



# **LEWES OLD GRAMMAR SCHOOL**

## **Safeguarding Children Policy and Procedures**

# Safeguarding Children

## **Your Designated Safeguarding Lead (DSL) is:**

Miss Valérie Rosin                      01273 472634

## **Your Deputy Safeguarding Lead is:**

Miss Louise Webster      01273 472634

## **Important Contact Details:**

Single Point of Advice (SPOA): 01323 464222

Mon – Thurs 8.30am – 5.00pm Fri – 8.30am – 4.30pm

Emergency Duty Service (EDS):

01273 335905 / 01273 335906 (after office hours)

Email: [0-19.SPOA@eastsussex.gov.uk](mailto:0-19.SPOA@eastsussex.gov.uk)

Secure Email: [0-19.SPOA@eastsussex.gcsx.gov.uk](mailto:0-19.SPOA@eastsussex.gcsx.gov.uk)

**Local Safeguarding Children Board (LSCB):** 01273 481544

Email: [lscb.contact@eastsussex.gov.uk](mailto:lscb.contact@eastsussex.gov.uk)

[www.eastsussexlscb.org.uk](http://www.eastsussexlscb.org.uk)

## **Local Authority Designated Officer (LADO):**

**Amanda Glover** 07825 782793

Email: [amanda.glover@eastsussex.gov.uk](mailto:amanda.glover@eastsussex.gov.uk)

**Safeguarding Unit:** 01323 466606

Email: [lado@eastsussex.gov.uk](mailto:lado@eastsussex.gov.uk)

## **Safeguarding Children Policy and Procedures**

### **STATEMENT OF INTENT**

The safety and welfare of all our pupils at Lewes Old Grammar School is our highest priority and paramount concern. 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 child protection the school will follow the procedures laid down by East Sussex Local Safeguarding Children Board, (LSCB) together with DfE guidance contained in Working Together to Safeguard Children (26 March 2015) and Keeping Children Safe in Education, (KCSIE September 2016).

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

This policy is applicable to the whole school community, including those pupils in the Early Years Foundation Stage, (EYFS).

### **INTRODUCTION**

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; safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and families has a role to play. This includes a duty both to children in need and to children at risk of harm.

The Trustees will ensure that our school will safeguard and promote the welfare of pupils and work together with other agencies to ensure that our school has adequate arrangements to identify, assess and support those children who are suffering or likely to suffer harm.

Our school is a community and all those directly connected, staff members, trustees, parents, families and pupils, have an essential role to play in making it safe and secure.

### **OUR ETHOS**

We believe that our school should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

We recognise the importance of providing an environment within our school that will help children feel safe and respected. We recognise the importance

of enabling children to talk openly and to feel confident that they will be listened to.

We recognise that all adults within the school, including permanent and temporary staff, volunteers and Trustees, have a full and active part to play in protecting our pupils from harm.

We will work with parents to build an understanding of the schools' responsibilities to ensure the welfare of all children, including the need for referrals to other agencies in some situations.

## **ROLES AND RESPONSIBILITIES**

All staff should read at least Part 1 of KCSIE September 2016. All school staff should be aware that child protection incidents can happen at any time and anywhere and are required to be alert to any possible concerns. The Trustees of Lewes Old Grammar School ensure that the following mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part 1 of KCSIE:

The school's lead person with overall responsibility for child protection and safeguarding is the Designated Safeguarding Lead, (DSL) Valérie Rosin. We have a Deputy DSL, (DDSL) Louise Webster and three Deputy Safeguarding Officers, (DSO's) Robert Blewitt, Carrie Whyte, Alice Shelbourn, Kate Kemp (for EYFS) to ensure there is appropriate cover for this role at all times. They are all members of the senior leadership team at our school. (Please refer to the Appendices on page 28 for the job description of the DSO.)

The DSL has the appropriate authority and is given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters. The DSL will take part in strategy discussions and inter-agency meetings - and/or to support other staff to do so and to contribute to the assessment of children.

The school has a nominated Trustee for Safeguarding, Michael Chartier and a nominated Trustee liaison responsible for Safeguarding, Frances O'Halloran, to champion good practice, to liaise with the Headmaster and to provide information and reports to the Trustees.

The person responsible for dealing with allegations of abuse made against school staff members is the Headmaster, Robert Blewitt. The person responsible for dealing with allegations against the Headmaster is the chair of governors, Michael Chartier.

The Headmaster will ensure that the policies and procedures adopted by the Trustees are fully implemented and sufficient resources and time are allocated to enable staff members to discharge their safeguarding responsibilities.

The Trustees are collectively responsible for ensuring that safeguarding arrangements are fully embedded within the school's ethos and reflected in the school's day-to-day practice.

