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See Distribution

07 December 2015

COVENTRY SCHOOL FOUNDATION SAFEGUARDING POLICY

References:

- A. ISI Handbook for the Inspection of Schools, The Regulatory Requirements September 2015
www.isi.net
- B. 'The Early Years Foundation Stage: Statutory Framework September 2014':
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/299391/DFE-00337-2014.pdf
- C. 'Keeping Children safe in education' DfE guidance March 2015:
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- D. 'Working Together to Safeguard Children', DfE guidance dated March 2015
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf
- F. The definition and signs of child abuse (<http://www.nspcc.org.uk/signsofabuse>)
- G. 'Child Protection in Academies: Setting the Scene', Browne Jacobson Solicitors 2009
- H. 'School Staff as Police Officers'- an ISBA briefing document by Farrer & Co, February 2012
- I. Evidence from the NSPCC Policy Adviser - Safeguarding, Emily Arkell, to Sir Roger Singleton's Review, dated 2 February 2009. (<http://www.nspcc.org.uk/>)
- J. Statutory guidance issued under section 29 of the Counter-Terrorism and Security Act 2015

Introduction

The need to have effective child protection policies and procedures in place must be top of the priority list for any school or organisation catering for children and young people. Recent years have seen considerable changes to the regulatory framework. New strategies targeted at providing support to vulnerable children and young people, together with initiatives aimed at improving practice in social care have followed each other as the Government has responded to intense public and media concerns. The Independent School Standards Regulations (ISSR) are rigorous and prescriptive covering appointments and pre-appointment checks on staff, supply staff, governors, proprietors and volunteer helpers (see references) and the prevent duty requires schools to protect children who may be vulnerable to radicalisation.

Review

The Governors formally approved and endorsed this policy on **Friday 4th December 15** and is to be reviewed by **16th March 16** and then regularly (at least annually) thereafter or on change of central policy or guidance.



BABLAKE
SENIOR SCHOOL



BABLAKE
JUNIOR SCHOOL



BABLAKE
PRE PREP SCHOOL



KING HENRY VIII
SENIOR SCHOOL



KING HENRY VIII
PREPARATORY SCHOOL

Raising Awareness - Governors

Mrs Julia McNaney is the liaison Governor for all Foundation safeguarding issues. The role of the designated governor is to liaise with the local authority on issues of child protection or in case of allegations issues against The Head or a member of the Governing Body. She is assisted by Mr Chris Jones and Rev Mark Bratton.

The Governors carry out, as a minimum, an annual review of the Foundation's safeguarding policy and procedures with day-to-day issues being delegated to its 'Designated Safeguarding Leads' committee, which a representative of the Heads and the Designated Safeguarding Leads (DSLs) attend. The governing body is responsible for:

- Reviewing the procedures for and the efficiency with which the safeguarding duties have been discharged;
- Ensuring that any deficiencies or weaknesses in safeguarding arrangements are remedied without delay;
- Approving amendments to safeguarding arrangements in the light of changing regulations or recommended best practice.

We recognise that the school plays a significant part in the prevention of harm to our pupils by providing good lines of communication with trusted adults, supported friends and an ethos of protection. We include within this the emotional wellbeing of our pupils and recognise the role school plays in recognising and protecting our children who may be vulnerable to radicalisation or exposed to extremist views.

Raising Awareness - Designated Safeguarding Leads

The Designated Safeguarding Lead (DSL) and his or her deputy (where applicable) for each of the Foundation Schools is given at **Annex A**. He/she has been fully trained for the demands of this role in safeguarding and inter-agency working. He/she is a member of the Senior Leadership Team in the Schools. Both the DSL and his or her deputy regularly attend courses with child support agencies to ensure that they remain conversant with best practice. They undergo refresher training every two years and they have a job description for their safeguarding roles and key activities, given at **Annex B**. The DSL role is to ensure that each member of staff has access to and is aware of and understands the school's child protection policy and procedures. Their training meets the requirements of the DfE's 'Keeping Children Safe in Education' (KCSIE).

