

# **Dalgarno Supplementary School**

## **Safeguarding Policy and Procedures**

# Safeguarding Policy Statement September 2023

## 1. The purpose of this policy statement is:

- To protect children, young people and vulnerable adults who attend our supplementary school from harm.
- This policy applies to anyone working on behalf of our school including the board of trustees, paid staff, volunteers, sessional workers, agency staff and pupils.

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children, young people and vulnerable adults.

We aim to provide a safe and welcoming learning environment where everyone is respected and valued.

We will act quickly and follow our procedures to ensure effective support and protection for the relevant people.

## 2. Policy aims

- To provide anyone working on behalf of our school with the necessary information to enable them to meet their safeguarding and child protection responsibilities.
- To ensure consistent good safeguarding practice
- To demonstrate our commitment to safeguarding issues.

## 3. Policy principles

- The welfare of the child, young person or vulnerable adult is paramount.
- All children, young people and vulnerable adults, regardless of age, gender, ability, culture, race, language or religion have equal rights to protection.
- Everyone working on behalf of our school has an equal responsibility to act on any suspicion or disclosure that may suggest a child or vulnerable adult is at risk of harm.
- There is a culture of transparency, openness and, if needed, challenge with regards to maintaining high standards in safeguarding.
- Everyone working on behalf of our school and using our services involved in safeguarding and child protection issues will receive appropriate support.

## 4. We believe that:

- Children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

## 5. We recognise that:

- The welfare of children and vulnerable adults is paramount in all the work we do and in all the decisions we take.
- Some children and young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting children's and young people's welfare.

## **6. We aim to safeguard children/young people by:**

- Valuing, listening to and respecting them.
- Appointing nominated designated safeguarding leads for children and young people and a lead trustee for safeguarding.
- Development and implementation of safeguarding policies and procedures including: child protection and health and safety policies and guidelines; a code of conduct for staff/volunteers, staff and volunteer procedures; complaints, whistleblowing and equal opportunity policies.
- Adopting child protection and safeguarding best practice through our policies, procedures and a code of conduct for staff and volunteers.
- Sharing information about child protection and good practice with children/young people, parents and carers and staff/volunteers
- Sharing information about concerns with agencies who need to know, and involving parents and children/young people appropriately
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made, recording, storing, and using information professionally and securely, in line with data protection legislation and guidance.
- Providing effective management for staff/volunteers through support, supervision and training so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- Developing and implementing an effective online safety policy and related procedures.
- Sharing information about our safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions.
- Making sure that children, young people and their families know where to go for help if they have a concern.
- Using our procedures to manage any allegations against staff and volunteers appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.
- Involving children, where appropriate, in the development and implementation of safeguarding policies and procedures
- Reviewing our policy and good practice regularly.

## 7. Legal framework

**Working Together to Safeguard Children 2018** covers the legislative requirements and expectations on individual services and inter-agency working to safeguard and promote the welfare of children. It also provides the framework for Local Safeguarding Children Partnerships (replacing Local Safeguarding Children Boards) to monitor the effectiveness of local services.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/779401/Working\\_Together\\_to\\_Safeguard-Children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf)

**Keeping Children Safe in Education 2022** – provides statutory guidance which schools and colleges must have due regard to when carrying out their duties to safeguard and promote the welfare of children.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/835733/Keeping\\_children\\_safe\\_in\\_education\\_2019.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835733/Keeping_children_safe_in_education_2019.pdf)

**Prevent Duty Guidance – England and Wales** covers the duty of schools and other providers in section 29 of the Counter Terrorism and Security Act 2015, to have due regard to the need to prevent people being drawn into terrorism.

<https://www.gov.uk/government/publications/prevent-duty-guidance>

**The Care Act 2014** sets out a clear legal framework for how local authorities and other parts of the system should protect adults at risk of abuse or neglect.

## 8. Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents.

### This includes:

- Role description for the designated safeguarding officer.
- Dealing with disclosures and concerns about a child or young person.
- Managing allegations against staff and volunteers.
- Recording concerns and information sharing.
- Child protection records retention and storage.
- Code of conduct for staff and volunteers.
- Behaviour codes for children and young people.
- Photography and sharing images guidance.
- Safer recruitment.
- Online safety.
- Anti-bullying.
- Managing complaints.
- Whistleblowing.
- Health and safety.
- Induction, training, supervision and support.
- Adult to child supervision ratios.

## 9. Definitions

**A child** is anyone under the age of 18, as set out in the Children Act.

**Safeguarding concerns relate both to children at risk of abuse or neglect and to children who are at risk of not being able to thrive and meet positive outcomes in their lives.**

Safeguarding and promotion of children's welfare is defined in *Working Together 2018* as:

- 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; and
- taking action to enable all children to have the best outcomes.

