand that Date Valley School does not condone political, religious or cultural extremism in any form, believing it runs contrary to our school values and ethos. If anyone hears such views being vocalised, it must be brought to the attention of Senior Management
- All staff should be aware of the dangers inherent in:
  1. Working alone with a child
  2. Physical interventions
  3. Cultural and gender stereotyping
  4. Dealing with sensitive information
  5. Giving to and receiving gifts from children and parents
  6. Contacting children through private telephones (including texting), e-mail, or social networking sites such as Facebook and Twitter. (Staff members who have present or past children as friends could result in disciplinary action being taken by the Board of Trustees due to misconduct. It is not professional for staff to be friends with children on social networking platforms)
  7. Disclosing personal details inappropriately
  8. Meeting children outside school hours or school duties
- Children will be treated with respect and dignity and no punishment, detention, restraint, sanctions or rewards are allowed outside of those detailed in the school's Behaviour and Discipline Policy
- All staff should be involving children in decision-making which affects them
- All staff should be encouraging positive and safe behaviour among children
- Whilst it would be unrealistic and undesirable to preclude all physical contact between staff (paid, students and voluntary) and children, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation
- Children should not sit on staff members' knees
- Where incidents occur which might otherwise be misconstrued, or in the exceptional circumstances where it becomes necessary to physically restrain a child for their own protection or others' safety, this will be appropriately recorded and reported to the Principal and parents
- For their own safety and protection, staff should exercise caution in situations where they are alone with children. For example, the door to the room in which a 1:1 meeting or teaching / activity session is taking place should be left open
- Where this is not practicable because of the need for confidentiality, another member of staff will be asked to maintain a presence nearby and a record will be kept of the circumstances of the meeting
- School staff should also be alert to the possible risks that might arise from social contact with children outside of the school
- Home visit to a child's home or private tuition of a child should only take place with the knowledge and approval of the Principal
- Visits/telephone calls by children to the homes of staff members should only occur in exceptional circumstances and with the prior knowledge and approval of the Principal
- Any unplanned contact of this nature or suspected infatuations or "crushes" will be reported to the Principal
- Staff will not disclose their personal telephone numbers and email addresses to children or parents
- Staff supervising off-site activities or school journeys should be provided with a school mobile telephone as a point of contact for parents and carers
- Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children
- Staff taking medication which may affect their ability to care for children should seek medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children
- All staff are expected to read, understand and implement all Date Valley School Policies
- If any member of staff has reasonable suspicion that a child is suffering harm, and fails to act in line with school policy; the omission will be viewed as an act of misconduct, and appropriate action will be taken
- This Staff Code of Conduct in relation to safeguarding has been agreed by the Board of Trustees. Any member of staff who does not adhere to this Code of Conduct will be subject to disciplinary procedures

### **Training:**

- The Safeguarding Officer will receive training every two years

- Whole school in-house training on safeguarding issues will be organised and delivered annually, elaborating on all areas mentioned in this policy
- This policy will be discussed collectively with staff, annually
- All newly recruited staff will receive a summary of the trainings if they are to join the school mid academic year

### **Whistle Blowing:**

- A Whistle Blowing Policy in relation to Safeguarding is in place in order to support the school ethos where children and staff can talk freely about concerns knowing they will be listened to and appropriate action taken. (Please refer to Whistle Blowing Policy)
- There are a range of mechanisms in place to ensure that children feel comfortable to express their concerns to adults for example:
  1. Through encouragement to discuss issues at school assemblies
  2. Via PSHE sessions
  3. Via the school council meetings
  4. A communal comments box

### **Implementation, Monitoring, Evaluation and Review:**

- Staff will be referred to this policy and will be asked to confirm, during their induction, that they have read and agree to follow its procedures
- The policy will be discussed annually collectively with all staff
- The effectiveness of the policy will be reviewed and evaluated by the Board of Trustees annually in light of any specific incidents or changes to local/national guidance
- The Principal's annual report to the Board of Trustees will include a summary on safeguarding matters. The summary will respect all issues of confidentiality and will not therefore identify any person(s) by name
- Parents will be referred to this policy during their induction to the school

This policy has been read and approved for Date Valley School, by the Managing Director and the Date Valley Trust Policy Committee.