The DSL will liaise with the local authority (the Coventry LSCB) when necessary and work with other agencies in line with Working Together to Safeguard Children 2015 and attendance at strategy meetings. The DSL will work with partner agencies to seek advice, support and guidance, drawing on multi agency expertise, knowledge and experience to support pupils at risk of harm including emotional and intellectual harm via social media and use of the internet.

The DSL receives focused training to support learning and understanding of the ever changing landscape of safeguarding which is underpinned by legislation and guidance and includes issues such as radicalisation.

The School's records on safeguarding are kept securely in the DSL's or Head's office, and are separated from routine pupil records. Access is restricted to the DSL and the Head.

Contents of Policy

Independent Schools cannot afford to be complacent. The NSPCC's evidence in January 2009 to Sir Roger Singleton's 'Review of Safeguarding Arrangements in Independent Schools, Non-maintained Special Schools and Boarding Schools' stated that:

"Calls to ChildLine highlight worrying concerns about bullying in independent Schools". It added, "Alongside CRB checks (now known as DBS checks), independent Schools must maintain a culture of vigilance about risks to children and a clear understanding about appropriate interaction with children, challenging unacceptable behaviour, providing examples of good conduct and ensuring children and young people know where to turn if they have problems or are being abused."

Policies need to be developed from the core themes of:

- Safeguarding
- Promoting welfare

All of them should be reviewed annually by governors at a meeting in which detailed formal minutes are recorded and held on file. The ISI handbook states (Part 3, para 103):

"A review of the school's child protection policies must take place at least annually, including an update and review of procedures and their implementation. KCSIE indicates that the DSL should work with the proprietors on this. Proprietors should also ensure that the school contributes to interagency working in line with 'Working Together to Safeguard Children' (WT) through effective implementation of the child protection policy and procedures and effective communication and good cooperation with local agencies. The implementation of these policy provisions will be checked through discussion with proprietors and Designated Safeguarding Lead (DSL), and by scrutiny of the relevant board minutes and available evidence underpinning the review (e.g. any written report or information presented to governors to support the review, training records, referral information in respect of requests for help and support for individual children, issues and themes which may have emerged in the school and how these have been handled, contribution the school is making to multi-agency working in individual cases or local discussions on safeguarding matters). Minutes should therefore be sufficiently detailed to demonstrate both breadth and depth of the review".

The implementation of these policy provisions will be checked through discussion with proprietors and DSL, and by scrutiny of the relevant minutes. Minutes should therefore be sufficiently detailed to demonstrate the depth of the review". A review should, in any event, be ongoing.

Statement of Intent

The safety and welfare of all our pupils at the Coventry School Foundation is our highest priority. Our business is to know everyone as an individual and to provide a secure and caring environment so that every pupil can learn in safety. In all matters relating to safeguarding, the Foundation will follow the procedures laid down by our own (or where appropriate the relevant child's) Local Safeguarding Children Board (LSCB) which is the [Coventry LSCB](#) together with DfE guidance contained in [Working Together to Safeguard Children](#) and [Keeping Children Safe in Education](#) (KCSIE 2015). This policy is applicable to the whole Foundation community, including those pupils in the Early Years Foundation Stage (EYFS).

All members of staff have a duty to safeguard our pupils' welfare and must therefore familiarise themselves and comply at all times with this policy. This includes a duty both to children in need and to children at risk of harm. All staff should read at least Part 1 of KCSIE.

All Foundation staff should be aware that safeguarding incidents can happen at any time and anywhere and are required to be alert to any possible concerns.

What Is Child Abuse?

The NSPCC's child protection fact sheet 'Signs of child abuse' <http://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/> dated April 2014 should be referred to by all staff in raising their awareness of and helping them to identify the signs of child abuse. The KCSIE definitions of abuse should also be referred to by staff. Staff at the Foundation schools have the signs and symptoms to look out for through their Part One of KCSIE. This is also provided to all staff each year, and they all acknowledge having read it.

Prevent - What are the risk factors teachers may be expected to look for in individual pupils/students?

The Prevent duty guidance is lacking in detail and does not address this point. However, previous guidance from the Department for Children Schools and Families (DCSF) Learning together to be safe states that "there is no obvious profile of a person likely to become involved in extremism and there is no single indicator of when a person might move to adopt violence in support of extremist ideas."