All staff members, Trustees, volunteers and external providers know how to recognise signs and symptoms of abuse, how to respond to pupils who disclose abuse and what to do if they are concerned about a child.

## **WHAT IS CHILD ABUSE**

The departmental advice: What to do if you are worried a child is being abused - Advice for Practitioners <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2> should be referred to by all staff in raising their awareness of and helping them to identify the signs of child abuse. The NSPCC website <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/> also provides helpful information on types of abuse and what to look out for which staff are encouraged to refer to.

The NSPCC's child protection fact sheet 'Signs of Child Abuse' identifies the definitions and signs of child abuse:

<https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/>

Annex A of KCSIE should also be referred to by all senior members of staff and those staff working directly with children. Such staff includes all members of the Senior Leadership team, (SLT) and all teaching and non teaching member's of staff.

The KCSIE definitions of abuse and neglect are also included as Appendix B (Policy LOGS 101b) and should be referred to by staff, which can be found on the policy drive for staff and on the school website for parents.

## **OTHER SAFEGUARDING ISSUES**

Staff will be made aware that safeguarding issues can manifest themselves in many ways and can often overlap with one another. Some behaviours linked to drug taking, alcohol abuse, truanting, gender based violence and sexting also put children in danger.

The school recognises that children are capable of abusing their peers. The school's approach to sexting and how this is approached by the school is:

## **SEXTING**

Someone taking an indecent image of themselves and sending to their friends or boy / girlfriend via a mobile phone or some other form of technology is sometimes referred to as 'sexting'. Young people need to be aware that they could potentially be distributing illegal child images. Staff working at Lewes Old Grammar School will ensure that they are aware of the risks associated with the use of the internet and how to respond appropriately to a 'sexting' incident. We know this can cause enormous distress to children and young people and may place them at risk of sexual grooming and other risks associated with the internet. The sharing of sexual videos and pictures of children under the age of 18, even if the child/young person shares an image of themselves, is a criminal offence - specifically, crimes involving indecent photographs 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/text/SnapChat etc.); distribute or show such an image; possess with the intention of distributing images; advertise and possess such images. The school has been instructed that if anyone under the age of 18 years old shares/sends an explicit image of themselves, or an explicit image of anyone else under the age of 18, or engages in any of the behaviours listed above, then they are duty-bound to consider consulting with the relevant external agencies i.e. Children's Social Care, the Police. The school's default position will be that it will consult with external agencies should there be a significant age difference between the sender and receiver; if there is any sense of coercion, if the image is of a severe or extreme nature; if the situation is not isolated and the image has been more widely distributed; if it was not the first time an individual had been involved in a sexting act or if there was any malicious intent.

The school also recognises the different gender issues that can be prevalent in peer on peer abuse, for example, girls being sexually touched or boys being subjected to initiation/hazing type violence. All peer on peer abuse will be managed in accordance with this policy and a bullying incident will be treated as a child protection concern where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm will warrant a response under these procedures rather than the school's Behaviour Policy.

A pupil against whom an allegation of abuse has been made may be suspended from the school during the investigation. The school will take advice

from the East Sussex LCSB on the investigation of such allegations and will take all appropriate action to ensure the safety and welfare of all pupils involved including the alleged victim and perpetrator. If it is necessary for a pupil to be interviewed by the police in relation to allegations of abuse, the school will ensure that, subject to the advice of the LCSB, parents are informed as soon as possible and that the pupils involved are supported during the interview by an appropriate adult and until the investigation is completed. Confidentiality will be an important consideration for the school and advice will be sought as necessary from the LCSB or police as appropriate.

Victims and perpetrators of peer on peer abuse will be offered support by the school, as appropriate – for example, to see a counsellor to which the school has regular access.

### **CHILD'S WISHES**

Where there is a safeguarding concern the school will ensure the pupil's wishes and feelings are taken into account when determining what action to take and what services to provide. The school manages this by the DSL, Deputy DSL, Safeguarding Officer, Head of Year or Form Tutor monitoring and 'checking in' with pupils through open conversations, evaluating their progress. The school tries at all times to accommodate the pupil's wishes and will operate processes with the best interests of the pupil at their heart.

### **TRANSPARENCY**

Lewes Old Grammar School prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting Lewes Old Grammar School. Copies of this policy, together with our other policies relating to issues of child protection are on our website and we hope that parents and guardians will always feel able to take up any issues or worries that they may have with the school. 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**

Lewes Old Grammar School follows the Government's recommendations for the safer recruitment and employment of staff who work with children and acts at all times in compliance with the Independent School Standards Regulations. Please also see the school's recruitment selection and disclosures policy and procedure, recruitment pack, policy on induction of new staff, Trustees and volunteers in child protection and model staff behaviour policy.

