



## **Safeguarding Children (including Child Protection) Policy**

Every pupil should feel safe and protected from any form of abuse and maltreatment which could impair his/her/their mental and/or physical health or development. In this policy, this means any kind of physical, emotional or sexual abuse or ill-treatment, or neglect.

There are a wide range of adults to whom pupils can turn for help. These include Housems, Teaching staff, House staff, the Chaplain, the College Medical staff, the Designated Safeguarding Lead, the Deputy Designated Safeguarding Leads, the Senior Deputy Head, the Deputy Head: Pastoral, College Counsellors and the College's Independent Listeners.

The College aims to raise pupils' awareness of Safeguarding issues through induction processes, the curriculum, and Life Skills lessons as well as through the tutorial system and within the Houses. Pastoral care and College Policies ensure that pupils have a range of contacts and strategies for their own protection and an understanding of the importance of protecting others. In performing its safeguarding duties and when responding to safeguarding situations, the College will consider at all times what is in the best interests of the child.

The policy is updated annually and has been updated in response to Keeping Children Safe in Education (KCSiE), September 2023; it is ratified by the College Council in December having been checked by the Vice Chair, Sue Duff, and the Safeguarding Governor, Andy Collins, in September. It is further updated if needed to reflect emerging and evolving safeguarding issues, including lessons learnt.

The trustees of the Corporation of Malvern College (the "Council") have delegated oversight for Safeguarding and Child Protection to the Malvern College Board (the "Board"). The Board is a sub-committee with duties and responsibilities to monitor the School's compliance, and encourage the highest quality outcomes for all parts of the Independent School Standards Regulations (ISSRs) and the National Minimum Standards (NMS) for boarding. The Board terms of reference (the "ToR") are defined by Council, and specify that:

1. one member of the Board shall be responsible for the oversight of safeguarding arrangements;
2. the Board will regularly update Council on its work, through the publication of minutes and other reports as appropriate.

The Council includes a designated Safeguarding trustee (Mr. Andy Collins) who chairs the Safeguarding and Child Protection sub-committee. This sub-committee meets a minimum of once per term to review the relevant policies, plans, and procedures in place. It is attended by the safeguarding Board member of each of Malvern College, The Downs Malvern, MCIL, MCEL and College Guardians.

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## Who's Who in Safeguarding: Key Personnel

Mrs Penny Bijl and Mrs Emma Brown are the Designated Safeguarding Leads (DSLs). They share lead responsibility for the wellbeing and protection of pupils at the College, for ensuring staff are recruited and trained safely (working closely with the Director of Human Resources, Mrs Kate Tripp), and for monitoring the progress of any pupil needing additional support or protection. Mrs Bijl is also the Prevent Single Point of Contact and the Child Sexual Exploitation (CSE) Lead. The DSL is also responsible for online safety.



### **Penny Bijl**

**See Appendix 2, *Responsibilities of the Designated Safeguarding Lead***, for additional information.

Mrs Bijl can be contacted on 01684 581609 or by email [penny.bijl@malverncollege.org.uk](mailto:penny.bijl@malverncollege.org.uk)

Mrs Brown can be contacted on 01684 581685 or by email [emma.brown@malverncollege.org.uk](mailto:emma.brown@malverncollege.org.uk)

**Mr Lewis Faulkner** is the Deputy Head: Pastoral and Deputy DSL; he is responsible for overall pastoral care and policies in the College and works closely with the DSLs. Mr Faulkner can be contacted on 01684 581691 or by email [lewis.faulkner@malverncollege.org.uk](mailto:lewis.faulkner@malverncollege.org.uk)

**Mr Lee Hilton** is the Director of Sport and a Deputy DSL. He can be contacted by email on [lee.hilton@malverncollege.org.uk](mailto:lee.hilton@malverncollege.org.uk)

**Mr Christopher Thomas** is the Head of E-Safety. He can be contacted by email on [c.thomas@malverncollege.org.uk](mailto:c.thomas@malverncollege.org.uk)

**Mr Andy Collins** is the Safeguarding Governor and can be contacted through the Operation's Office [operationsoffice@malverncollege.org.uk](mailto:operationsoffice@malverncollege.org.uk)

### **Who this document applies to:**

- This document applies to all young people under 18 at Malvern College, and to all pupils on the College roll who are 18 and over.
- Anyone coming into contact with our pupils or visiting the College site must abide by this policy.
- Everyone working at the College as a member of staff, supply teacher, volunteer or contractor has a duty to safeguard and protect our pupils. They must read this policy and sign to say they agree to work to it. Visitors (e.g. visiting speakers) and contractors must also comply with it.

## **Valuing Diversity**

Diversity is a strength, and we promote inclusive behaviours and respect for all people and groups. Discrimination can be a safeguarding issue and we will take appropriate action if pupils' behaviour or comments are discriminatory, including racist, working with other agencies if necessary. If staff or volunteers behave in a way that discriminates against particular groups, or is racist, we will act immediately to rectify the issue in line with the College's Code of Conduct.

## **Human Rights Act**

The Human Rights Act 1998 (HRA) sets out the fundamental rights and freedoms that everyone in the UK is entitled to and contains the Articles and protocols of the European Convention on Human Rights (ECHR) that are deemed to apply in the UK.

Being subjected to harassment, violence or abuse, including that of a sexual nature, may breach any or all of these rights, depending on the nature of the conduct and the circumstances. Further information can be found at <https://www.equalityhumanrights.com/en>.

## **Further Information**

In addition to this Safeguarding Policy, the following documents are available in the staff handbook and copies can be obtained from the Designated Safeguarding Lead:

- 'Working Together to Safeguard Children' 2018.
- Keeping Children Safe in Education, (Department for Education) September 2023 (note it is a statutory requirement for all staff to read and understand Part 1 of this document).
- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (February 2022) <https://c-cluster-110.uploads.documents.cimpress.io/v1/uploads/d71d6fd8-b99e-4327-b8fd-1ac968b768a4~110/original?tenant=vbu-digital>
- Malvern College Staff Code of Conduct.

## Introduction

Malvern College recognises the contribution it can make to protect and support pupils in the school. The aim of this policy is to safeguard and promote our pupils' welfare, safety, health and well-being by creating an honest, open, caring and supportive environment in which pupils' welfare is of paramount importance. This policy is based on the following legislation and guidance:

- The Children Act 1989 and 2004
- The Rehabilitation of Offenders Act 1974
- Section 175 of the Education Act 2002
- Section 5B(11) of the Female Genital Mutilation Act 2003
- The School Staffing (England) Regulations, 2009
- Education (Independent School Standards) Regulations 2014
- Protecting Children from Radicalisation: The Prevent Duty Guidance 2021
- Children Missing Education: Statutory Guidance for Local Authorities 2016
- 'Working Together to Safeguard Children' 2018
- Voyeurism Offences Act 2019
- Relationship Education, Relationships and Sex Education (RSE) and Health Education 2019 (updates 2020)
- Sharing Nudes and Semi-Nudes: advice for educational settings working with children and young people, UKCIS 2020
- Apprenticeship, Skills, Children and Learning Act 2009 (as amended)
- 'Keeping Children Safe in Education' September 2023
- Charity Commission Guidance
- "What to do if you're worried a child is being abused" (March 2015).
- Behaviour in schools. Advice for headteachers and school staff (September 2022).
- Forced Marriage Guidance 2023

The College will also fulfil its national and local responsibilities as laid out in the following additional documents:

West Midlands procedures <https://westmidlands.procedures.org.uk/>

Worcestershire Children First 'Levels of Need' Guidance [Multi agency levels of need guidance \(safeguardingworcestershiresocialcare.org.uk\)](https://safeguardingworcestershiresocialcare.org.uk/multi-agency-levels-of-need-guidance)

Malvern College (the College) also recognises its moral and statutory responsibilities for safeguarding and promoting the welfare of children, including the importance of understanding and working with multi-agency safeguarding arrangements.