It suggests, however, that the following signs and behaviours could indicate vulnerability:

- Graffiti symbols, writing or art work promoting extremist messages or images.
- Pupils accessing extremist material online, including through social networking sites.
- Parental reports of changes in behaviour, friendship or actions and requests for assistance.
- Partner schools, local authority services and police reports of issues affecting pupils in other schools.
- Pupils voicing opinions drawn from extremist ideologies and narratives.
- Use of extremist or 'hate' terms to exclude others or incite violence.

Transparency

The Foundation prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting the Foundation. Copies of this policy, together with our other policies relating to issues of safeguarding are on the Foundation and respective school websites and we hope that parents and guardians will always feel able to take up any issues or worries that they may have with the Foundation.

Allegations of child abuse or concerns about the welfare of any child will be dealt with consistently in accordance with this policy. Open communications are essential.

Safer Employment Practices

In line with Part 3 of the DfE's guidance 'Keeping Children Safe in Education' (KCSIE), the governing body prevents people who pose a risk of harm from working with pupils by adhering to statutory responsibilities to check all staff who work with children, taking proportionate decisions on whether to ask for any checks beyond the minimum required, and ensuring volunteers are appropriately supervised. The Foundation works with external agencies where appropriate including inter-agency working on the part of the DSL and attendance at strategy meetings. It is expected practice that there will be one member of any interview process who will have undertaken 'Safer Recruitment Training'.

As part of carrying out safe recruitment procedures under KCSIE, members of the teaching and non-teaching staff at the school including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches are subject to the necessary statutory child protection checks before starting work. For most appointments, an enhanced DBS check with 'barred list' information will be appropriate. A DBS certificate will be obtained from the candidate before or as soon as practicable after appointment. Alternatively, if the applicant has subscribed to it and gives permission, the school may undertake an online update check through the DBS Update Service. Further to the DBS check, anyone appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching by order of the Secretary of State. Those undertaking management posts will be subject to prohibition from management of independent schools checks.

All governors, volunteers and contractors working regularly during term-time (such as contract catering staff) are also subject to the statutory DBS checks. Confirmation is obtained that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's pupils at school or on another site.

Should the Foundation develop concerns about an existing staff member's suitability to work with children, it will carry out all relevant checks as if the individual were a new member of staff. This policy is reviewed by governors annually. Please also refer to the Foundation Recruitment Policy for further details.

Induction and Training

Every new member of staff, including part-timers, temporary, visiting and contract staff and volunteers working in the Foundation, receives appropriate induction training on their responsibilities in being alert to the signs of abuse and bullying or children at risk of radicalisation and on the procedures for recording and referring any concerns to the DSL or the Head and, if required, to the main points of local procedures of [Coventry LSCB](#) or, in certain circumstances, the police. Safeguarding training is also given to new Governors and volunteers. If they affirm that they have received Safeguarding training elsewhere they should sign a self-declaration statement to that effect which should be kept in their file. **Annex C** must be signed and are school specific but should include:

- Affirmation of previous Level 1 training and
- Confirmation of safeguarding discussion having taken place

Internal training operations would then come into play.

The Heads and all staff attend regular refresher training in line with advice from the [Coventry LSCB](#) with the designated persons receiving training every two years. Training in safeguarding is an important part of the induction process. More details are set out in the school's induction procedures.

Training includes a review of the school's child protection policy including the staff code of conduct policy/behaviour policy, the school's whistleblowing policy, awareness training to equip staff to identify children at risk of being drawn into terrorism, the identity of the DSL and a copy of Part 1 of KCSIE. Training also promotes staff awareness of child sexual exploitation, forced marriage and female genital mutilation. Staff are made aware of the signs, symptoms and indicators of such practices and are required to take action without delay if such a practice is suspected. It is CSF policy that DSL safeguarding training courses are valid for two years from the date of completion.