In line with Part 3 of the DfE's guidance 'Keeping Children Safe in Education' (KCSIE 2016), the Trustees 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. Organisations providing contractors or consultants working at the school are asked for assurances that where relevant and required, their staff have been suitably vetted in line with legal requirements.

The school works with external agencies where appropriate including inter-agency working on the part of the DSL and attendance at strategy meetings.

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 and safeguarding 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. Further checks will also include a check for information about any teacher sanction or restrictions that an EEA professional regulating authority has imposed. Those undertaking management posts will be subject to prohibition from management of independent schools checks.

All Trustees, 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 school 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 Trustees annually. Please also refer to the school's Recruitment Policy for further details.

## **RAISING AWARENESS**

Michael Chartier is the nominated Trustee for safeguarding issues. The role of the designated Trustee is to liaise with the local authority on issues of child protection or in case of allegations against the Head or a member of the Trustees. The Trustees, in conjunction with the Designated Safeguarding Lead, (DSL) carry out an annual review of the school's safeguarding policy and procedures with day-to-day issues being delegated to its Senior Leadership Team, (SLT), which both the Head Master and the Designated Safeguarding Lead attend. The Trustees are 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; and
- 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.

## **DESIGNATED SAFEGUARDING LEAD**

Valérie Rosin, Assistant Headteacher (or in her absence, Louise Webster, Deputy DSL) is our Designated Safeguarding Lead (DSL). Her contact details are:

Valérie Rosin: 01273 472634 [rosinv@logs.uk.com](mailto:rosinv@logs.uk.com)

Louise Webster: 01273 472634 [websterl@logs.uk.com](mailto:websterl@logs.uk.com)

Valérie Rosin has been fully trained for the demands of this role in child protection and inter-agency working in accordance with the locally agreed procedures and as set out in Annex B of Keeping Children Safe in Education, (Appendix A - Policy LOGS 101a). She is a member of the Senior Leadership Team at our school.

Louise Webster who is head of year 10 is the DSL's deputy.

The deputy DSL is trained to the same standard as the DSL.

Both the DSL and her deputy undergo training at least every two years in order to provide them with the knowledge and skills to carry out their role. Both the DSL and her deputy will also attend refresher training updated at regular intervals, as required, but at least annually to ensure that they remain conversant with best practice and to keep up with developments relevant to their role. They both have a job description for their safeguarding roles and key activities. The DSL role is to ensure that each member of staff has access to and is aware of and understands the school's safeguarding policy and procedures. Their training meets the requirements of the DfE's 'Keeping Children Safe in Education,' (KCSIE). The DSL has ultimate lead responsibility for safeguarding and child protection in the school. This responsibility should not be delegated.

The DSL and/or the deputy DSL can be contacted at any time (during school hours) for staff in school to raise or discuss any safeguarding concerns. The school's arrangements for out of hours/out of term activities are as follows: when calling the school, a voicemail message will provide emergency contact numbers and this information will also be available on the school website.

Valérie Rosin, Assistant Head Pastoral and Head of Sixth Form, is based at the Senior School. Her deputy for safeguarding matters within the EYFS, is Kate Kemp. Louise Webster is based at the Senior School.

The DSL maintains close links with the LSCB for East Sussex and reports at least once a year to the Trustees on the child protection issues outlined above. The DSL will make prompt contact with Children's Social Care where there are concerns that a child may be in need of help or is at risk of harm. The DSL will also make prompt contact with the Local Authority Designated Officer, (LADO) in relation to allegations against someone working at the school and/or the police if a criminal offence is suspected.

The DSL will liaise with the local authority 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 DSL will undertake Prevent awareness training to enable them to provide advice and support to staff on protecting children from the risk of radicalisation. The DSL's and the school's focus is to support children in need through seeking early help and/or

inter agency working, including using the Team around the Child Approach and/or the Common Assessment Framework.

The school's records on child protection are kept securely in the DSL's office and are separated from routine pupil records. Access is restricted to the DSL, Deputy DSL, Head Master and Head Teacher of Morley House.