**Child protection is part of safeguarding and promoting welfare.** This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

**Adults aged 18 and over have the potential to be vulnerable for a variety of reasons and in different situations. An adult may be vulnerable if he/she:**

- Has a learning or physical disability
- Has a physical or mental illness, including addiction to alcohol or drugs
- Has a reduction in physical or mental health
- Is in the receipt of any form of healthcare
- Is detained in custody
- Is receiving community services because of age, health or disability
- Is living in sheltered or residential care home
- Is unable, for any reason, to protect themselves against significant harm or exploitation.

We will therefore act within the framework set by the Children Acts 1989 and 2004 and the Safeguarding Vulnerable Groups Act 2006. We will also implement guidance including:

- Local Safeguarding Children Partnership Multi-agency Safeguarding Children Arrangements guidance, <https://www.rbkc.gov.uk/lscb/information-professionals-and-volunteers>
- Working Together to Safeguard Children 2018, <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- London Child Protection Procedures 2019, published by the London Safeguarding Children Board, <https://www.londoncp.co.uk/>
- Guidance on handling safeguarding allegations in a charity, DCMS, 2020, <https://safeguarding.culture.gov.uk/>
- Social Care Institute for Excellence guidance on safeguarding for children and vulnerable adults.

**Parent/Carer** refers to birth parents and other adults who are in a parenting/carer role, for example step-parents, foster carers and adoptive parents.

**Staff** refers to all those working for or on behalf of our school either full time or part time, temporary or permanent, in either a paid or voluntary capacity

**DBS** is the Disclosure and Barring Service – checks for any past convictions or cautions for those seeking to work with children or vulnerable adults.

**DSL** is the Designated Safeguarding Lead

**LSCB** is the Local Safeguarding Children Board (being replaced by Local Safeguarding Children Partnerships)

**Channel** is an early intervention multi-agency process designed to safeguard vulnerable people from being drawn into violent extremism and/or terrorism. Channel works in a similar way to other safeguarding partnerships such as case conferences for children in need. Channel is a pre criminal process that is designed to support vulnerable people at the earliest possible opportunity, before they become involved in illegal activity.

**MASH** is a Multi-Agency Safeguarding Hub, designed to improve the quality of information sharing between professionals in order to make timely and informed decisions about risk, based on accurate and up-to-date information. With this information the MASH is able to provide a brief risk assessment and recommendation to services in Kensington and Chelsea, Hammersmith and Fulham and Westminster to assist in improving the quality of safeguarding decisions for children and their families and provide them with the most appropriate support and services as soon as possible

## **10. RBKC Safeguarding Contacts**

Consultation and Advice about a child/young person resident in The Royal Borough of Kensington and Chelsea:

**Kensington and Chelsea Duty Line** – Tel: 020 7361 3013

**For LADO consultations and referrals please contact the duty Child Protection Adviser on:**

Telephone: 020 7361 3013

Email: [KCLADO.Enquiries@rbkc.gov.uk](mailto:KCLADO.Enquiries@rbkc.gov.uk)

### **Bi-borough PREVENT**

Telephone: 020 8753 5727

Email: [prevent@lbhf.gov.uk](mailto:prevent@lbhf.gov.uk)

### **Adult Social Care**

020 7361 3013 – Social Services Line

[socialservices@rbkc.gov.uk](mailto:socialservices@rbkc.gov.uk)

A full list of Safeguarding contacts for RBKC is available at:

<https://www.rbkc.gov.uk/lscb/information-professionals-and-volunteers/contacts-safeguarding-kensington-and-chelsea>

Further information is available from the Local Safeguarding Children Partnership at:

<https://www.rbkc.gov.uk/lscb/>

## **11. Supplementary School Contact details**

### **Designated Safeguarding Lead**

**Name:** Naima Bekkaoui

**Phone/email:** 07944381047 / [neamatb1@hotmail.co.uk](mailto:neamatb1@hotmail.co.uk)

**Deputy Designated safeguarding Lead**

**Name: Naima Sahel**

**Phone/email: 07402254462 [info@dalgarnoschool.org](mailto:info@dalgarnoschool.org)**

**Trustee lead for safeguarding and child protection**

**Name: Naima Sahel**

**Phone/email: 07402254462 [info@dalgarnoschool.org](mailto:info@dalgarnoschool.org)**

**10. We are committed to reviewing our policy and good practice annually.**

**Date adopted: 12/09/2023**

**Date for review: 12/09/2024**

# **Dalgarno Supplementary School**

## **Safeguarding Procedure**

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## 1. Introduction

This document sets out our procedures for safeguarding children, young people and vulnerable adults.

We aim to create safe, supportive, learning environments for everyone attending our supplementary school, where children, young people and vulnerable adults are supported to participate fully and are able to express any concerns that they may have about safeguarding issues.