Staff Obligations - Disqualification from providing childcare or registration, including 'by association'

All staff in the Foundation are required to notify the respective school immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration including 'by association' i.e. they live in the same household (or someone is employed in their household) as someone who has unspent cautions or convictions for a relevant offence (please see a list of the relevant offences set out here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/384712/DBS_referrals_guide_-_relevant_offences_v2.4.pdf

The 'by association' requirement also applies if you live in the same household as or someone is employed in your household who has been disqualified from working with children under the Childcare Act 2006. The Childcare (Disqualification) Regulations 2009 apply to those providing early years childcare or later years' childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

The school takes its responsibility to safeguard children very seriously and any staff member who is aware of anything that may affect his/her suitability to work with children must notify their manager immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive. He/she must also notify the school immediately if he/she is living in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare.

Staff who are disqualified from childcare or registration, including 'by association', may apply to Ofsted for a waiver of disqualification. Such staff may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head for more details.

Preventing radicalisation (the Prevent Duty)

We recognise that it is a key role of the school to support children and that school may provide stability in the lives of children who may be at risk of harm. We also recognise that our pupils can be vulnerable and exploited by others. Staff will be alert to the signs of vulnerability and/or susceptibilities to any extremist indoctrination.

Staff acknowledge the need for a culture of vigilance to be present in the school to support safeguarding. This includes awareness and sensitivity to attitudinal changes of pupils which may indicate they are at risk of radicalisation.

Staff will consider the level of risk to identify the most appropriate referral, which could include reference to Channel or Children's Social Care.

Children missing from education

The school will monitor all pupil absences from school and promptly address concerns about irregular attendance with the parent/carer. For further details, please see the Missing Child Policy and Procedures when a Child is not collected on Time.

Female Genital Mutilation ("FGM")

From October 2015, all teachers (along with social workers and healthcare professionals) will have a statutory duty to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to be at risk from or have been carried out on a girl under 18. Those failing to report such cases will face legal sanctions as a clear breach of the law. It will be rare for teachers to see visual evidence, and they should not be examining pupils.

For the purposes of the mandatory reporting duty, a teacher is someone who undertakes teaching work as follows (including through distance learning or computer aided techniques):

- planning and preparing lessons and courses for pupils;
- delivering lessons to pupils;
- assessing the development, progress and attainment of pupils; and
- reporting on the development, progress and attainment of pupils.

These activities are not teaching work if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the head teacher to provide such direction. The mandatory reporting duty will not therefore apply to supervised teaching assistants.

If staff have concerns that FGM has taken place, as well as reporting this to the police, they should also activate local safeguarding procedures using existing and national and local protocols. Unless the teacher has a good reason not to, they should still consider and discuss any case of FGM with the DSL and involve children's social care as appropriate.

Procedures for Dealing with Allegations or Concerns about a Child

The Foundation treats the safeguarding of the pupils in its care as the highest priority and recognises the important role it has to play in the recognition and referral of children who may be at risk.

All Foundation staff are made aware of their duty to safeguard and promote the welfare of children in the Foundation's care. Staff members are alerted to the particular potential vulnerabilities of looked after children.

Every member of staff, including part-timers, temporary, visiting, contract and volunteer staff working in the Foundation is required to report instances of actual or suspected child abuse or neglect to the DSL or their Deputy if they are unavailable. This includes alleged abuse by one or more pupils against another pupil. Reference will be made to an external agency if there is risk of significant harm.

If a member of staff is made aware of any allegation of abuse, or if knowledge of possible abuse comes to his/her attention it is his/her duty to listen to the child, to provide re-assurance and to record the child's statements, but not to probe or put words into the child's mouth.

On hearing an allegation of abuse or complaint about abuse directly from a child, a member of staff should limit questioning to the minimum necessary for clarification.

Leading questions should be avoided. No inappropriate guarantees of confidentiality should be given; rather the child should be told that the matter will be referred in confidence to the appropriate people in positions of responsibility.

Although it is usual for any referrals to be made by the DSL or the Head, please note that any member of staff can report a concern about a child to the local agencies. The DSL will report safeguarding concerns to the Head.

Where there is reasonable cause to suspect that a child is suffering, or likely to suffer significant harm, a referral to Children's Social Care will be made immediately. For children in need of additional support from one or more agencies, the Foundation will assist children in this circumstance. The Foundation's points of contact are given at **Annex B**.

In cases where abuse is caused by one or more pupils on another pupil, it would be an expectation that all children involved would be treated as 'at risk'. This is true whether they are the victim or the perpetrator(s).