## **INDUCTION AND TRAINING**

Every new member of staff, including part-timers, temporary, visiting, volunteers and contract staff working in the school, receives appropriate induction training on their responsibilities in being alert to the signs of abuse, bullying or children at risk of radicalisation and on the procedures for recording and referring any concerns to the DSL or the Headmaster and, if required, to the main points of local procedures of the Single Point of Access, (SPOA) to which referrals are made. The web link is <http://www.0-19.SPOA@eastsussex.gov.uk>

It is acceptable to identify where full local procedures are available e.g. the LSCB [www.eastsussexlscb.org.uk](http://www.eastsussexlscb.org.uk) or, in certain circumstances, the Police. Child Protection training is also given to new trustees and volunteers. The particular training arrangements for the prevention of radicalisation are as follows:

There is an online course that all staff are required to do on the following link:

[http://course.ncalt.com/Channel\\_General\\_Awareness/01/index.html](http://course.ncalt.com/Channel_General_Awareness/01/index.html)

Training in child protection and safeguarding is an important part of the induction process. More detail is set out in our policy on 'Staff Induction'. Induction training includes:

- a review of the school's safeguarding policy including the staff code of conduct policy/behaviour policy, and the school's whistleblowing policy; and
- the identity of the DSL.

Training also promotes staff awareness of child sexual exploitation, Prevent (including referrals to Channel programmes), so called 'honour based' violence, forced marriage and female genital mutilation. Training on the early help process and process for making a referral to Children's Social Care and for statutory assessment that may follow a referral (including what role they may be expected to play in such an assessment) will also be provided together with the importance of maintaining an appropriate level of confidentiality whilst at the same time liaising with relevant professionals.

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.

All new staff must read and sign to confirm that they have read Part 1 of KCSIE and the relevant school policies listed in our 'Induction of Trustees, New Staff, Temporary Staff and Volunteers in Safeguarding Policies and Procedures'. Temporary staff and volunteers will be provided with the following information: a safeguarding information sheet to read, detailing policy and procedure at Lewes Old Grammar School, signposting temporary staff and volunteers to relevant policies.

The Headmaster and all staff receive appropriate safeguarding and child protection training, which is regularly updated in line with advice from the school's LSCB:

Email: [lscb.contact@eastsussex.gov.uk](mailto:lscb.contact@eastsussex.gov.uk)

Web Link: [www.eastsussexlscb.org.uk](http://www.eastsussexlscb.org.uk)

Telephone: 01273 481544

In addition, the Headmaster and all staff receive safeguarding and child protection updated as required, but at least annually to provide them with relevant skills and knowledge to safeguard children effectively. The school's DSL will deliver an annual staff safeguarding update at the start of a new academic year.

The DSL and deputy DSL undergo training at least every two years in order to provide them with the knowledge and skills to carry out their role. Both the DSL and her deputy will also receive regular updates as required, but at least annually to ensure that they remain conversant with best practice and to keep up with developments relevant to their role.

### **STAFF OBLIGATIONS**

All staff in our school are required to notify the 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](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 Trustees of Lewes Old Grammar School have agreed that, as a matter of best practice, all employees of the school are required to complete a staff disqualification declaration form.

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 the Headmaster 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 Headmaster or Bursar for more details.

## **PREVENTING RADICALISATION**

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 and may need help or protection. However, staff acknowledge that there is no single way of identifying an individual who is likely to be susceptible to an extremist ideology and family, friends and online influences can all play a major factor in the radicalisation of young people.

Staff will consider the level of risk to identify the most appropriate referral, which could include reference to Channel or Children's Social Care. Contact details for support and advice on the Prevent Duty can be found below.

The Home Office statutory Prevent duty guidance can be accessed on:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/445977/3799\\_Revised\\_Prevent\\_Duty\\_Guidance\\_England\\_Wales\\_V2-Interactive.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf)

The Department for Education non-statutory Prevent duty guidance can be accessed on:

<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>

The Channel General Awareness course can be accessed on the link below:

[http://course.ncalt.com/Channel\\_General\\_Awareness/01/index.html](http://course.ncalt.com/Channel_General_Awareness/01/index.html)

The school, in recognition that pupils may be at risk of being drawn into terrorism, carries out appropriate risk assessments (following consultation with local partners, such as the police) of the potential risk in the local area. Such risk assessments are discussed with the Headmaster, DSL and Deputy DSL (and Trustee responsible for safeguarding) to ensure the school's safeguarding arrangements are sufficiently robust to help prevent and protect children from being drawn into terrorism and are regularly revised.

The school's particular training requirements are to complete the above Channel General Awareness course online upon induction. The technical details of the filters used by the school are as follows:

All school Internet traffic is content filtered using a Lightspeed Systems compliant filtering server which uses a world class comprehensive education-specific database which is constantly updated by the manufacturers.

All Staff need to make themselves aware of the Prevent Duty Departmental advice for schools and childcare providers – **(LOGS Policy 101f)** which refers to Channel Duty Guidance April 2015 **(LOGS Policy 101h)**. Please also refer to **(LOGS Policy 101g)** Revised Prevent Duty Guidance England and Wales V2.

## **VISITING SPEAKERS**

The Prevent statutory guidance requires schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. The school's responsibility to our pupils is to ensure that they can critically assess the information that they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and British values.