## 2. Purpose

- To protect children and young people and vulnerable adults who use our services and attend our supplementary schools.
- Make all staff, volunteers and trustees aware of what is expected of them in terms of their approach, behaviour and actions, roles and responsibilities.
- To provide all staff, volunteers and people who attend our supplementary school services with clear procedures to follow for reporting safeguarding concerns and responding to allegations.
- To set out roles and responsibilities for responding to safeguarding concerns and allegations against staff/volunteers.

## 3. Related Policies and Procedures

These procedures should be read alongside these policies:

- Safeguarding policy statement
- Safer recruitment policy and procedures
- Code of conduct for staff and volunteers
- Behaviour and Anti-bullying Policies
- Photography and image sharing guidance
- Whistleblowing policy
- Health & Safety Policy and Procedures
- Privacy Policy (including GDPR)

## 4. Recognising abuse and neglect

A person may abuse or neglect a child or young person by inflicting harm, or by failing to act to prevent harm. Children and young people may be abused in a family, institutional or community setting; by those known to them or, more rarely, by a stranger.

**Physical abuse:** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child, including by fabricating the symptoms of, or deliberately causing, ill health.

**Emotional abuse:** persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another

person, age or developmentally inappropriate expectations being imposed on children, causing children frequently to feel frightened, or the exploitation or corruption of children.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include involving children in looking at, or in the production of, sexual images or videos, or encouraging children to behave in sexually inappropriate ways.

**Neglect:** 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, such as failing to provide adequate food, shelter & clothing, or neglect of, or unresponsiveness to, a child's basic emotional needs.

**Abuse also includes:** Bullying, County Lines, Criminal Exploitation, Domestic Abuse, FGM, Grooming, Harmful sexual behaviour, Modern Slavery, Online Abuse, Radicalisation, Sexual Exploitation and Trafficking.

**There are many signs of abuse and neglect including**

- regular flinching in response to sudden but harmless actions, for example someone raising a hand quickly
- showing an inexplicable fear of particular places or making excuses to avoid particular people
- knowledge of 'adult issues' for example alcohol, drugs and/or sexual behaviour which is inappropriate for their age or stage of development
- angry outbursts or behaving aggressively towards other children, adults, animals or toys
- becoming withdrawn or appearing anxious, clingy or depressed
- self-harming or thoughts about suicide
- changes in eating habits or developing eating disorders
- regularly experiencing nightmares or sleep problems
- regularly wetting the bed or soiling clothes
- in older children, risky behaviour such as substance misuse or criminal activity
- running away or regularly going missing from home or care
- not receiving adequate medical attention after injuries.

Whilst these signs do not necessarily mean that a child or vulnerable person is being abused, they probably indicate that the child or family is having some problems which should be investigated.

**Be Alert**

Be aware that the following children, young people and adults may be particularly vulnerable if he/she:

- is disabled and has specific additional needs
- has special educational needs
- is a young carer
- is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups
- is frequently missing/goes missing from care or from home
- is at risk of modern slavery, trafficking or exploitation
- is at risk of being radicalised or exploited
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse

- is misusing drugs or alcohol themselves
- has returned home to their family from care
- is a privately fostered child

## **5. Safeguarding pupils who are vulnerable to extremism,**

- Since 2010, when Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism and gang violence. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist, racist and other violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity leaving them vulnerable to future radicalisation.
- We value freedom of speech and the expression of beliefs/ideology as fundamental rights underpinning our society's values. Both pupils and teachers have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and cohesion.
- The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation.
- We are clear that this exploitation and radicalisation should be viewed as a safeguarding concern.
- We recognise the potential use of ICT to groom a child, young person or vulnerable adult or to perpetrate abuse and we will support and encourage parents and carers to do what they can to keep their children and young people safe online and when using their mobile phones and game consoles.

## **6. Roles and responsibilities**

### **Designated Safeguarding Lead Name:**

**Naima Bekkaoui**

**Phone/email: 07944381047 / [neamatb1@hotmail.co.uk](mailto:neamatb1@hotmail.co.uk)**

### **Deputy Designated safeguarding Lead**

**Name: Naima Sahel**

**Phone/email: 07402254462 [info@dalgarnoschool.org](mailto:info@dalgarnoschool.org)**

### **Trustee lead for safeguarding and child protection**

**Name: Naima Sahel**

**Phone/email: 07402254462 [info@dalgarnoschool.org](mailto:info@dalgarnoschool.org)**

All staff, trustees and volunteers have a duty to safeguard and promote the welfare of children, young people and adults.

**Our supplementary school does not have statutory duties or powers under the Children Act to carry out investigations into suspicions or allegations of abuse.**

Our role is to identify and report any concerns about the children and vulnerable adults that we work with.