Sexting

There are a number of definitions of sexting but for the purposes of this policy sexting is simply defined as:

- Images or videos generated by children under the age of 18, or
- of children under the age of 18 that are of a sexual nature or are indecent

Sexting and the Law

It is important to be aware that young people involved in sharing sexual videos and pictures may be committing a criminal offence. Specifically, crimes involving indecent photographs (including pseudo images) of a person under 18 years of age fall under Section 1 of the Protection of Children Act 1978 and Section 160 Criminal Justice Act 1988. Under this legislation it is a crime to:

- take an indecent photograph or allow an indecent photograph to be taken;
- make an indecent photograph (this includes downloading or opening an image that has been sent via email);
- distribute or show such an image
- possess with the intention of distributing images;
- advertise; and
- possess such images.

There may be a multitude of reasons why a pupil has engaged in 'sexting' – it may be a romantic/sexual exploration scenario, or it may be due to coercion.

During the course of any investigation, the Foundation will determine on a case-by-case basis, whether to take disciplinary action and/or whether it is appropriate to refer the matter to the police or LCSB. The DSL will decide whether the incident is high risk, depending on the nature of the image and the family circumstances of the young person. Communication with parents will be determined in the best interests of the young person involved.

Where a child has been found to distribute indecent images either of themselves or of others, the DSL has a duty to report such activity to either Children's Services or the local Police force. Whilst the Foundation does not support the prosecution of criminalisation of children for taking or distributing indecent images of themselves or others, we must uphold Section 1 of the Protection of Children Act 1978 and Section 160 Criminal Justice Act 1988 (see Sexting and the Law).

Confiscation of electronic devices

In line with the revised Education Act 2011, a device can be examined, confiscated and securely stored if there is reason to believe it contains indecent images or extreme pornography. Should it be deemed necessary to search a mobile device the following conditions will apply:

- The search is conducted by the head teacher or a person authorised by them

- The DSL or a member of the pastoral team
- The search is conducted by a member of the same sex

If an 'experimental' incident is not referred to the police, the reasons for this will be recorded in writing and stored by the DSL in a separate Child Protection file under the name of the pupil or pupils.

Procedures for Dealing with Disclosures/Allegations of Abuse against an adult employed by or connected to the Foundation

Allegations of abuse may be made against a member of staff, a volunteer, a governor, a parent or other person connected to the Foundation. If these disclosures are made by a member of staff, they should respond initially as described in the previous section: listen, reassure, do not probe or ask leading questions, and inform the child of the need to share this information only with those that need to be told.

The member of staff should make and submit an accurate written record and inform the Head immediately so that appropriate agencies can be informed within 24 hours and the matter resolved without delay. The Head will contact the Designated Officer (formerly known as the Local Authority Designated Officer) for advice or direction and will inform ISI if appropriate.

Where the allegation(s) concern the Head, Governor or Chair of Governors, the staff member should report the matter to the Chairman of Governors, or the next most senior Governor and/or direct to the school's local authority without the Head being informed first. It will then be the Chair of Governors' (or next most senior) responsibility to contact the Designated Officer.

In relation to our **EYFS** setting, the Foundation has to inform OFSTED as soon as reasonably practical, in any event within 14 days of any allegations of serious harm or abuse by any person living, working with or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or of any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations.

Allegations of abuse against teachers and other staff will be dealt with according to the statutory guidance set out in part four of [KCSIE](#).

If the allegation concerns a member of staff, a volunteer or another pupil he/she would normally be informed as soon as possible after the result of any initial investigation authorised or conducted by the Designated Officer is known. Advice will always be sought from the Designated Officer first, however. The Foundation will normally appoint a member of staff to keep the person informed of the likely course of action and the progress of the case.

The outcome of investigation of an allegation will record whether it is substantiated (sufficient evidence either to prove or disprove it), unsubstantiated (insufficient evidence either to prove or disprove it), false (sufficient evidence to disprove it) or malicious (sufficient evidence to disprove it and that there has been a deliberate act to deceive). If it is established that the allegation is malicious, no details of the allegation will be retained on the individual's personnel records. In all other circumstances a written record will be made of the decision and retained on the individual's personnel file in accordance with DfE advice.