The College works with local partners from Worcestershire Safeguarding Children Partnership (WSCP) to identify and respond to children's needs and supplies information as requested by the safeguarding partners. The College also works with Worcestershire Children First (WCF) social care, the police, health and other services, supports Early Help referrals when additional needs of pupils are identified and contributes to inter-agency plans for pupils subject to child protection plans. We allow access as appropriate for local authority Children's Social Care to conduct or consider whether to conduct a section 17 or section 47 assessment.

Our policy applies to all full-time and part-time teaching and support staff, governors, temporary staff, volunteers and contractors working in the College. (Please note that separate Safeguarding Policies operate at The Downs Malvern, and Malvern College International schools).

The policy applies wherever staff, supply staff or volunteers are working with pupils even where this is away from the College, for example at an activity centre or on an educational visit.

**There are five main elements to our policy:**

- Ensuring we practice safer recruitment in checking the suitability of staff and volunteers to work with children;
- Raising awareness of child protection issues and equipping our pupils with the skills needed to keep them safe;
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse;
- Supporting pupils who have been identified as in need of early help or at risk of harm in accordance with his/her/their agreed Child Protection, Child in Need or Early Help plan;
- Establishing a safe environment in which our pupils can learn and develop.

We recognise that because of the day-to-day contact with children, College staff are well placed to identify concerns early and to observe the outward signs of abuse.

The College will therefore:

- Establish and maintain an environment where pupils feel safe, secure, valued and respected and are encouraged to talk, believing they will be listened to and their points of view valued;
- Ensure pupils know that there are adults in the College whom they can approach if they are worried;
- Have regard to the DfE statutory guidance “Relationships Education, relationships and sex education (RSE) and health education” (June 2019, updated 2021) by including opportunities in the curriculum, including through PSHE/Life Skills and ICT, for pupils to develop the skills they need to recognise and stay safe from abuse and to know who they should turn to for help. PHE’s Rise Above resources are helpful <https://www.gov.uk/government/news/phe-launches-rise-above-for-schools-programme>

We seek to ensure that the pupil's wishes and feelings are taken into account when determining what action to take and what services to provide to protect them from harm. To this end we will:

- Ensure there are systems in place for pupils to express their views and give feedback e.g. through College/House councils, peer mentors, Pupil Thrive, safety/pastoral questionnaires and the promotion of anti-bullying and e-safety initiatives;
- Ensure that the pupil’s thoughts/wishes and feelings are sought and recorded on all referrals.

## **Part One**

### **Safeguarding Principles: A Whole school approach**

We will follow the West Midlands Safeguarding Procedures, work closely with Worcestershire Safeguarding Children Partnership (WSCP) and Worcestershire Children First and take account of guidance issued by the Department for Education (DfE).

The College Board is responsible for ensuring that all staff understand their safeguarding responsibilities. The College will:

- Ensure it has a senior leader nominated as Designated Safeguarding Lead (DSL) who has received appropriate training and support for this role;
- Ensure it has at least one member of staff who will act in the absence of the DSLs;
- Ensure it has a nominated governor or governors responsible for safeguarding children;
- Ensure every member of staff (including temporary and supply staff, volunteers and contractors) and the College Council knows the name of the DSLs and any deputies and understand their role;
- Ensure that a DSL and/or a deputy DSL is always available to speak to during College hours and has made adequate and appropriate cover arrangements for any out of hours/out of term time activities;
- Ensure all staff and volunteers who come into contact with pupils are alert to the potential need for Early Help, are aware of those children whose vulnerabilities may indicate a greater need and are aware of the role they may play in supporting other agencies and professionals in an Early Help assessment;
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and neglect, including the specific issues of Child-on-Child abuse, Female Genital Mutilation (FGM), Child Sexual Exploitation (CSE), Child Criminal Exploitation (CCE), Children Missing Education (CME), Radicalisation and Extremism (Prevent), Serious Violence, and Sexual Violence and Sexual Harassment, and maintain an attitude of 'it could happen here';
- Ensure all staff and volunteers understand their responsibility for referring any concerns to the DSL, deputy DSL or Headmaster in a timely manner and are aware that they may raise concerns directly with Local Authority Children's Social Care Services if they believe their concerns have not been listened to or acted upon;
- Ensure that parents have an understanding of the responsibility placed on the College and staff for child protection by publishing its policy on the College website;
- Operate a vetting policy which ensures the suitability of adults working with children on College sites at any time;
- Ensure that community users organising activities for children are aware of, and understand the need for compliance with, the College's child protection guidelines and procedures;
- Ensure that the duty of care towards its pupils and staff is promoted by raising awareness of illegal, unsafe and unwise behaviour and assist staff to monitor their own standards and practice;
- Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice and are aware of whistleblowing procedures and helplines;
- Be aware of and follow procedures set out by the DfE and WSCP where an allegation of abuse is made against a member of staff or volunteer, including making a referral to the local authority Designated Officer (LADO);
- Ensure that a referral is made to the DBS and/or Teaching Regulation Agency (TRA) if a person in regulated activity has been dismissed or suspended or removed from

regulated activity where the harm criterion is met, or would have been had they not resigned;

- Operate safer recruitment practice, ensuring that at least one member on every recruitment panel has completed safer recruitment training.

Our procedures will be regularly reviewed and updated at least annually unless an incident or new legislation or guidance requires the need for an interim review. We recognise the expertise our staff builds by undertaking safeguarding training and managing safeguarding concerns on a daily basis. We therefore invite relevant staff to contribute to and shape this policy and associated safeguarding arrangements.

### **Reporting Principles:**

A member of staff needs only reasonable cause for concern in order to act. One sentence from a child indicating abuse, exploitation or neglect, or non-accidental injury, provides reasonable grounds and is sufficient need to act. This may also apply if clear information comes from another child or adult.

The member of staff must report the matter to the DSL (or, in their absence, to the Deputy DSL) as soon as possible, unless it is an allegation against a member of staff or volunteer in which case the procedures set out in this document should be followed.

All staff should be aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. For example, children may feel embarrassed, humiliated or threatened. This could be due to their vulnerability, disability and/or sexual orientation or due to language barriers. This should not prevent staff from having a **professional curiosity** and speaking to the DSL if they have concerns about a child. It is also important that staff determine how best to build trusted relationships with children and young people, which facilitate communication.

The Safeguarding Reporting Form at Appendix 2 of this policy should be used to report concerns, and hard copies are also available from the General Office and the DSL. The member of staff may refer a matter directly to Local Authority Children's Social Care in exceptional circumstances such as in an emergency or if there is a genuine concern that appropriate action has not been taken.

If a child is in immediate danger or at risk of harm, the DSL must be informed, and a referral made (preferably by the DSL) to Local Authority Children's Social Care and/or the police immediately or within 24 hours.

### **Training**

When staff join Malvern College they will be informed of the safeguarding children arrangements in place. All staff will be given a copy of this policy including its Appendices, and relevant sections of KCSiE.

Recognising the ongoing impact of COVID 19, the DSLs will be given the time and resources to support staff and pupils regarding new safeguarding and welfare concerns. The DSL and deputies will be supported to access and provide additional training, as appropriate, including training in behaviour and mental health.

All staff will receive appropriate safeguarding and child protection training (including in online



safety) at induction. They will also be familiar with the Safeguarding Policy, the Promoting Good Behaviour and Discipline policy, the staff Code of Conduct, the College's policy on Children Missing from Education (CME) and be informed about the role of the designated safeguarding lead (including the identity of the designated safeguarding leads and any deputies).

The induction programme will include basic child protection information relating to promoting pupils' welfare, including their mental as well as their physical health, recognising signs and symptoms of abuse, how to manage a disclosure from a child, when and how to record a concern about the welfare of a child, online safety and advice on safe working practice. Induction training and update training will ensure that staff have an understanding of the expectations, roles and responsibilities in relation to the College's ICT filtering and monitoring systems.

All volunteers, temporary staff and regular visitors to our College will be told where our policy is kept, given the name of the DSLs and deputy/ies and informed of the College's procedures in reporting concerns.