**All staff and volunteers have a duty to report concerns so that the agencies powered with investigative responsibility can do so.**

**All staff, trustees and volunteers should:**

- Be familiar with and follow our policy and procedures for safeguarding
- Know who to contact to express concerns about a child's or adult's welfare
- Remember that an allegation of abuse or neglect may lead to a criminal investigation and therefore you should not do anything that may jeopardise a police investigation, such as asking leading questions or attempting to investigate the allegations of abuse
- Attend training that raises awareness of safeguarding issues and equips them with the skills and knowledge needed

**7. The role of the Designated Safeguarding Lead is to:**

- Make sure all staff and volunteers are aware of this policy and know how to raise safeguarding concerns
- Ensure all staff and volunteers understand the symptoms of abuse and neglect
- Oversee referrals and reporting of any concerns to RBKC Children's Services or to the police
- Oversee monitoring of any children who are the subject of child protection plans
- Maintain accurate and secure safeguarding records

The board of trustees is responsible for regularly reviewing and approving the safeguarding policy and procedures.

## 8. What to do if you have a safeguarding concern about a child or vulnerable adult

1. If you think that a child or vulnerable adult is at risk of immediate harm, please contact the police immediately on 999.

2. If you have an urgent Safeguarding concern about a child or young person please call the Kensington and Chelsea Children's Services Duty Line without delay and follow their instructions – Tel: 020 7361 3013 (Out of hours – 0207 373 2227)

3. If you have an urgent Safeguarding concern about a vulnerable adult please contact 020 7361 3013 – Adult Social Care, [socialservices@rbkc.gov.uk](mailto:socialservices@rbkc.gov.uk)

4. Where there is a concern about the welfare of a child, but no immediate risk, it should be discussed as soon as possible with the Designated Safeguarding Lead. The Designated Safeguarding lead will support the worker/volunteer to write their concerns, discuss a course of action and contact the Kensington and Chelsea Children's Services Duty Line.

5. The Designated Safeguarding Lead will respond as quickly as possible and will assess the concerns to determine whether an external referral to RBKC children's services, to adult social care or the police should take place.

6. The Designated Safeguarding Lead is usually responsible for making external referrals to RBKC children's services, adult social care or the Police, except in an emergency.

7. In the event that a staff member makes a referral, a copy must be provided immediately to the Designated Safeguarding Lead.

8. In an emergency, where a child, young person or vulnerable adult makes a serious allegation, or if there has been an assault or a worker witnesses an incident which causes him/her to consider a child or vulnerable adult is in **immediate** risk of significant harm, then you will need to take action immediately so that the child or vulnerable adult is protected.

9. If it is not possible to discuss the situation immediately with one of the Designated Safeguarding Leads, the worker will need to contact the police or RBKC children's services.

10. The Designated Safeguarding Lead is responsible for ensuring that incident reports, referrals and all information regarding safeguarding individual children and adults is securely stored in a password protected computer file.

11. If possible and appropriate we will inform the child's parents or the young person or vulnerable adult concerned of the need to make a referral and why it is being made. It is important that we work in partnership as much as possible with the families concerned.

12. If you are concerned that a **member of staff or any other person** is harming or abusing a child or vulnerable adult, you must report your concerns immediately to the Designated Safeguarding Lead. If your concern is about the Designated Lead then it should be reported immediately to the Deputy Designated Lead.

13. If you have urgent concerns about the safety of a child and are unable to contact the Designated Safeguarding Lead, please contact the Deputy Designated Safeguarding Lead. If you cannot contact either the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead please do not hesitate to contact the Duty Officer or the police using the numbers above.

**These external agencies will be able to advise you on your next steps.**

14. In all situations, you may be asked to provide an outline of your concerns in writing. If the matter is referred to children or adult services or the police, you may be asked to provide a formal statement of your concerns for subsequent external investigations.

## **9. Responding to disclosures from children and vulnerable adults**

**If you are approached by a child, young person or vulnerable adult, with a disclosure that s/he is being, or has been harmed or abused, or you are informed of such a disclosure by a staff member or member of the public.**

### **Do:**

- Stay calm
- Listen to what is said, allowing the child to proceed at his or her own pace
- Explain to the child that this information will probably need to be shared with others and never promise to “keep a secret”
- Ask questions for clarification only, and not to elicit a particular answer.
- At the earliest opportunity, and within a maximum of 24 hours of the incident taking place, write down the facts, without your own opinion. (Use the incident report form Appendix 2)

### **Don't:**

- Promise to keep the information secret. Make it clear that you have a duty to refer the matter on.
- Stop the individual who is recalling the events in their own words.
- Make the individual tell anyone else. S/he may have to be formally interviewed later and it is important to minimise the number of times information is repeated.
- Make any suggestions to the individual about how the incident may have happened.
- Question the individual, except to clarify what they are saying.
- Discuss the information with anyone other than your line manager, a Designated Safeguarding Lead or an appropriate external agency.