Date: September 2017

### **Appendix 1: Date Valley School Safeguarding Disclaimer**

Date Valley School is committed to safeguarding and promoting the welfare of our pupils in school. All staff and volunteers must share this commitment.

We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse; where staff are vigilant for signs of any pupil in distress and are confident about applying the processes to avert and alleviate any such problems.

Safeguarding is about ensuring that everyone is safe from harm - safe from bullying, safe from people who could abuse, safe from discrimination or harassment - and that we all feel safe in our environment.

Date Valley School has adopted policies, in line with recommendations from London Child Protection Procedures and Practice Guidance and Guidance from the London Borough of Merton Safeguarding Team. Safeguarding, Child Protection and Safer Recruitment policies are available to be viewed on the school website.

We are fully committed to ensuring that effective safeguarding procedures are in place to support pupils, families and staff at school. The current Safeguarding Officer at Date Valley School is Tahira Khan. This staff member is supported by a team of senior leaders and other members of school staff. Child protection is a branch of safeguarding and any concerns of a child protection nature are passed to the members of staff who are trained to be the Child Protection officer, at present Tahira Khan.

If your child is ever concerned about their own safety or well-being or about a friend, they are encouraged to talk to someone such as a parent or a member of staff at school. If you have any serious concerns about your child or any other pupil at Date Valley School, please do not hesitate to contact the Date Valley School managers. The members of staff are available to listen and talk through your concerns and an appropriate degree of confidentiality is always in place.

In the best interest of all our pupils, as well as ensuring that we comply with our legal duties, all teachers including support staff undergo checks in line with Safer Recruitment legislation. All share a responsibility and are asked to report any causes for concern

to the Safeguarding Officer. Concerns are usually shared with parents/guardians as early as possible. On many occasions, there are very reasonable explanations for the concern and can include issues such as pupils being visibly upset, persistent lateness or even pupils 'disclosing' concerns.

Talking helps, and if Date Valley School managers agree there is a problem, they will inform the school's Child Protection officer - who will work together with staff, pupils and parents to address the problems and ensure everyone is safe, alongside maintaining supporting documents of events. On very rare occasions, concern about a pupil may mean that there is a duty to consult other agencies even before we contact parents/guardians. The procedures we follow have been laid down by the London Borough of Merton Safeguarding Team and are detailed in the Safeguarding and Child Protection policies.

At Date Valley School we celebrate and promote our diverse community with different ethnicities, however we also recognise that in today's world young people are faced with many pressures as they grow up and can often be influenced by strong feelings expressed by others in connection with a range of complex issues. At Date Valley School our overriding concern is that all our young people feel safe and also express tolerance towards all cultures and religions even when personal views may be different. We do not condone political, religious or cultural extremism in any form, believing it to run contrary to our school values and ethos.

We have a duty of care to ensure that all in our community are protected from any dangers of being potentially or actually radicalised.

Date Valley School fully endorses the PREVENT strategy that:

"Schools can help to protect children from extremist and violent views in the same ways that they help to safeguard pupils from drugs, gang violence or alcohol. Their purpose must be to protect pupils from harm and to ensure that they are taught in a way that is consistent with the law and our values"

All of our pupils are given information on staying safe in the school and the wider community, they are told about appropriate behaviour in terms of their day to day conduct and when using technology in line with our Safe Use of the Internet and E-Safety Policy.

At Date Valley School we take seriously any inappropriate or concerning behaviour and will work with other agencies if and when required. The Date Valley School managers are always available to discuss any issues parents/guardians may be concerned about.

Our mission is to teach pupils to be good British Muslims and encourage diversity and tolerance, In Shaa Allah.

Jazakumullahu Khairun,

Date Valley School.  
Updated 24/02/2014