All staff will receive training in child protection and safe working practice, updated at least once every three years, in line with WSCP Training Guidance. Training will include signs and symptoms of abuse and neglect, as well as specific safeguarding issues, such as sexual or criminal exploitation, County Lines, honour-based abuse, FGM, Prevent, serious crime, on-line safety (and sexting), and child-on-child abuse, specifically including responding to and reporting allegations of sexual violence and sexual harassment.

Staff will also be trained to be vigilant in recognising and responding to need arising from health conditions, young people's mental health needs, from having a parent in prison (or being affected by parental offending) or persistently missing from education. Training will also include how to record and report abuse to Local Authority Children's Social Care.

In addition, they will receive ongoing safeguarding and child protection refresher training and updates, including in on-line safety and the filtering and monitoring systems, from the DSL (and Head of E-Safety), as required, but at least annually (eg via email, staff meetings etc). Staff are also supported to attend Mental Health First Aid training.

Staff with specific responsibility for safeguarding children will undertake both single and inter-agency training at a level suitable to their role and responsibilities, updated every two years. In addition to formal training the DSL and deputy/ies will update their knowledge and skills via briefings, WSCP newsletters, WCF briefings, and safeguarding seminars or conferences, at regular intervals, and at least annually.

Staff with leadership responsibilities will undertake further relevant training in safeguarding related issues such as CSE, FGM, Radicalisation, Sexual Violence and Sexual Harassment, and the Management of Allegations of Abuse, as appropriate, and cascade the learning from this training to relevant staff.

The College's Lower Sixth (Pupil) Leadership team and Peer Mentors are provided with safeguarding training during their induction and in addition, aspects of anti-bullying and child on child abuse policies and guidance are discussed with members of the Pupil and Staff Thrive groups, demonstrating that pupils and staff are consulted.

## **DSL/Deputy DSL Training**

The Designated Safeguarding Leads and the Deputy Designated Safeguarding Leads have undertaken child protection training and training in inter-agency working (to understand the processes, procedures and responsibilities of other agencies) and will attend refresher training at two-yearly intervals in order to:

- understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments;
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- ensure each member of staff has access to and understands the College's child protection policy and procedures, especially new and part time staff;
- be alert to the specific needs of children in need, those with special educational needs and young carers;
- be able to keep detailed, accurate, secure written records of concerns and referrals, using CPOMS as appropriate;
- obtain access to resources and attend any relevant or refresher training courses;
- encourage, among all staff, a culture of listening to children and taking account of their wishes and feelings, in any measures the College may put in place to protect them and to meet the requirements and procedures of the Worcestershire Safeguarding Children Partnership and Worcestershire Children First.

The DSL undertakes Prevent Awareness training as appropriate and will support the College regarding the Prevent Duty requirements, providing advice and support to staff on protecting children from risk of radicalisation.

## **Responsibilities**

The College Board will oversee and ensure that the appropriate arrangements are in place to enable staff to understand and discharge their safeguarding roles and responsibilities, and will facilitate a whole-school approach to safeguarding and to promoting the welfare of pupils, ensuring that safeguarding and child protection are central to relevant process and policy development.

The College Board will nominate the SE Governor, Andy Collins, to take leadership responsibility for safeguarding children and liaise with the DSL and/or Headmaster in matters relating to safeguarding. It will ensure that:

- the DSL takes lead responsibility for safeguarding and child protection and does not delegate this responsibility;
- the DSL and Deputy DSL role is explicit in the role holders' job descriptions, which reflect KCSiE guidance;
- safeguarding policies and procedures are in place, available to parents on the

College website or by other means and are reviewed at least annually;

- safeguarding responses are put in place in cases where children go missing from education
- an annual report on the effectiveness of the College's safeguarding procedures is presented to the College Board and any returns requested by the local authority/WCF are completed in a timely manner;
- any weaknesses brought to its attention relating to safeguarding are remedied without delay;
- it complies with all legislative duties, including the duty to report suspected or known cases of FGM and the duty to prevent young people from being drawn into terrorism.

The Headmaster will ensure that:

- The Safeguarding policies and procedures are effectively implemented and followed by all staff;
- Sufficient funding, support, time and resources are allocated to enable the DSL and other staff to discharge their responsibilities with regard to child protection;
- All staff feel able to raise concerns about poor or unsafe practice and that these are handled sensitively and in accordance with the whistleblowing procedures;

All allegations of abuse involving Members of Staff are reported to the Local Authority Designated Officer (LADO) in a timely manner.

The DSL will co-ordinate action and risk assessments for safeguarding and promoting the welfare of children within the College setting, and:

The DSL will be a member of the Senior Leadership Team.

The DSL and deputies will work closely with teachers to promote educational outcomes where they have safeguarding or child protection concerns.

### **The Role of the DSL (See Appendix 3)**

The DSL is responsible for:

- Safeguarding and Child Protection (including online safety), and will not delegate this responsibility;
- Providing training to ensure that all staff understand and are able to discharge their roles and responsibilities as set out in Part One of Keeping Children Safe in Education;
- Undertaking, in conjunction with the Headmaster and Safeguarding Governor, an annual audit of safeguarding procedures.
- Making use of the Levels of Need guidance when making a decision about whether the threshold for Early Help or Social Care intervention is met;
- Keeping secure records of concerns about children, including the use of body maps, even where there is no need to refer the matter immediately;
- Where children leave the College, the DSL will ensure their child protection file is transferred to the new school or college as soon as possible, and within 5 days for an

in-year transfer or within the first 5 days of the start of a new term to allow the new school or college to have support in place promptly. The DSL will ensure secure transit, and confirmation of receipt should be obtained; this will be transferred separately from the main pupil file. Receiving schools/colleges should ensure that key staff (eg DSLs, SENDCos) are aware as required.

- Developing effective links with relevant agencies and other professionals, including Senior Mental Health Leads, and co-operating as required with their enquiries regarding safeguarding matters including co-operation with serious case reviews, attendance at strategy meetings, initial and review child protection conferences, core group and “child in need” review meetings;
- Liaising with other staff (for example Housems., pastoral support staff, medical centre staff or counsellors, the Head of E-safety, the SENDCo and ICT) on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies;
- Liaising with the Head of Life Skills (Mrs Heidi Andrews), to co-ordinate a programme of safety, health and well-being through the curriculum, including issues of protective behaviours, healthy relationships and staying safe online [Relationships Education, Relationships and Sex Education and Health Education guidance \(publishing.service.gov.uk\)](#)
- Liaising with the Deputy Head: Pastoral (Mr Lewis Faulkner) regarding the promotion of democratic values;
- Acting as a source of support, advice and expertise for all staff
- Helping to promote educational outcomes by sharing with teachers and the College Leadership team, where appropriate, information about the welfare, safeguarding and child protection issues that pupils are experiencing or have experienced. This is to ensure an understanding of factors affecting pupils’ academic progress and attainment, to aid identification of additional academic support and adjustments that could be made to support these pupils and to maintain a culture of high aspirations for this cohort.

Any steps taken to support a pupil who has a safeguarding vulnerability must be reported to the DSL or deputies.

Staff will be informed of relevant details regarding a safeguarding incident or circumstances when the DSL feels that their having knowledge of a situation will improve their ability to support an individual pupil or family.

During term time, the DSL (or deputy) will be available during College hours for staff in the school to discuss any safeguarding concerns. Adequate and appropriate contact or cover arrangements will be made for out of term time.

## **Procedures for Managing Concerns**

Every member of staff, including volunteers working with children at our College, is advised to maintain an attitude of ‘it could happen here’ where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to take action as outlined in this policy. They should not assume a colleague or another professional will take action and share information that might be critical in keeping children safe.

All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often, however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of

emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns to the DSL, in accordance with this policy, to allow the DSL to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

It is not the responsibility of College staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

The Designated Safeguarding Lead (DSL) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in the College. Any member of staff or visitor to the College who receives a disclosure that a child is being abused, exploited or neglected, or suspects that a child is at risk of harm, must report it immediately to the DSL or, if unavailable, to the Deputy Designated Safeguarding Lead. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

All concerns about a child or young person should be reported without delay and recorded in writing using the agreed template (available from the DSL - see Appendix 2 - or hard copies from the General Office), or through CPOMS, as appropriate.