If concerns have arisen over a period of time from observations of a child or vulnerable adult's behaviour or through observation of someone's behaviour towards the child or vulnerable adult, the worker/volunteer should write a report with dates, about what has caused him/her concern. As with a verbal disclosure this report must be factual. (Use incident report form Appendix 2).

## **10. Allegations of abuse made against children**

Please be aware that sometimes children of both genders can direct physical, sexual or emotional violence towards their parents, siblings, or other children.

The harm caused to children by harmful or bullying behaviour of other children, either by a single child or groups of children can be significant. This may take the form of a single incident or ongoing harmful behaviours.

Such abuse is subject to the same safeguarding procedures as apply in respect of children being abused by an adult.

When it is alleged that a child has been abused by another child, this must be reported to the Designated Safeguarding Lead and referred to RBKC's family services as set out in this Safeguarding Policy. Two separate referrals should be made – one for the child who is alleged to have been abused and a separate referral for the child who is alleged to be the abuser. This may result in investigation of each child's needs separately or a identifying an alternative or more local strategy. More information can be found in the London Child Protection Procedures, Section 15, [https://www.londoncp.co.uk/chapters/ch\\_harm\\_others.html](https://www.londoncp.co.uk/chapters/ch_harm_others.html).

Children who harm others should be held responsible for their harmful behaviour and professionals responding to them should be alert to the fact that they are likely to pose a risk to children other than the current victim.

## **11. Support for those involved in a child protection issue**

Child abuse is devastating for the child and can also result in distress and anxiety for staff who become aware of the abuse.

We will support children, their families, and staff by:

- taking all suspicions and disclosures seriously;
- nominating a link person (Designated Safeguarding lead) who will keep everyone informed and be the main point of contact;
- where a member of staff is the subject of an allegation, separate link people will be nominated to avoid any conflict of interest;
- responding sympathetically to any request from child or member of staff for time out to deal with distress or anxiety;
- maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies;
- maintaining and storing records securely;
- offering details of helplines, counselling or other avenues of external support;
- following the procedures laid down in our whistleblowing, complaints and disciplinary procedures; and
- co-operating fully with relevant statutory agencies.

## **12. Allegations against staff members**

Allegations of abuse or concerns raised against members of staff, volunteers, trainers or trustees, will always be treated very seriously.

### **If you have concerns about a colleague or poor safeguarding practice**

Staff and volunteers who are concerned about the conduct of a colleague or poor safeguarding practice at our supplementary school are placed in a very difficult situation.

You must remember however, that the welfare of the child or vulnerable adult is paramount. Everyone working on behalf of our supplementary school should feel that they can report their concerns about a colleague or the safeguarding practice at the supplementary school.

Our **whistleblowing policy** enables staff and volunteers to raise concerns or allegations in confidence and for a sensitive enquiry to take place.

All concerns of poor practice or possible abuse by colleagues should be reported to the Designated Safeguarding Leads.

Staff and volunteers may also report their concerns directly to the Local Authority or the police if they believe direct reporting is necessary to secure action.

When an allegation is made against a member of staff, set procedures must be followed.

A consultation with our DSL will happen if staff have:

- Behaved in a way which has harmed, or may have harmed a child or vulnerable adult.
- Possibly committed a criminal offence against or related to a child or vulnerable adult.
- Behaved towards a child or vulnerable adult in a way that indicates they would pose a risk of harm to children/ vulnerable adults.

It is rare for a child or vulnerable adult to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen.

We recognise that a child or vulnerable adult may even make an allegation against an innocent party because they are too afraid to name the real perpetrator.

However, staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress.

Suspension is not the only option, and alternatives to suspension will always be considered. In some cases, staff may be suspended where this is deemed to be the best way to ensure that children and vulnerable adults are protected.

Allegations against staff should be reported to the Designated Safeguarding Leads.

The Designated Safeguarding Lead will pass on all concerns relating to staff to the Local Authority Designated Officer (LADO, see Appendix for contact details). To begin with, this can be verbal, but should be followed up by a written Childcare Concern.

### ***13. Local Authority Designated Officer (LADO)***

The LADO deals with allegations against staff within the children's workforce in RBKC.

Where one of the following allegations have been made, these must be reported to the LADO within one working day:

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



The LADO can also be contacted for advice regarding concerns or suspicions about behaviour towards children by staff within RBKC's children's workforce. This includes volunteers as well as paid staff and those in a position of trust for example faith leaders.