The school is required to undertake a risk assessment before agreeing to a Visiting Speaker being allowed to attend the school. This will take into account any vetting requirements considered appropriate in the circumstances, and may include a DBS check if relevant.

Visiting speakers will be expected to understand that where appropriate their session should actively promote the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs and at no point undermine these. In some cases, the school may request a copy of the Visiting Speaker's presentation and/or footage in advance of the session being provided.

Visiting Speakers, whilst on the school site, will be supervised by a school employee. On attending the school, Visiting Speakers will be required to show original current identification document including a photograph such as a passport or photo card driving licence. The school shall also keep a formal register of visiting speakers retained in line with its Data Protection Policy.

## **CHILDREN MISSING FROM EDUCATION**

A child going missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect including that a child may be at risk of radicalisation, FGM or forced marriage. Unauthorised absences from school will be managed in accordance with the school's Missing Child Policy.

The school will monitor all pupil absences from school and promptly address concerns about irregular attendance with the parent/carer. A pupil who fails to attend school regularly or has been absent from school without the school's permission for a continuous period of 10 school days or more will be reported to the local authority. For further details on when the school has a duty to report to the local authority, please see the 'Missing Child and Non Collection of Children' policy and procedures.

## **CHILD SEXUAL EXPLOITATION**

The school recognises that children who are victims of child sexual exploitation may go missing from education. School staff will be alert to possible indicators of child sexual exploitation and any concerns will be managed in accordance with this policy.

## **SO-CALLED 'HONOUR BASED' VIOLENCE ('HBV')**

So-called HBV can include forced marriage and Female Genital Mutilation ('FGM'). school staff will be alert to possible indicators of HBV. Guidance on the warning signs of HBV can be found on pages 38-41 of the Multi-agency statutory guidance of FGM:

<https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation>

and pages 13-14 of the Multi-agency guidelines: Handling case of forced marriage

<https://www.gov.uk/guidance/forced-marriage>

From October 2015, all teachers (along with social workers and healthcare professionals) 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 have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. 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 or 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 Headmaster 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: <http://www.eastsussexlscb.org.uk> 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. Information on when and how to make a report can be found at mandatory reporting of female genital mutilation: procedural information

<https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information>

The local police non-emergency number is:

Lewes Police Station: 01273 470101

Outside of office hours: 101

## **SPECIAL EDUCATIONAL NEEDS AND DISABILITY**

All staff also need to be alert to the specific needs of those pupils who special educational needs and/or disabilities, including young carers. Those with SEND may not outwardly shown signs of abuse and/or may have difficulties in communication about abuse or neglect. Staff will support such pupils in expressing any concerns they may have and will be particularly vigilant to any signs or indicators of abuse, discussing this with the DSL as appropriate.

## **USE OF MOBILE PHONES AND CAMERAS**

Neither staff nor children may use their own mobile phones to take photographs within the school's EYFS setting; Nursery and up to Reception year. Please see the school's Data Protection Policy for the school's policy on taking photographs of pupils outside of these year groups.

## **ONLINE SAFETY**

The school will ensure that:

- appropriate filters and monitoring systems are in place to keep children safe online. The school's systems are 'Lightspeed'. Such systems aims to reduce the risk of children being exposed to illegal, inappropriate and harmful materials online; reduce the risk of children being subjected to harmful online interaction with others; and help manage online behaviour that can increase a child's likelihood of, or causes, harm;
- children are taught about safeguarding, including online; and

- staff are equipped with the knowledge to safeguard children online by attending online safety training.

The school's E-Safety Policy also sets out the school's approach to online safety.

## **PROCEDURES FOR DEALING WITH ALLEGATIONS OR CONCERNS ABOUT A CHILD**

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

The school recognises that there may also be children who, whilst not suffering harm or at immediate risk, require additional support from external agencies. Where appropriate, the school may consult with the child concerned and their parents regarding a referral to external agencies (such as Children's Social Care). This may lead to a written plan to support a child in need being drawn up or an early help assessment, such as the Common Assessment Framework, being carried out. In either case, the school will liaise and take advice from external agencies as appropriate.

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.

Every member of staff, including part-timers, temporary, visiting, contract and volunteer staff working in school should report any concerns (including those where a pupil may benefit from early help or where it includes alleged abuse by one or more pupils against another pupil) to the DSL and submit an accurate written record of the disclosure or concerns. However, any staff member can make a direct referral to Children's Social Care or other external services such as early help services in accordance with the referral threshold set out by the LCSB.

Where staff have concerns that a child is in immediate danger or is at risk of harm a referral should be made to Children's Social Care and/or the police

immediately. **Anyone** can make a referral. If anyone other than the DSL makes a referral, they should inform the DSL that a referral has been made as soon as possible. Staff must share information with Children's Social Care and/or the police where there are any concerns that a child may be at risk of harm or neglect.