Following receipt of any information raising a concern, the DSL will consider what action to take and seek advice from Local Authority Children's Services as necessary. There will be appropriate discussions with parents/guardians prior to referral to local authority children's social care or another agency unless to do so would put the child at risk or compromise an investigation. All information and actions taken, including the reasons for any decisions made, will be fully documented.

Where we identify children in need of support, we will act in accordance with the Regional Child Protection Procedures [Welcome | West Midlands Safeguarding Children Group \(procedures.org.uk\)](#) and the [WSPC Levels of Need Guidance](#).

If, at any point, there is a risk of immediate serious harm to a pupil, the procedure is to call 999 and a referral should be made to Local Authority Children's Services immediately. Anybody can make a referral. If the pupil's situation does not appear to be improving, or the concern is not addressed, the staff member with concerns should press for re-consideration by raising the matter again with the DSL and/or the Headmaster or directly with Local Authority Children's Services. Concerns should always lead to help for the pupil at some point.

Where unmet needs have been identified for a pupil but there is no evidence of significant risk, the DSL will oversee the delivery of an appropriate Early Help response. This may include a multi-agency response and/or ongoing school focused support.

Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Local Authority Children's Services, or the police if:

- the situation is an emergency and the DSL, their deputies and the Headmaster are all unavailable;
- they are convinced that a direct report is the only way to ensure the pupil's safety.

## **Part Two**

### **Specific Safeguarding Issues**

#### **Mental Health**

KCSiE emphasises the impact of abuse, neglect or other potential adverse childhood experiences on mental health, behaviour and education in children and young people.

All staff will be made aware that mental health problems can sometimes be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

All staff will take immediate action and speak to the DSL or Deputy DSL, as well as the relevant House, if they have a mental health safeguarding concern about a pupil.

The DSL will assume the role of Mental Health Lead in 2022/23, heading up a Mental Health Team to include (but not limited to) the deputy DSL(s), Senior Deputy Head, Head of Life Skills (PSHE), College counsellor, Mental Health First Aid trainer and SENDCo.

#### **Child on Child Abuse**

Details of Malvern College's response to concerns about or instances of Child on Child Abuse can be found in our separate Child on Child Abuse Policy.

We recognise that children are potentially vulnerable to physical, sexual and emotional abuse by other children, their peers or siblings and that abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important to remember the impact on the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour (the perpetrator).

The College takes a zero-tolerance approach to child on child abuse and staff understand the importance of challenging inappropriate behaviours. Such behaviours, including sexual harassment and sexual violence, should never be tolerated or passed off as "banter", "just having a laugh" or "part of growing up" etc.

Malvern College also recognises the gendered nature of child on child abuse (i.e. that it is more likely that girls will be victims and boys perpetrators), but that all child on child abuse is unacceptable and will be taken seriously. Staff are aware that some groups are potentially more at risk, for example, children with SEND and LGBT children.

The different forms child on child abuse can take include but are not limited to:

- sexual violence, such as rape, assault by penetration and sexual assault (and which may include an online element which facilitates, threatens and/or encourages sexual violence);
- sexual harassment (such as sexual comments, remarks or jokes and online sexual harassment which may be stand-alone or part of a broader pattern of abuse);
- abuse within intimate personal relationships between peers;
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually or to engage in sexual activity with a third party;
- upskirting, which typically involves taking a picture under a person's clothing (not necessarily a skirt) without their permission and/or knowledge, with the intention of

viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification or cause the victim humiliation, distress or alarm. This is now a criminal offence. Anyone of any gender can be a victim;

- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (and potentially including an online element which facilitates, threatens and/or encourages physical abuse);
- consensual and non-consensual sharing of nudes and semi-nudes as images or videos (also known as sexting or youth produced sexual imagery);
- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- gender-based violence/sexual assaults and sexting
- initiation/hazing type violence and rituals.

All staff are made aware of the College policy and processes in dealing with instances of child on child abuse (See Child on Child Abuse Policy and the Anti-Bullying Policy). Our staff understand that, even if there are no reports of child on child abuse, this does not mean that it is not happening; it may be that it is not being reported.

We aim to make sure that there are accessible systems through which pupils can report abuse, and to create a whole-school culture in which pupils feel able to share concerns, by:

- ensuring the response is sensitive, proportionate and prompt;
- ensuring that there are a range of people with whom pupils can raise concerns/report abuse (including House staff, the safeguarding team, Medical Centre personnel, the Chaplain, school counsellors and Peer Mentors);
- developing discreet locations in which pupils can talk with privacy (including the Safeguarding Office, Well-Being Room, Medical Centre and Chaplaincy);
- developing an online anonymous reporting facility which allows pupils to ask questions, ask for help or express concerns;
- providing information about external sources of help (eg Childline).

We will ensure, through training, that staff, volunteers and College Board will have an understanding of the range of child on child abuse, including sexual violence and sexual harassment, and will be made aware of how to recognise, report and manage such issues.

Staff should be aware that such incidents and/or behaviours can be associated with factors outside the College and can occur between children outside the College. Staff, and particularly the DSLs, should always consider whether pupils are at risk of abuse or exploitation in situations outside their families and/or online.

Where the abuse is physical, verbal, bullying or cyber-bullying, the response, recording of such incidents and sanctions will be applied in line with the child on child abuse response outlined in this policy and in the separate Child on Child Abuse Policy, and with the Promoting Good Behaviour and Discipline Policy (which reflects the DfE Behaviour in Schools Guidance 2022: [Behaviour in schools guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/guidance/behaviour-in-schools-guidance)) and the Anti-Bullying policy. Where a child discloses safeguarding allegations of a sexual nature against another pupil in the same setting, the DSL will refer to the DfE guidance, West Midlands Safeguarding Children procedures website and seek advice from police, Worcestershire Children First or a Community Social Worker, as appropriate, before commencing an investigation or contacting parents. This may mean, on occasions, that the College is unable to conduct its own investigation into such incidents. All such incidents will be recorded using our child protection/safeguarding recording system (CPOMS).

Support for the victims of abuse will be in line with support outlined in the College's Behaviour and Anti-Bullying policies. For victims of sexual abuse, the College should follow advice given by Local Authority Children's Social Care and consider using external agencies, such as Early Help or West Mercia Rape and Sexual Abuse Support Centre to provide additional support and expertise.

Depending on the nature of the abuse, the College may need to consider a risk assessment to protect and support the victim, the alleged perpetrator and other pupils and/or staff in the College. The risk assessment should be recorded and kept under review.

As a boarding school with residential accommodation, we are alert to the potential for abuse resulting from inappropriate pupil relationships, and ensure that our safeguarding protocols comply with The National Minimum Standards for Boarding Schools.

### **Sexual Violence and Sexual Harassment**

Malvern College has zero tolerance of sexual violence and/or sexual harassment; however, such incidents are usually complex and require difficult professional decisions. All decisions and actions are therefore reviewed regularly and policies updated accordingly.

Sexual violence and sexual harassment can occur between two children of any age and sex or through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and/or face to face (both physically and verbally) and are never acceptable. We emphasise to staff that downplaying abuse, or the scale of abuse, leads to a dangerous culture in which harmful behaviours can thrive. Staff are expected to observe an "it could happen here" approach.

Malvern College will carefully consider any report of sexual violence and/or sexual harassment. The DSL (or Deputy) is likely to have a complete safeguarding picture and to be the most appropriate person to advise on the College's initial response. Important considerations will include:

- the wishes of the victim in terms of how they want to proceed. We will support victims to be given as much control as is reasonably possible over decisions regarding how any investigation will be progressed and any support that they will be offered. This will, however, need to be balanced against the College's duty and responsibilities to protect other children and to report potentially criminal incidents to the police;
- the nature of the alleged incident(s), including whether a crime may have been committed and consideration of harmful sexual behaviour;
- the ages of the young people involved;
- the developmental stages of the young people involved;
- any power imbalance between those involved. For example, is the perpetrator(s) significantly older, more mature or more confident? Does the victim have a disability or learning difficulty?
- Is the alleged incident a one-off or part of a sustained pattern of abuse (eg it could be accompanied by other forms of abuse and a sustained pattern may not be just of a sexual nature)?