The RBKC LADO can be contacted on:

Telephone: 020 7361 3013

Email: [KCLADO.Enquiries@rbkc.gov.uk](mailto:KCLADO.Enquiries@rbkc.gov.uk)

If a member of supplementary school team is asked to leave for safeguarding reasons, the Disclosure and Barring Service must be informed: <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>

#### **14. Privacy, Confidentiality and Information Sharing**

We will respect the privacy of the child, young person or vulnerable adult, by recognising that all information regarding possible or actual abuse within a setting should be kept confidential to the Designated Safeguarding Lead and the staff immediately involved with the child. The Designated Safeguarding Lead will disclose any information about an abused child on a need-to-know basis only.

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

We will ensure that data about children, young people or vulnerable adults will be stored securely.

Our use of images policy and consent form for use of photographs ensures informed consent is given before images can be used.

We will also respect the privacy of staff members, by following the procedures set out in our Disciplinary and Grievance procedures and by keeping this information confidential and secure. Information is shared on a need-to-know basis and the RBKC LADO will be informed of allegations against staff and we will follow any advice given by the LADO.

We will take a balanced approach to confidentiality. This is based on the principles that information sharing must be: necessary and proportionate, relevant, adequate, accurate, timely, secure and recorded.

#### **15. Safer Recruitment, induction and management support**

We will ensure that thorough checks are made prior to appointment of staff, volunteers and freelance consultants, in order to prevent a person using their position to harm a child or vulnerable adults.

We will aim to ensure as far as is possible that anyone, paid or voluntary, who seeks to work with children and young people at the supplementary school and who gains substantial access to them is as safe to do so in child protection terms as can be guaranteed.

We recognise that in family-based community groups many volunteers are recruited informally on personal recommendation from members. We are aware that while the vast majority of staff and volunteers are wholly trustworthy and have the interests of the children at heart, informal

recruitment can make groups extremely vulnerable to infiltration by people who mean children harm.

In recruiting and appointing staff and volunteers we will be responsible for the following:

- All staff and volunteers will be appointed by at least two members of staff or management committee members.
- Most staff and all volunteers will work in teams, or in open environments where they are not alone with children. Staff will not work alone with children until they have completed a satisfactory probationary period.
- All staff and volunteers will:
  - be given a clear job description or role description setting out expectations for their work and conduct.
  - show that they meet a person specification for the post or role.
  - fill a form on appointment and annually at the start of each school year to update their personal details, previous and current work/volunteering experience and qualifications.
  - supply the names of two referees who will be contacted personally.
  - be required to complete an Enhanced DBS check on appointment and be required to sign up for the update service. This will give photographic and other evidence of identity, and includes a formal declaration of any criminal convictions.
  - be taken through the safeguarding policy and procedure on induction. There will be annual training to remind them of procedures and important concepts.
  - be supervised and observed at work by a named manager.

**For all posts at our school the following vetting checks are carried out prior to confirming the appointment:**

- A Self-Disclosure form to disclose previous spent/unspent convictions and disciplinary or capability procedures.
- Identity documents including photographic identity
- Proof of right to work in the UK
- References including a professional reference using our school reference template
- Qualification certificates if required for the role
- Disclosure and Barring Service (DBS) Check if eligible. All appointments to posts involving direct work with children and/or vulnerable adults will be subject to an Enhanced Disclosure from the DBS, and agreement to re-check every 3 years.

Volunteers and freelance consultants post the same level of risk as paid staff.

Vetting checks include:

- a self-disclosure form to disclose previous spent/unspent convictions
- References including a professional reference using our reference template
- DBS check if eligible. All volunteers and freelance consultants working directly with children and/or vulnerable adults will be subject to an Enhanced Disclosure from the DBS, and agreement to re-check every 3 years.

A criminal record does not prevent employment at our school. A thorough risk assessment will be carried out if convictions are revealed on the declaration form or criminal record check or if it is not possible to obtain a criminal record check from abroad, prior to confirming or withdrawing an appointment.

## 16. Good practice guidelines

Everyone working on behalf of our school should be encouraged to demonstrate exemplary behaviour. The following are examples of how we aim to create a positive culture and climate at our supplementary school. We will treat everyone who attends our supplementary school with respect including respect for diversity.

### Good practice means:

- Always working in an open environment (for example, avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all children and young people equally, and with respect and dignity. Always putting the welfare of each child and young person first.
- Maintaining a safe and appropriate distance with children and young people (for example, it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust which empowers children and young people to share in the decision-making process;
- Making supplementary school activities and other off site activities fun, enjoyable and safe.
- Keeping up to date with technical skills, qualifications and insurance.
- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs.
- Ensuring that if mixed groups are taken away, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of children and young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of children and young people and not pushing them against their will.
- Securing parental consent in writing to act *in loco parentis*, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if supplementary school staff have to transport children and young people in their cars.
- Following our school's rules with regard to communication with children and vulnerable adults and use of social media and online networking.