If staff members are unsure about whether or not a referral should be made, they should speak to the DSL. The DSL will contact the Local Authority Designated Officer, (LADO also known as DO) for advice or direction and will inform Ofsted if appropriate. In relation to our Nursery/EYFS setting, the school will inform Ofsted as soon as is reasonably practicable, in any event within 14 days of any allegations of serious harm or abuse by any person living, working or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere) or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations.

Reporting to Ofsted within 14 days applies only to settings requiring registration.

The DSL will refer **all** allegations or suspicions of abuse or cases where there is reasonable cause to suspect a child is suffering, or is likely to suffer significant harm, to the Local Authority Designated Officer, (LADO) within 24 hours.

Borderline cases will be discussed with the LADO without identifying individuals in the first instance and following discussions the LADO will judge whether or not an allegation or concern meet the relevant threshold. The LADO will decide in the circumstances what further steps should be taken. This could involve calling the police.

Where the outcome of a referral is not reported to the referring member of staff or DSL and/or where a child's situation does not appear to be improving, the school will follow this up with Children's Social Care and push for reconsideration where appropriate. Any member of staff who has concerns that a child's situation does not appear to be improving should press for reconsideration.

The school will not do anything that may jeopardise any external investigation. Once the matter has been referred, all further responsibility for gathering information and deciding what happens next will rest with social services and the police.

With regard to the Prevent Duty, the school will co-operate with Channel panels and the Police with assessments that are being undertaken.

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

Where the suspicion or complaint is in relation to terrorism or extremism ideas involving a pupil, staff must firstly raise this with the Headmaster or DSL without delay. The Headmaster or DSL will consult with external agencies, as appropriate in accordance with this policy. Where the level of risk is such that there is an immediate risk of harm or staff have a genuine concern that there is an immediate risk of harm, any member of staff may make a referral directly to Children's Social Care or the police. The school will not discuss any concerns in relation to possible radicalisation without first agreeing with Children's Social Care or the police what information can be disclosed.

The DSL will report safeguarding concerns to the Headmaster (provided they do not concern the Headmaster).

For children in need of additional support from one or more agencies, the school will contact the Single Point of Access, (SPOA). The school's local authority is East Sussex which operates the East Sussex Local Safeguarding Children Board. Lewes Old Grammar School's points of contact are as follows:

### **External Agency Contact Information**

The school's points of contact for children who are the focus of concern are as follows:

East Sussex website for child protection: <http://www.eastsussexlscb.org.uk>

Further information on child protection within East Sussex can be found on the following website link:

<http://pansussexscb.proceduresonline.com>

Local Area Designated Officer (LADO) - Amanda Glover - 07825 782793

Email: [amanda.glover@eastsussex.gov.uk](mailto:amanda.glover@eastsussex.gov.uk)

Referral and Assessment Team - Single Point of Access (SPOA) - 01323 464222

Emergency Duty Service - 01273 335905

Out of Hours Emergency Duty Service - 01273 335906

ESCC School Safeguarding Officer - Sandi Buttrey - 01323 464949

Police Emergency - 999

Police Non-Emergency - 101 or 01273 470101

### **OFSTED Safeguarding Children**

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

[Whistleblowing@ofsted.gov.uk](mailto:Whistleblowing@ofsted.gov.uk)

The school's points of contact for children who are in need of help are as follows:

Single Point of Access (SPOA) – 01323 464222

Mon – Thurs 8.30am – 5.00pm Fri – 8.30am – 4.30pm

Email - [0-19.SPOA@eastsussex.gov.uk](mailto:0-19.SPOA@eastsussex.gov.uk)

Secure Email - [0-19.SPOA@eastsussex.gcsx.gov.uk](mailto:0-19.SPOA@eastsussex.gcsx.gov.uk)

### **Extremism**

Department for Education dedicated helpline for staff and governors: 020 7340 7264 and

[counter-extremism@education.gsi.gov.uk](mailto:counter-extremism@education.gsi.gov.uk)

*Other useful contacts*

### **Disclosure and Barring Service**

PO Box 181, Darlington, DL1 9FA

Tel: 01325 953795

### **National College for Teaching and Leadership**

Tel: 0345 609 0009

## **PROCEDURES FOR MANAGING ALLEGATIONS OF ABUSE AGAINST STAFF, VOLUNTEERS AND THE HEADMASTER**

The school's procedures for dealing with allegations against any staff member (and volunteers who work with children) aims to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from vexatious allegations. The school will make every reasonable

effort to maintain confidentiality and guard against unwanted publicity whilst an allegation is being investigated or considered.