In line with KCSiE 2022, we use the term "**victim**" to refer to those who have been subjected to abuse, and the term "**alleged perpetrator(s)**", and where appropriate



“**perpetrator(s)**”, though this term is used with caution as in some cases the abusive behaviour will have been harmful to the perpetrator as well. We also recognise that not every “victim” will view themselves as such, and we will be sensitive to the child’s perception and wishes.

All victims of sexual violence and/or harassment will be reassured that they are being taken seriously, will be supported and kept safe, and all staff are aware of the importance of this. A victim will never be made to feel that they are creating a problem by reporting abuse or be made to feel ashamed. We also recognise that reports may sometimes be indirect and may stem from overheard conversations or observed changes in behaviour that arouse concern.

We are aware that sexual assault can result in a range of health needs and will ensure that pupils experiencing sexual abuse or assault can access specialist NHS support or support from an appropriate sexual abuse referral centre.

Further considerations will include how to manage pupils sharing a classroom or boarding environment, and other ongoing risks to the victim, other pupils or College staff. Proportionality of response is important, and action taken, including support and sanctions, will be considered on a case-by-case basis and will reflect the guidance in KCSiE 2022 Part 5.

Appropriate professional support will also be provided to the alleged perpetrator (eg signposting to sources of support, information about harmful sexual behaviours etc.).

If a report of sexual violence or sexual harassment is found to be unfounded/unsubstantiated, false or malicious, the DSL and Deputy Head: Pastoral will consider whether the person making the allegation needs support (eg if this is a cry for help) and/or whether disciplinary processes would be appropriate.

### **Sharing Nudes and Semi-Nudes**

This involves the sending or posting of nude or semi-nude images, videos and live streams by young people under the age of 18 via, for example, social media or chat apps. (NB The sharing of nudes/semi-nudes of under 18s by adults is child sexual abuse and will be referred immediately to the police.)

Any incident involving the sharing of nudes or semi nudes by pupils must be reported to the DSL/Deputy DSL and Head of E-Safety immediately. The DSL will establish whether the incident is experimental (with no adult involvement or attempt to harm) or aggravated (involving additional or abusive elements), and will respond to the incident in line with DfE and UKCIS Guidance (<https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people/>) and the College policy on The Acceptable use of ICT and E-Safety. The following practice should be followed:

- Do not view, copy, share, print, store or save the imagery or ask the pupil to do so. (If you have viewed the image(s) accidentally, report this to the DSL and seek support.)
- Do not delete imagery, ask the pupil to delete it or ask the pupil to disclose information about it. This is the DSL’s responsibility.
- Do not share the information with other staff, parents or young people/pupils.
- Do not apportion blame/shame to the pupil involved.
- Explain that the incident needs to be reported to the DSL and that support will be available.

The College's approach to responding to such incidents emphasises the protection and education of the pupils concerned, and pupils will always be offered support.

### **Anti-Bullying**

Our policy on anti-bullying is set out in a separate document but we acknowledge that to allow or condone bullying may lead to consideration under child protection procedures. All incidences of bullying, including cyber-bullying, sexting, racist, homophobic and gender-related bullying, will be dealt with in accordance with our anti-bullying policy. We recognise that children with special needs /disabilities are more susceptible to being bullied.

The DSL maintains a log of bullying incidents in College, through CPOMS.

We recognise that there will be occasions when bullying incidents will fall within child protection procedures or may be deemed criminal activity and that it may be necessary to report the concerns to WCF (Family Front Door)/Local Authority Children's Social Care and/or to the Police.

### **Racist Incidents**

Our policy on racist incidents is set out within the Anti-Bullying Policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

We maintain a log of racist incidents in College through the CPOMS recording system.

### **Special Educational Needs and Disabilities (SEND)**

The College recognises that children with special educational needs (SEN) and disabilities, or certain health conditions, can face additional safeguarding risks and challenges. Specific challenges exist in recognising abuse and neglect in this group of children. These can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- being more prone to peer group isolation than other children; the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs;
- communication barriers and difficulties in overcoming these barriers.

We will always consider extra pastoral support for children with SEND to address these additional challenges. In addition, the DSL and SENDCo work closely together to ensure appropriate support and packages of care for pupils with SEND.

### **Online Safety**

The DSL understands the risks associated with online activity and, working closely with the Head of E-Safety, Mr Christopher Thomas and with the ICT department, has the relevant

knowledge and capability to maintain pupils' online safety at school, and ensure appropriate filtering and monitoring on school networks and school devices.

There are potentially 4 areas of risk linked to online safety:

**Content:** exposure to illegal, inappropriate or harmful content (eg pornography, fake news, racism, radicalisation and extremism, etc.).

**Contact:** being subjected to harmful online interaction with other users (eg child on child pressure, grooming or exploitation for sexual, criminal, financial or other purposes etc).

**Conduct:** online behaviour that increases the likelihood of, or causes, harm (eg sending and receiving explicit images, consensual or non-consensual sharing of nudes and semi-nudes, online bullying etc).

**Commerce:** risks such as online gambling, inappropriate advertising, phishing and/or financial scams.

The DSL recognises the additional risks that children with SEN and disabilities face online, for example from online bullying, grooming and radicalisation and has the capability to support SEND children to stay safe online.

All members of staff are trained in and receive regular updates in e-safety and in recognising and reporting concerns. All staff are aware that abuse can take place solely online.

Our Policy on the Acceptable Use of ICT and E-Safety is available on the parent portal and recognises that internet safety is a whole College responsibility (staff, pupils, governors and parents). We understand that many children have unlimited and unrestricted access to the internet via mobile phone networks (eg 3G, 4G and 5G). This access means that some children are able to sexually harass, bully and control others via their mobile and smart technology, share indecent images consensually and non-consensually (often via large chat groups) and view and share pornography and other harmful content. We carefully consider how to manage this on the College premises and document our processes and procedures in the above policy.

Children and young people may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate or possibly illegal. We therefore recognise our responsibility to educate our pupils, teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies.

We will ensure that appropriate filters are in place to limit or prevent access to unsuitable sites and we will monitor the use of the College network and internet to ensure that any pupil or staff member attempting to access inappropriate, abusive or harmful material is appropriately advised and/or supported. The leadership team and relevant staff have an awareness and understanding of the provisions in place, know how to manage them effectively and how to escalate concerns. We also consider the age range of pupils, the number of pupils, how often they access the IT systems and the proportionality of response verses safeguarding risks.

## **Transgender Pupils**

Malvern College has issued separate Transgender/Gender Identity Guidance, available for staff, pupils and parents on request; this issue is also covered in our Equal Opportunities Policy.

The College is an inclusive trans-friendly workplace and learning environment, and should be free from discrimination, harassment and victimisation. We treat all transgender people with dignity and respect: staff and governors receive appropriate professional advice and training, and transgender pupils will always be given practical and emotional support and guidance.

### **Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)**

We know that different forms of harm often overlap, and that perpetrators may subject children and young people to multiple forms of abuse, such as criminal exploitation (including county lines) and sexual exploitation. We recognise that CSE is a form of child sexual abuse. Some specific forms of CCE can include children being manipulated into transporting drugs or money through county lines, shoplifting etc. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence.

In some cases, the exploitation or abuse will be in exchange for something the victim needs or wants (for example, money, gifts or affection), and/or will be to the financial benefit or other advantage, such as increased status, of the perpetrator or facilitator. Children can be exploited by adult males or females, as individuals or in groups. They may also be exploited by other children, who themselves may be experiencing exploitation – where this is the case, it is important that the child perpetrator is also recognised as a victim. The experience of girls who are criminally exploited may be very different to that of boys.

The College addresses the risks of exploitation in the Life Skills and SRE Curriculum. A common feature of exploitation is that the child often doesn't recognise the coercive nature of the relationship and doesn't see themselves as a victim. The child may initially resent what they perceive as interference by staff, but staff must act on their concerns, as they would for any other type of abuse.