### Practices to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of your line manager, designated

safeguarding lead and the child's parents. For example, if a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a class or session:

- Avoid spending excessive amounts of time alone with children away from others.
- Avoid taking or dropping off a child to an event.
- Avoid the use of sexualised or derogatory language; ensuring language and conversation is appropriate when talking with or within hearing distance of children, young or vulnerable people

### **Practices never to be sanctioned**

The following should never be sanctioned. You should never:

- Use physical restraint unless the restraint is to prevent physical injury of the child/vulnerable adult, other children, visitors or other staff or yourself.
- Engage in rough, physical or sexually provocative games.
- Use corporal/physical punishment to manage behaviour.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow disclosures and allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or disabled adults, that they can do for themselves.
- Invite or allow children to stay with you at your home unsupervised.

### **Please note**

It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the child/young person involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

## **17. Abuse of position of trust**

Everyone working on behalf of our school is aware that inappropriate behaviour towards pupils is unacceptable and that their conduct towards children and vulnerable adults must be exemplary.

Anyone working with children, young people or vulnerable adults at our school is considered to be acting in a position of trust. A relationship of trust can be described as one in which one party is in a position of power or influence over the other because of their work or the nature of their activity. It is vital for all those in positions of trust to understand the power this can give them over those they care for. Young people of 16 or 17 can legally consent to sexual activity but they may still be

relatively immature emotionally. It is essential that those who may be in a position of responsibility and trust recognise this vulnerability and ensure that it is not exploited.

Where a person aged 18 or over is in a specified position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity even if the young person is ostensibly consenting.

Any behaviour, which might allow a sexual relationship to develop between the person in a position of trust and the children in their care, must be avoided. Any sexual relationship within a position of trust relationship is unacceptable so long as the relationship of trust continues.

## **Appendix 1: Useful Contacts**

### **The Partnership of Supplementary Schools Contacts**

The Partnership of Supplementary Schools Manager

Name: Muna Ali

Email: [muna.ali@westway.org](mailto:muna.ali@westway.org)

Phone: 02089625720 or 07951114684

### **The Westway Trust**

#### **Designated Safeguarding Lead for Westway Trust:**

Name: Martin Parker

Email: [martin.parker@westway.org](mailto:martin.parker@westway.org)

Phone: 0208 962 5756

#### **Deputy Designated Safeguarding Leads**

Name: Joanna Atogdina:

Email: [joanna.atogdina@westway.org](mailto:joanna.atogdina@westway.org)

Phone: 020 8962 5727 or 07824141412

Name: Nicola Tedore:

Email: [nicola.tedore@westway.org](mailto:nicola.tedore@westway.org)

Phone: 020 8962 5778 or 07741248301

### **RBKC Safeguarding Contacts**

#### **Consultation and Advice about a child/young person resident in The Royal Borough of Kensington and Chelsea:**

**Kensington and Chelsea Duty Line** – Tel: 020 7361 3013 (9am-5pm) Or outside these times the Emergency Duty Team on 0207 373 2227

#### **For LADO consultations and referrals please contact the duty Child Protection Adviser on:**

Telephone: 020 7361 3013

Email: [KCLADO.Enquiries@rbkc.gov.uk](mailto:KCLADO.Enquiries@rbkc.gov.uk)

## **Bi-borough PREVENT**

Telephone: 020 8753 5727

Email: [prevent@lbhf.gov.uk](mailto:prevent@lbhf.gov.uk)

## **Adult Social Care**

020 7361 3013 – Adult Social Care Line

[socialservices@rbkc.gov.uk](mailto:socialservices@rbkc.gov.uk)

A full list of Safeguarding contacts for RBKC is available at:

<https://www.rbkc.gov.uk/lscb/information-professionals-and-volunteers/contacts-safeguarding-kensington-and-chelsea>

Further information is available from the Local Safeguarding Children Partnership at:

<https://www.rbkc.gov.uk/lscb/>

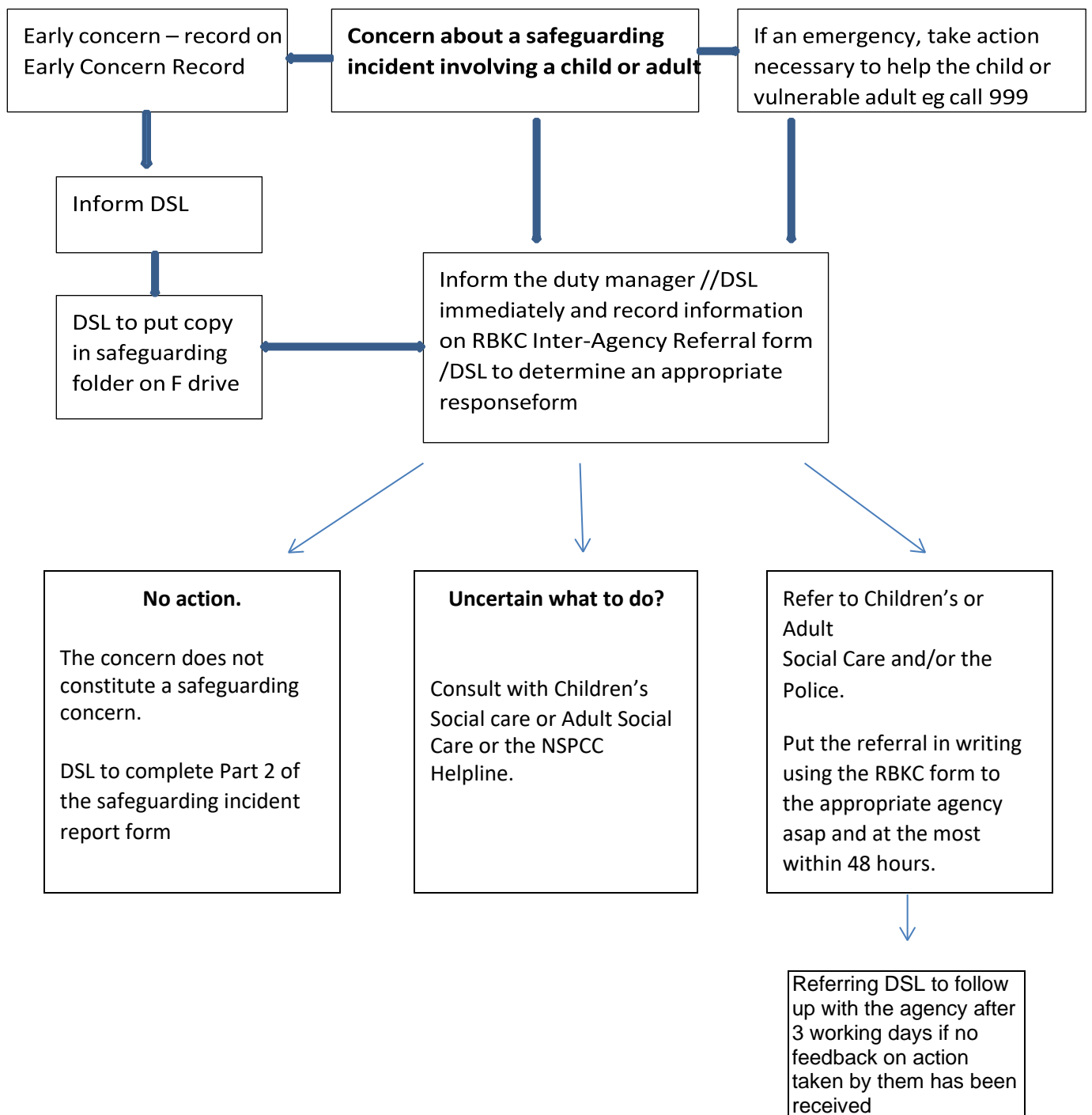
## Appendix 2 : Incident/Concern Recording Log

Section 1: Details of the child and their parent/carer		
<b>Name of child/young person:</b>		
<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Age:</b>	<b>Date of Birth:</b>
<b>Ethnicity;</b>	<b>Religion:</b>	<b>Child's First Language:</b>
<b>Home Address (including postcode and address of parent/carer if different from child:</b>		
<b>Communication Needs (interpreter/signer/other):</b>		
<b>Additional Needs:</b>		
<b>Sibling Information:</b>		
Section 2: Your Details		
<b>Your Name:</b>		
<b>Your Position:</b>		
<b>Date and Time of Incident:</b>		
Section 3: Your Report		
<b>Are you reporting your own concerns or responding to concerns raised by someone else?</b>		
<input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	If responding to concerns raised by someone else, please provide their name and position within the organisation:	
Please provide details of the incident or concerns you have, including times, dates or other relevant information (such as a description of any injuries, whether you are recording fact, opinion or hearsay)		
The child/young person's account, if it can be given, of what has happened and how:		
Please provide details of the person alleged to have caused the incident/injury including. Where possible, their name, address and date of birth (or approximate age):		
Please provide details of any witnesses to the incident(s):		
Your signature:		
Designated Safeguarding Lead received this information		
Date:	Time:	
DSL's signature:		

Appendix 3: What to do if you are worried about a child, young person or vulnerable adult



**A Flow Chart of procedures**



#### Appendix 4: Body Map

If there are visible marks on the child or young person they should be recorded here.