If the Designated Officer or any of the statutory safeguarding authorities decide to take the case further, any staff member concerned may be suspended if this is felt appropriate. The reasons and justification for suspension will be recorded and the staff member informed of them. In the case of staff the matter will be dealt with in accordance with the Foundation Disciplinary Procedure.

A substantiated allegation against a member of staff would result in the school working with the Designated Officer to determine whether there are improvements to be made to school procedures and practices to help prevent similar future events.

Should the allegation of abuse concern the DSL the member of staff should inform the Head and the deputy to the DSL who will act in the place of the DSL. Should the allegation be against the Head or a Governor the DSL will immediately inform the Chairman of Governors without the Head being informed first. It will be the Chair's responsibility to contact the Designated Officer.

Separate to involvement of the Designated Officer, schools have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) at the school, or would have been removed had they not left.

The Foundation will make such a referral as soon as possible after the resignation or dismissal of any individual (whether employed, contracted, a volunteer or a student) whose services are no longer used because he or she is considered unsuitable to work with children. This includes dismissal, non-renewal of a fixed term contract, no longer using supply teacher engaged directly or supplied by an agency, terminating the placement of a trainee or volunteer, no longer using staff employed by a contractor and resignation and voluntary withdrawal from any of the above.

Further, or in the alternative, if an investigation leads to the dismissal or resignation prior to dismissal of a member of teaching staff specifically, the school will consider making a referral to the National College for Teaching and Leadership (NCTL) and a prohibition order may be appropriate (because that teacher has displayed unacceptable professional conduct, conduct that may bring the profession into disrepute or a conviction at any time for a relevant offence).

The school will make a serious incident report to the Charity Commission whenever the Commission's guidelines deem it appropriate to do so.

Where the school ceases to use the services of a teacher because of serious misconduct, or would have dismissed them had they not resigned, it will consider whether to refer the case to the Secretary of State, as required by sections [141D and 141E of the Education Act 2002](#). The Secretary of State may investigate the case, and if s/he finds there is a case to answer, must then decide whether to make a prohibition order in respect of the person.

From October 2015, section 5B of the Female Genital Mutilation Act 2003 will place a statutory duty on teachers along with social workers and healthcare professionals to report to the police where they discover that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the school's designated safeguarding lead and involve children's social care as appropriate.

We follow [Disclosure and Barring Services](#) (DBS) guidance and procedures regarding referrals and barring decisions and the Safeguarding Vulnerable Groups Act 2006 and the Safeguarding Vulnerable Groups Act (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009.

In the case of pupil-on-pupil abuse which the school has reported to the Designated Officer and which the Designated Officer or statutory child protection authority decides to investigate further, the matter will be dealt with under the School Behaviour Policy after discussion with the Designated Officer.

Sharing Information with Parents, Staff, other Pupils and the Press

During the course of the investigation, the Foundation, in consultation with the Designated Officer, will decide what information should be given to parents, staff and other pupils and how press enquiries are to be dealt with. In reaching their decision, due consideration will be given to the provisions in the Education Act 2011 and in Keeping Children Safe in Education relating to reporting restrictions identifying teachers who are the subject of allegations from pupils. Any pupils who are involved will receive appropriate care.

In general, we believe that parents should be informed about any of our concerns regarding their children. It is important that we are honest and open in our dealings with parents. However, concerns of this nature must be referred to the DSL or the Head who will decide on the appropriate response. In a very few cases, it may not be right to inform them of our concerns immediately as that action could prejudice any investigation, or place the child at further risk. In such cases, advice will be sought from the Designated Officer.

Promoting Awareness

The Foundation school's curriculum and pastoral systems are designed to foster the spiritual, moral, social and cultural development of all our pupils. All teaching staff play a vital role in this process, helping to ensure that all pupils relate well to one another and feel safe and comfortable within the School. We expect all teaching and medical staff to lead by example and to play a full part in promoting an awareness that is appropriate to their age amongst all our pupils on issues relating to health, safety and well-being. All staff, including all non-teaching staff, have an important role in insisting that pupils always adhere to the standards of behaviour set out in our behaviour policy and in enforcing our anti-bullying policy.