All staff and governors are made aware of the indicators of sexual exploitation, the fact that the victim may have been sexually exploited even if the sexual activity appears consensual and that it does not always involve physical contact but can occur through the use of technology. All concerns of CSE are reported immediately to the DSL, who is the College's CSE Lead.

### **Domestic Abuse**

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of these experiences can have a detrimental and long-term impact on their health, well-being, development and ability to learn.

Where we identify that a victim of domestic abuse may be high risk, we will consider a referral for a MARAC (multi-agency risk assessment conference). The purpose of MARAC is to share information and establish a multi-agency action plan to support and protect the victim. The College, through the DSL will continue to provide help and support to safeguard the children

MARAC does not replace a referral to local authority children's social care.

We will ensure that our pupils understand what a healthy relationship looks like through, for example, the Life Skills curriculum and resources from the [Domestic abuse support | Worcestershire County Council](#). Further information is available from the DSL.

### Operation Encompass

Malvern College receives Operation Encompass notifications. Operation Encompass highlights when a domestic abuse incident has occurred and the police have been called, enabling staff at the College to keep an eye on the child, noting and responding to any changed behaviour.

### Children with Family Members in Prison

Children with family members in prison are at risk from poor outcomes resulting from stigma, isolation and poor mental health. NICCO provides information to support professionals working with offenders and their children, to help mitigate negative consequences for those children.

### Female Genital Mutilation (FGM)

With effect from October 2015, all schools are subject to a mandatory reporting requirement in respect of female genital mutilation (FGM). When a teacher suspects or discovers that an act of FGM is going to be or has been carried out on a girl aged under 18, that teacher has a statutory duty to report it to the Police.

Failure to report such cases will result in disciplinary sanctions.

The teacher will also discuss the situation with the DSL before a decision is made as to whether the mandatory reporting duty applies.

All staff are up to date on the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation around;

- Forced Marriage
- FGM
- Honour Based Abuse
- Trafficking
- Criminal Exploitation & Gang Affiliation

Our staff will be supported to recognise warning signs and symptoms in relation to each specific issue, and include such issues, in an age-appropriate way, in relevant lesson plans such as life skills/PSHE.

### Radicalisation and Extremism (PREVENT)

With effect from 1st July 2015 (updated 2021), all schools are subject to a duty to have “due regard to the need to prevent people being drawn into terrorism” (section 26, Counter Terrorism and Security Act 2015). This is known as The Prevent Duty.

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation.

Definitions of terrorism, radicalisation and extremism, and indicators of vulnerability to radicalisation, are given in Appendix 4.

Malvern College values freedom of speech and the expression of beliefs and ideology as fundamental rights underpinning our society's values. Pupils and teachers have the right to speak freely and voice their opinions. However, free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

#### Risk Reduction:

The Safeguarding Governor, Headmaster and the DSL will assess the level of risk within the school and put actions in place to reduce that risk. Risk assessment may include (but **is** not limited to) consideration of the school's RS curriculum, SEND policy, the use of school premises by external agencies, integration of pupils by gender and SEND, anti-bullying policy and other issues specific to the College's profile, community and philosophy. To this end, open source due diligence checks will be undertaken on all external speakers invited to the College.

We are clear that exploitation and radicalisation must be viewed as a safeguarding concern and that protecting pupils from the risk of radicalisation from any group (including, but not restricted to, those linked to Islamist ideology, to Far Right/Neo-Nazi/White Supremacist ideology, to Domestic Terrorism, to Irish Nationalist and Loyalist paramilitary groups, and to extremist Animal Rights movements) is part of our safeguarding duty.

All staff are alert to changes in a pupil's behaviour or attitudes which could indicate that they are vulnerable to exploitation or radicalisation and/or need help or protection.

College staff are also aware of and vigilant regarding the role of social media in encouraging travel to Afghanistan, Iraq and Syria and promoting radicalisation. We are required to identify a Prevent Single Point of Contact (SPOC) who will be the lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism: this will normally be the DSL. The DSL and deputies are aware of local procedures for making a Prevent referral. The Prevent SPOC at Malvern College is Mrs Penny Bijl.

The College will monitor online activity to ensure that inappropriate sites are not accessed by pupils or staff, and there are systems in place for keeping pupils safe from extremist material when accessing the internet in College by using effective filtering and usage policies. The College has in place appropriate ICT filters and monitoring systems to enable us to identify and, where appropriate, limit children's exposure to online extremist material. However, we aim to ensure that "overblocking" does not lead to unreasonable restrictions that could compromise learning.

We will use relevant information, tools and resources to help our staff and parents recognise and address extremism and radicalisation in young people, for example

<https://educateagainsthate.com/>

### Channel:

The school has a duty to cooperate with the Channel programme in the carrying out of its functions, and with the Police in providing information about an individual who is referred to Channel (Section 38, Counter Terrorism and Security Act 2015).

Channel is a voluntary, confidential support programme which focuses on providing support at an early stage to people identified as vulnerable to being drawn into terrorism. Prevent referrals may be passed to a multi-agency Channel Panel for assessment. It is led by the West Midlands Police Counter-Terrorism Unit, and it aims to:

- Establish an effective multi-agency referral and intervention process to identify vulnerable individuals;
- Safeguard individuals who might be susceptible to being drawn into terrorism so that they are not at risk of being drawn into terrorist-related activity;
- and provide early intervention to protect and divert people away from the risks they face and reduce vulnerability.

Further guidance about duties relating to the risk of radicalisation is available in the Advice for Schools on [Revised Prevent duty guidance: for England and Wales - GOV.UK](#)

An individual will be required to provide their consent before any support delivered through the Channel programme is provided.

### **Children Missing Education (See the College's CME Policy)**

A child who is missing or absent from education, particularly repeated and/or for prolonged periods and/or repeatedly, can act as a vital warning sign of a range of safeguarding risks, including abuse and neglect, which may include sexual abuse or exploitation; child criminal exploitation; mental health problems; substance abuse and other issues. Early intervention is necessary to identify the existence of any underlying safeguarding risks and to help prevent the risk of them going missing in future.

We hold two or more emergency contact numbers for each pupil and our Attendance Officer, Mrs Ria Wilkins, working closely with the DSL, will adapt attendance monitoring on an individual basis to ensure the safety of each pupil. We will take, and be able to demonstrate that we have taken, reasonable enquiries to ascertain the whereabouts of pupils considered "missing" and will work closely, where appropriate, with the CME Team, School Admissions Service and the Elective Education Team.

Work around attendance and pupils missing from education will be coordinated with safeguarding interventions.

The College will notify the Local Authority of any pupil who fails to attend school regularly after making reasonable enquiries or has been absent for a continuous period of 10 days or more.

The College (regardless of designation) must also notify the Local Authority of any pupil who is to be deleted from the admission register because s/he:

Has been taken out of school by their parents and is being educated outside the school system (e.g. elective home education);

- Has ceased to attend school and no longer lives within a reasonable distance of the school at which s/he is registered (moved within the city, within the country or moved abroad but failed to notify the school of the change);
- Has been displaced as a result of a crisis e.g. domestic violence or homelessness
- Has been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither s/he nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- Is in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe that s/he will return to the school at the end of that period;
- Has been permanently excluded.

### **Elective Home Education**

Where a parent expresses a wish to remove a pupil from school to home educate, we will endeavour to meet with the parent(s) prior to a final decision to ensure that the parents/carers have considered what is in the best interests of the child.

### **County Lines**

County Lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of “deal line”. Children and vulnerable adults are exploited to move and store drugs and money. Offenders use violence (including sexual), coercion, intimidation and weapons to ensure the victim’s compliance, and can target and recruit children from schools.

Indicators of involvement include missing episodes (from home and school). If a pupil is identified as at risk of exploitation, the DSL will consider completion of a GET SAFE risk assessment (which will be referred to Worcestershire Children First for assessment and support), and or referral to WCF Family Front Door.

### **Looked After Children and previously Looked After Children**

The most common reason for children becoming looked after is as a result of abuse or neglect. The College will ensure that staff have the necessary skills, knowledge and understanding to keep looked after, and previously looked after, children safe.