The school will liaise with the LADO, police and social services as to managing confidentiality as appropriate. The school's procedures for managing allegations against staff (including the Headmaster and DSL) and volunteers follows departmental guidance and LCSB arrangements and apply when staff, including volunteers, have (or alleged to have):

- Behaved in a way that has harmed a pupil, or may have harmed a pupil;
- Possibly committed a criminal offence against or related to a pupil; or
- Behaved towards a pupil in a way that indicated that they would pose a risk of harm if they were to work regularly or closely with children.

Should the allegation of abuse concern the DSL the member of staff should inform the Headmaster and the deputy to the DSL who will act in the place of the DSL. Should the allegation be against the Headmaster or school Trustee the DSL will immediately inform the Chairman of Trustees without the Headmaster or school Trustee being informed first. Staff may also discuss any concerns with the DSL and make a referral via them. It will be the Chair's responsibility to contact the LADO.

If the allegation concerns a member of staff, the Headmaster or a volunteer he/she would normally be informed as soon as possible after the result of any initial investigation authorised or conducted by the LADO is known. Advice will always be sought from the LADO first, however. The school 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. A copy will only be provided to the individual concerned following consultation with appropriate agencies and agreement has been reached as to what information can be disclosed. Allegations proven to be false, unsubstantiated or malicious will not be included in employer references.

If the LADO or any of the statutory child protection 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. The school recognises it has a duty of care to staff but may take action in the event of allegations against staff in accordance with its disciplinary procedures. The school will ensure support is in place for individuals facing an allegation and a representative will be appointed to keep the individual informed of progress of the case and to consider what other support is available and appropriate for the individual.

During the course of the investigation, the school in consultation with the LADO, 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.

Allegations against a member of staff who is no longer at the school (including historical allegations) should be referred to the police.

Any pupils who are involved will receive appropriate care.

Staff should also have regard to the Staff Employment Handbook, particularly sections D and E to minimise the risk of allegations being made.

## **WHISTLEBLOWING**

If staff and volunteers have concerns about poor or unsafe practices or potential failures in the school's safeguarding regime, these should be raised in accordance with the school's Whistleblowing procedures, within the Staff Employment Handbook. Concerns regarding the behaviour of colleagues which are likely to put pupils at risk of abuse or other serious harm may be dealt with in accordance with the school's Managing Allegations of Abuse against staff procedure, within the Staff Employment Handbook. There will be no disciplinary action taken against a member of staff for making such a report provided that it is done in good faith.

If staff and volunteers feel unable to raise an issue with the school or feels that their genuine concerns are not being addressed, they may use other whistleblowing channels, such as the NSPCC whistleblowing helpline (tel: 08000280285 or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)).

## **External reporting**

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. Separate to involvement of the LADO, 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) in regulated activity, or would have been removed had they not left.

Lewes Old Grammar School 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) as required by sections 141D and 141E of the Education Act 2002 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 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.

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

From October 2015, section 5B of the Female Genital Mutilation Act 2003 placed 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.

Should historical allegations of child abuse be made against a teacher who is no longer teaching, the school will, in accordance with Keeping Children Safe in Education, report the matter to the police. Similarly, allegations against a teacher who is no longer working at the school will also be referred to the police. All allegations of historical abuse should be referred to the Headmaster or DSL straight away.

## **PARENTS**

In general, we believe that parents should be informed about any safeguarding 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 Headmaster 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 LADO.

## **PROMOTING AWARENESS**

The 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 the teaching and non-teaching 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 in PSHE to discussions of 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, including opportunities to see a counsellor, to which the school has regular access. 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:

- If pupils need a telephone helpline to enable them to call for support in private, this can be arranged by the Designated Safeguarding Lead or her Deputy.
- Every child has a homework diary which contains guidance on where to turn for advice, including confidential help lines and web addresses for external specialists such as ChildLine, Kidscape, Get Connected and the Samaritans.
- Information boards are located within all school toilets and First Aid Rooms giving advice on where pupils can seek help.
- We operate a peer counselling scheme whereby trained older pupils are encouraged to offer advice and support to younger pupils.
- We provide leadership training to our heads of year and their team of prefects, senior pupils which specifically covers safeguarding and child protection 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. E-safety to pupils is taught in PSHE lessons and the school will be arranging a whole school training day for parents, pupils and staff in E-Safety. The school's Police liaison Officer visits annually to talk about the importance of e-safety.

## **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. Staff should refer to the school's Staff Handbook which also includes its Social Media Policy.

## RECORDS

All concerns, discussions and decisions (with reasons) made in accordance with this policy will be recorded in writing.