Time is allocated during pastoral discussions as to what constitutes appropriate behaviour and on why bullying and lack of respect for others is never right. Assemblies, drama and RE lessons are used to promote tolerance and mutual respect and understanding.

All pupils know that there are adults to whom they can turn to if they are worried. If the School has concerns about a child there is always a recognised requirement for sensitive communication and designated staff members are aware of the need to avoid asking leading questions. Our support to pupils includes the following:

- A school culture and ethos that models and encourages appropriate behaviour, pro-active support and guidance.
- All pupils have access to telephone helpline information.
- Advice on where pupils can seek help is displayed around the school.
- Older pupils are encouraged to offer advice and support to younger pupils.
- In the senior schools we provide leadership training for pupils which specifically covers safeguarding issues and the importance of offering support and assistance to younger and to vulnerable pupils.
- We provide regular lessons to pupils on e-safety and ensure that all pupils understand and adhere to the school's guidelines in this area. This includes guidance on educating pupils to stay safe including e-safety and online protection. For more details on cyber-bullying please refer to the school's anti-bullying policy.

For more details on cyber-bullying please refer to the Foundation's anti-bullying policy.

Position of Trust

As a result of their knowledge, position and/or the authority invested in their role, all adults working with children and young people in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a pupil cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people and all members of staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Wherever possible, staff should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential.

Monitoring and Evaluation of This Policy

The Foundation and its school's monitors and evaluates its safeguarding policy and procedures through the following activities:

- Governing body visits to the school;
- Senior leadership team discussion sessions with children and staff
- Pupil questionnaires
- Frequent scrutiny of attendance data
- Regular analysis of a range of risk assessments
- Regular analysis of appropriate provision for the fulfilment of other safeguarding responsibilities relevant to the school
- Frequent scrutiny of governing body meeting minutes
- Logs of bullying and/or racist behaviour incidents are reviewed regularly by the senior leadership team and the governing body
- Regular review of parental concerns and parental questionnaires
- Regular review of the use of pupil-specific leisure rooms and clubs at lunchtime and after school

This policy will be reviewed at least annually by the Governors in conjunction with the Heads and Designated Safeguarding Leads and in relation to the effectiveness with which related duties have been discharged. The Designated Safeguarding Leads and the Safeguarding Governors meet on a termly basis across the Foundation to review good practice.



M Shaw
Bursar

Annexes:

- A. Coventry School Foundation Designated Safeguarding Lead (DSL) Register.
- B. The Role of the Designated Safeguarding Lead.

Coventry School Foundation Designated Safeguarding Lead (DSL) Register

The following are the respective DSLs within each of the Foundation Schools. They are to be the first points of contact (*) for safeguarding issues, (except in cases of allegations against staff, when the first point of reference will be the Head).

Bablake Senior School

Mrs Gill Press (Deputy Head Pastoral)*
Mrs Sue Smith (Head of Girls PE)

Bablake Junior School

Mr Lorrian Holder (Deputy Head)*

Bablake Pre Prep

Mrs Tracy Horton (Head of Pre Prep)*
Mrs Tirth Bains (Head EYFS)

King Henry VIII School

Mr Warren Honey (Deputy Head Pastoral)*
Mrs Wendy Bolland (School Nurse)

King Henry VIII Prep School

Miss Caroline Soan (Deputy Head Pastoral)*
Mrs Jane Lovell – (Head of Early Years)

In the absence of DSL, staff must speak with the Head of the appropriate School.

THE ROLE OF THE DESIGNATED SAFEGUARDING LEAD (DSL) FOR SAFEGUARDING

1. The Designated Safeguarding Lead and nominated Governors provide the link to the social services, police and inter agency activity in safeguarding issues. They need to know:

- How to identify the signs and symptoms of abuse and when to make a referral.
- The Local Safeguarding Children Board and the DSL's role within them.
- The role and responsibilities of the investigating agencies and how to liaise with them and to be conversant with the Local Authority and Foundation Safeguarding Policy and procedure.
- The requirements of accurate record keeping.
- The conduct of a safeguarding conference and how the DSL can make an appropriate contribution to it.