Appropriate staff will, where relevant, have information about a child’s looked after legal status and contact arrangements with birth parents or those with parental responsibility. They will also have information about the child’s care arrangements, if relevant, including the level of authority delegated to the carer by the authority looking after the child. If the College is supporting looked after children on roll, a designated teacher for looked after children and the DSL will have details of the child’s social worker and the name and contact details of the Local Authority’s Virtual Head for children in care/looked after children and previously looked after children.



## **Private Fostering Arrangements**

Many adults find themselves looking after someone else's child without realising that they may be involved in private fostering. A private fostering arrangement is one that is made privately (without the involvement of local authority Children's Services) for the care of a child under the age of 16 (under 18, if disabled) by someone other than a parent or immediate relative. If the arrangement is to last, or has lasted, for 28 days or more, it is categorised as private fostering.

The Children Act 1989 defines an immediate relative as a grandparent, brother, sister, uncle or aunt (whether of full blood or half blood or by marriage or civil partnership), or a stepparent.

People become involved in private fostering for all kinds of reasons. Examples of private fostering include:

- Children/young people who need alternative care because of parental illness;
- Children/young people whose parents cannot care for them because their work or study involves long or antisocial hours;
- Children/young people sent from abroad to stay with another family, usually to improve their educational opportunities;
- Unaccompanied asylum seeking and refugee children/young people;
- Teenagers who stay with friends (or other non-relatives) because they have fallen out with their parents;
- Children/young people staying with families while attending a school away from their home area.

By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify Local Authority Children's Services as soon as possible.

If we become aware of a private fostering arrangement, we will check that Local Authority Children's Social Care (and WCF) have been informed.

## **Supporting Pupils who have been Abused**

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame.

We acknowledge that College may be the only stable, secure and predictable element in the lives of children who have been abused or who are at risk of harm.

We are aware that research shows that at school their behaviour may be challenging and defiant or they may be withdrawn.

The College will endeavour to support all pupils by:

- Encouraging self-esteem and self-assertiveness through the curriculum, as well as promoting respectful relationships, and challenging bullying and humiliating behaviour;
- Promoting a positive, supportive and secure environment, giving pupils a sense of

- being valued;
- Enforcing a consistently applied College behaviour policy (known as the Promoting Good Behaviour and Discipline Policy) which is aimed at supporting vulnerable pupils. The College will ensure that the pupil knows that some behaviour is unacceptable but that they are valued and not to be blamed for any abuse which has occurred;
  - Liaising with other agencies that support the pupil such as Local Authority Children's Social Care Services, Child and Adult Mental Health Service (CAMHS) and those agencies involved in the safeguarding of children;
  - Engaging Early Help services, when appropriate;
  - Notifying Local Authority Children's Social Care Services (WCF Family Front Door) immediately there is a significant concern;
  - Providing continuing support to a pupil about whom there have been concerns and who leaves the College by ensuring that appropriate information is forwarded under confidential cover to the pupil's new setting, within 5 days.

## **Part Three Information Management**

### **Data Protection, Information Sharing and Confidentiality**

We recognise that all matters relating to child protection are confidential, but information sharing is vital in identifying and tackling all forms of abuse.

The Data Compliance Officer is Mr Steve Cragg.

The school is fully aware of the obligations which the Data Protection Act 2018 and the GDPR places on organisations and individuals to process personal information fairly and lawfully and to keep the information they hold safe and secure. However, the Data Protection Act 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

Malvern College staff are proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of our pupils, whether this is when problems are first emerging or where a child is already known to the local authority children's social care. Staff understand that "safeguarding of children and individuals at risk" is a processing condition that allows practitioners to share special category data. This includes sharing information without consent where there is good reason to do so, where the sharing of information will enhance the safeguarding of a child in a timely manner, but it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk.

The Headmaster or DSL will disclose any information about a pupil to other members of staff on a need to know basis only. All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being, or that of others.

Safeguarding and Child Protection information will be dealt with in a confidential manner. Safeguarding records will be stored securely, separately from academic records. Individual safeguarding files will be kept for each pupil, where relevant: the school will not keep family files. Files will be kept for at least the period during which the pupil is attending the school, and beyond that in line with current data legislation and guidance. Because we use CPOMS and store the majority of our records electronically, we do not hold paper files for all pupils.

We will not disclose to a parent/guardian any information held on a pupil if this could put the pupil at risk of significant harm.

If a pupil moves from the College, Child Protection and Safeguarding records will be forwarded on to the DSL at the new school, with due regard to their confidential nature and in line with current government guidance on the transfer of such records. Direct contact between the two schools may be necessary. We will record where and to whom the records have been passed, and the date.

## **Communication with Parents**

We recognise that good communication with parents is crucial in order to safeguard and promote the welfare of children effectively.

We will always undertake appropriate discussion with parents prior to involvement of another agency unless to do so could place the child or an adult at further risk of harm or would impede a criminal investigation.

We will ensure that parents have an understanding of the responsibilities placed on the College and staff to safeguard children and their duty to co-operate with other agencies in this respect.

## **Record Keeping**

Any member of staff receiving a disclosure of abuse from a child or young person, or noticing signs or symptoms of possible abuse, will make notes as soon as possible (within the hour, if possible), writing down exactly what was said, using the child's own words as far as possible. All notes should be timed, dated and signed, with name printed alongside the signature. Concerns will be recorded using the College's Safeguarding Children recording system (CPOMS).

All records of a child protection nature will be passed to the DSL including case conference minutes and written records of any concerns. Child protection records are kept securely and/or are password protected, with only appropriate persons having access to them.

Child Protection records should include:

- a summary of the concern
- details of how the concern was managed and resolved
- a note of actions taken, decisions reached and the outcome.

Any referrals made to other agencies will be copied prior to sending and stored in the pupil's child protection file.

The DSL will maintain and regularly audit the College's child protection records and ensure that each stand-alone Child Protection file includes a chronology of significant events, and that information and contact details are accurate and up to date.

The DSL will transfer the child protection record in a safe and timely manner when a child moves College, ensuring receipt of transfer is obtained.

The DSL may copy child protection records generated by the College prior to transfer and retain for as long as is necessary (normally d.o.b. + 25 years), where there is justification for believing that the records may be required as evidence of the College's involvement with the child for statutory purposes (e.g. court cases or serious case reviews). When the records are no longer required, they will be securely disposed of.

## **Part Four**

### **Staff Safeguarding Matters**

#### **Support and Supervision of Staff**

We recognise that staff working in the College who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.

We will support such staff by providing an opportunity to talk through their anxieties with the DSL and to seek further support such as counselling or regular supervision, as appropriate.

Regular supervision will be offered to the DSL and Deputy DSLs, usually half-termly and may be extended to other members of staff as deemed appropriate.

We recognise the importance of practice oversight and multiple perspectives in safeguarding and child protection work. We will support staff by providing opportunities for reflective practice including opportunity to talk through all aspects of safeguarding work within education with the DSL and to seek further support as appropriate.

Staff will be made aware of safer working practice guidance and will be given opportunities to develop their understanding of what constitutes safe and unsafe behaviour.

#### **Safer Recruitment and Selection**

The College has a written recruitment and selection policy statement and procedures linking explicitly to this policy. The statement is included in all job advertisements, recruitment websites, and candidate information packs.

The recruitment process is robust in seeking to establish the commitment of candidates to support the College's measures to safeguard children and to identify, deter or reject people who might pose a risk of harm to children or are otherwise unsuited to work with them. References are requested, scrutinised and discrepancies followed up. All offers of appointment are conditional until satisfactory completion of mandatory pre-employment checks. Individuals who have lived or worked outside the UK undergo the same checks.

All staff working within our College who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications and a satisfactory barred list check, enhanced DBS check and a right to work in the UK check.

All teachers working within our College have been checked using the Teacher Services website to ensure they have been awarded QTS, where appropriate, they have completed their teacher induction, where appropriate, and that there are no prohibitions, sanctions or restrictions in place that might prevent them from taking part in certain activities or working in specific positions (e.g. management posts).