## MONITORING AND EVALUATION OF THIS POLICY

The school monitors and evaluates its safeguarding and child protection policy and procedures through the following activities:

- Annual Safeguarding review from East Sussex CC
- Trustee body visits to the school;
- Annual review conducted the Trustees to assess the effectiveness and implementation of the school's safeguarding policies and procedures;
- 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 [e.g. sufficient account must be taken of the nature, age range and other significant features of the school, such as historical issues, in the provisions made for safeguarding];
- Frequent scrutiny of Trustee meeting minutes;
- Logs of bullying and/or racist behaviour incidents are reviewed regularly by the senior leadership team and the Trustees;
- Regular review of parental concerns and parental questionnaires;
- Regular review of the use of pupil-specific activity rooms and clubs at lunchtime and after school;
- Regular review of training offered to staff, including e-safety training.

Lewes Old Grammar School also refers to the KCSIE definitions of abuse:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> (pages 11 - 13 and Annex A pages 51-58)

Although it may sometimes be appropriate to liaise directly with local authorities in relation to the needs of children resident in other local authorities, strictly speaking, in an emergency, it is the duty of the social care department for the school's locality to assist the school.

Recommended review period: Annual
Review by: DSL and Compliance Manager
Date reviewed: August 2017
Date to be reviewed August 2018

## **APPENDICES:**

### Safeguarding Officer Job Description

#### Responsibilities

1. To undertake appropriate Child Protection Training every 2 years in order to:
  - Understand the assessment process for providing Early Help and intervention, e.g. through locally agreed common and shared assessment processes such as early help assessments.
  - Have a working knowledge of how the LA conducts Child Protection Case Conferences and be able to attend these effectively when required to do so.
  - Ensure each member of staff has access to and understands the school's or college's Child Protection Policy and Procedures, especially new and part time staff.
  - To receive and coordinate referrals, arranging action and reviewing services for children and families.
2. To support the DSL in maintaining accurate, confidential and up to date documentation on all cases of safeguarding and child protection.
3. Under the direction of the DSL, work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.
4. To support the DSL in ensuring that students who are victims of abuse are supported appropriately and sensitively and that all actions assigned by setting from planning and intervention meetings are successfully carried out and monitored.
5. To liaise with the DSL and the Headmaster to inform of issues especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations.
6. To act as a source of support, advice and expertise to staff on matters of safety and safeguarding.
7. To ensure that the setting is always presented positively within and beyond the setting and to encourage a culture of listening to children and taking account of their wishes and feelings on any measure the school might have taken to protect them.
8. Attend and participate in Child Protection Conferences and planning and Review meetings whilst working closely with colleagues in Children's Services as

required, some of which may take place out of normal working hours. This will include negotiating between child, family and commissioning worker to identify the support package required.

9. To maintain confidentiality at all times.
10. In partnership with the DSL identify vulnerable children within the setting and ensure that all staff are made aware of who these children are.

### **Designated Safeguarding Lead**

Refer or support other staff to refer:

- Suspected abuse to Children's Social Care
- Concerns about radicalisation to the Channel Programme
- Persons dismissed/left due to risk or harm to a child to the Disclosure and Barring Service
- Cases where a crime may have been committed to the Police as required

Liaise with:

- The Head or Principal about e.g. ongoing section 47 enquiries and police investigations
- The "case manager" and the Local Authority Designated Officer (LADO) about any child protection concerns relating to a staff member
- Staff and provide support, advice and expertise about safety, safeguarding and referrals
- Contributing to the assessment of children by working with all appropriate agencies and the local authority, including attendance at strategy and multi-agency meetings

In partnership with the Compliance Manager ensure your Safeguarding Policies are:

- Known, understood and used appropriately
- Reviewed annually with the trustees
- Available publicly

Raise awareness to ensure that:

- Parents are aware that referrals about suspected abuse or neglect may be made and understand the role of the setting in this
- The setting liaises with the LSCB about training and local safeguarding policies

Training: Attend relevant and refresher courses at least every 2 years and receive and understand updates of the knowledge and skills for the role, including:

- Assessment process for early help and intervention
- Child protection case conferences
- Safeguarding policy and procedures
- Children in need, those with special educational needs and young carers
- Keeping detailed, accurate, secure written records of concerns and referrals
- The Prevent duty and radicalisation
- Encourage a culture where staff take the wishes and feelings of children seriously
- Providing regular staff updates about safeguarding issues

Safeguarding files:

- When children leave the setting, the DSL must ensure their file is securely transferred to their new setting, separately from the main pupil file, as soon as possible and receipt is confirmed

Availability:

- During term time hours the DSL should be available in person (or exceptionally by phone) to discuss safeguarding concerns
- Settings should arrange appropriate cover for the DSL role for out of hours or holiday activities involving children