2. The Designated Safeguarding Lead needs to:

- Arrange in-service safeguarding training for all members of staff.
- Be available to all staff of the School for consultation on safeguarding concerns.
- Ensure that appropriate action is taken in the School and procedures are followed in all cases of actual or suspected child abuse.
- Where necessary, in accordance with Coventry Safeguarding Children Board procedures take part in safeguarding strategy meetings, conferences, core groups and reviews or ensure that another key member of staff attends. Where this is not possible, provide a report to the conference from the School.
- Inform the Children's Social Care in writing when a child on the Safeguarding Register (CPR) moves to another School and inform the new School of the child's status on the Register.
- Have responsibility for Looked-after Children
- Responsibility for overseeing and co-ordinating the prevent duty agenda.

3. The Designated Safeguarding Lead must maintain records as described:

- Compile a record of pupils in the School on the CPR, and keep this updated as notification is received and liaise with other professionals in ensuring that children on the CPR are monitored.
- Safeguarding records are strictly confidential and must be retained securely and separate from the pupil's record by the DSL. This record must include whether or not further action is taken. A code indicating that a Safeguarding record exists must be inserted on the pupil file.

- See [THIS LINK](#)¹ for guidance on retention of records.
4. The Designated Safeguarding Lead will be central to the provision of training to other staff on safeguarding issues.
 - In consultation with the Head, monitor staff development and training needs and organise training as appropriate; ensure that they receive training to keep updated on developments.
 - Ensure that the curriculum offers opportunities for raising students' awareness and development strategies for ensuring their own protection.
 5. The Designated Safeguarding Lead may contact the following for general advice or to discuss or review specific cases.

Coventry MASH

http://www.coventry.gov.uk/info/158/safeguarding_adults/2186/coventrys_multi_agency_safeguarding_hub_mash

Coventry Common Assessment Framework

Meriel Barnes - Strategic Lead for CAF

Tel: 024 7678 6810

Email: meriel.barnes@www.coventry.gov.uk

Manager Safeguarding Children Team (Coventry)

<http://coventry.fsd.org.uk/kb5/coventry/fsd/organisation.page?record=6CgGCJL4WpQ>

Susan Harrison
Room 152
Civic Centre 1
Little Park St
Coventry
CV1 5RS
Tel: 024 76833443 & 02476 832870 Fax 024 76832490

Referral Assessment Service - 024 7678 8555

Or, if out of hours:

Social Care Department
Emergency Duty Team
Tel: 024 76832222 - <http://coventry.fsd.org.uk/kb5/coventry/fsd/organisation.page?record=AU5n-ICjEiw>

Domestic Violence referrals - made via Designated Officer and/or via the Police who run the Domestic Abuse Information Management with Schools Project. Alana Smith 07944 646122

Warwickshire Safeguarding Children's Board - <https://www.warwickshire.gov.uk/wscb>
Tel: 01926 410410

¹ NSPCC Guidance on child protection records retention and storage

Emergency Team: (Out of hours) Tel: 01926 886922

Solihull Local Safeguarding Children's Board - <http://www.solihull.gov.uk/staysafe>

Tel: 0121 788 4325

Children's Services (Office hours): Tel: 0121 788 4333

Emergency Team (Out of hours): Tel: 0121 605 6060

Birmingham Safeguarding Children's Board - <http://www.lscbbirmingham.org.uk/>

Specific area needs to be contacted. Information via Integrated Access Team (IAT)

IAT Citywide service: Tel: 0121 303 9515

West Midlands Police Coventry Child Abuse Investigation Unit - Little Park Street
Coventry, CV1 2JX T: 024 7653 9044

OFSTED Safeguarding Children

08456 404046 (Monday to Friday from 8am to 6pm)

Whistleblowing@ofsted.gov.uk

Disclosure and Barring Service

PO Box 181, Darlington, DL1 9FA

Tel: 01325 953795

National College for Teaching and Leadership

Tel: 0345 609 0009

RECORD OF SAFEGUARDING TRAINING

School -

Name -

Position/Role -

I confirm that I have received Level 1 Child Protection (Safeguarding) training on

_____ at _____.

I confirm that I have been briefed as to Safeguarding procedures at _____ School.

Signed _____

Signed _____ (DSL / Head)

Date _____