Our governors are subject to an enhanced DBS check without barred list check unless they are in Regulated Activity in which case an enhanced DBS check with barred list check will be undertaken.

Any member of staff taking up a management position will be checked to ensure s/he is not

subject to a section 128 direction made by the Secretary of State.

A number of staff, including all members of the Human Resources team, are safer recruitment trained.

The College maintains a single central record of recruitment checks.

Any member of staff working in regulated activity prior to receipt of a satisfactory DBS check will not be left unsupervised and will be subject to a risk assessment.

Volunteers who are not working in regulated activity, will be supervised at all times. A risk assessment will be undertaken, if appropriate, to help decide whether or not an enhanced DBS check, without barred list check, is required.

The College seeks written assurance from supply and third-party agencies, alternative providers, initial teacher training providers and contractors that they have undertaken all appropriate checks on any of their staff that work with or have regular contact with our pupils.

### **Responding to an Allegation against a Member of Staff**

The College recognises that there are two levels of allegation/concern which may be made against a member of staff, including supply teachers, volunteers and contractors:

- Allegations that meet the harms threshold and indicate a person would pose a risk of harm;
- Allegations/concerns that do not meet the harm threshold (“low level concerns”) – the College’s low-level concerns policy is set out within the Staff Code of Conduct.

The College has a duty of care towards its employees and as such, it must ensure that effective support is provided for anyone facing an allegation. The College will take action in accordance with part four of Keeping Children Safe in Education 2021 and the College’s employment procedures.

This procedure must be used in any case in which it is alleged that a member of staff, Governor/Trustee, visiting professional, volunteer or contractor has:

- Behaved in a way that has harmed a child/young person or may have harmed a child/young person;
- Possibly committed a criminal offence against or related to a child/young person; or
- Behaved towards a child/children in a way that indicates s/he may pose a risk of harm to children/young people.
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children/young people (including behaviour that may have occurred outside school).

Although it is an uncomfortable thought, it needs to be acknowledged that there is the potential for staff in school to abuse pupils. All staff working within our organisation must report any potential safeguarding concerns about an individual’s behaviour towards children and young people immediately.

Allegations or concerns about staff, colleagues and visitors must be reported directly to the Headmaster who will liaise with the Designated Officer (LADO) Team, who will decide on any action required. He may also liaise with the DSL. Low level concerns should be reported to the DSL.

### **Low Level Concerns**

The term “low level concern” does not mean that it is insignificant, It is *any* concern that an adult working in or on behalf of Malvern College may have acted in a way that:

- Is inconsistent with our staff code of conduct, including inappropriate conduct outside work and
- Does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO.

Examples might include but are not limited to:

- being over friendly with children
- having favourites
- taking photographs of children contrary to school policy
- engaging with a child on a one to one basis for non-academic or pastoral reasons in a secluded area or behind a closed door
- humiliating pupils.

Low level concerns may be reported to the DSL and will be recorded in writing. The record should include details of the concern, the context in which the concern arose, and action taken. The name of the individual sharing their concerns should also be noted but if the individual wishes to remain anonymous, this will be respected as far as reasonably possible. Records will be securely retained and will be reviewed regularly so that potential patterns of concerning behaviour can be identified. Should the level of concern reach the harms threshold the case will be reported to the Headmaster and referred to the LADO.

Staff are also encouraged to feel confident to self-refer if they feel that they have been in a situation which could be misinterpreted as being compromising or if they feel that they may have behaved in a way that falls below the expected standards of professionalism.

If the concern relates to the Headmaster, it must be reported immediately to the Chair of the College Board, who will liaise with the Designated Officer (LADO) and they will decide on any action required.

The Headmaster (or Chair of College Board) on all such occasions will discuss the content of the allegation with LADO, prior to undertaking any investigation.

If it is not possible to report to the Headmaster or Chairman of the College Board in the circumstances set out above, a report should be made immediately to the Designated Safeguarding Lead. The Designated Safeguarding Lead will take action in accordance with these procedures and will as soon as possible inform the Headmaster or, where appropriate, the Chairman of the College Board or nominated member of the College Board.

The College will follow the DfE, West Midlands Safeguarding Children and Local Authority procedures for managing allegations against staff, a copy of which is available from the DSL. It is important both to look after the welfare of the pupil involved, and to investigate and support the person subject to the allegation.

The parents of the pupil(s) involved will be informed of the allegation as soon as possible or appropriate if they do not already know of it.

Where the LADO advises that a strategy discussion is needed, or that the police or children's social care need to be involved, the case manager will not inform the accused or the parents until these agencies have been consulted and it has been agreed what information can be disclosed.

The reporting restrictions preventing the identification of a teacher who is the subject of such an allegation in certain circumstances will be observed.

### **Malicious Allegations:**

Where an allegation by a pupil is shown to have been deliberately invented or malicious, the Headmaster will consider whether to take disciplinary action in accordance with the College's Promoting Good Behaviour & Discipline Policy.

Where a parent has made a deliberately invented or malicious allegation the Headmaster will consider whether to require that parent to withdraw their child or children from the College on the basis that they have treated the College or a member of staff unreasonably.

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

### **Whistleblowing**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues using the College's confidential reporting (Whistleblowing) policy.

Whistleblowing concerns about the Headmaster should be raised with the Chair of College Board.

Staff will be made aware that if they feel unable to raise a child protection failure internally, they can contact the NSPCC <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/whistleblowing-advice-line/>

### **Complaints or Concerns expressed by Pupils, Parents, Staff or Volunteers**

We recognise that listening to children is an important and essential part of safeguarding them against abuse and neglect. To this end, any expression of dissatisfaction or disquiet in relation to an individual child will be listened to and acted upon in order to safeguard his/her welfare.

We will also seek to ensure that the child or adult who makes a complaint is informed not only about the action the College will take but also the length of time that will be required to resolve the complaint. The College will also endeavour to keep the child or adult regularly informed as to the progress of his/her complaint. The College's complaints procedures are



readily available.

### **Positive Physical Intervention/Use of Reasonable Force**

Our policy on positive handling is set out in our Positive Handling Policy available on request from [Nicola.seed@malverncollege.org.uk](mailto:Nicola.seed@malverncollege.org.uk) and acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury or damage to property.

We understand that physical intervention of a nature that causes injury or distress to a child may be considered under management of allegations or disciplinary procedures.

However, there are circumstances when it is appropriate for staff in school to use a physical intervention to safeguard children and young people. The term 'reasonable force' covers the broad range of actions used by staff that involves a degree of physical contact to control or restrain children/young people. This can range from guiding a child/young person to safety by the arm, to more extreme circumstances such as breaking up a fight or where a child/young person needs to be restrained to prevent violence or injury. "Reasonable" in these circumstances means "using no more force than is needed".

Departmental advice for schools is available here:

<https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>

Staff who are likely to need to use physical intervention will be appropriately trained.

All incidences of physical intervention will be recorded on the appropriate form in the Positive Handling Policy, in accordance with recommended procedures.

We recognise that touch is appropriate in the context of working with children and all staff have been given 'safe working practice' guidance to ensure they are clear about their professional boundaries. We do not have a 'no contact' policy as this could leave our staff unable to fully support and protect their pupils and students.

We acknowledge that when applying reasonable force in response to risks presented by incidents involving pupils with SEN or disabilities or with medical conditions, it is important to recognise their additional vulnerability and make every effort to reduce the occurrence of challenging behaviour and the need to use reasonable force.

### **Photography and Use of Images (including hand-held devices)**

The welfare and protection of our children is paramount, and consideration should always be given to whether the use of photography will place our children at risk. Images may be used to harm children, for example as a preliminary to 'grooming' or by displaying them inappropriately on the internet, particularly social networking sites.

For this reason, consent is always sought when photographing children using any means and including iPads, smart phones or cameras and additional consideration given to photographing vulnerable children, particularly Looked After Children or those known to be fleeing domestic violence. Consent for potentially vulnerable pupils will be sought from those

with parental responsibility (this may include the Local Authority in the case of Looked After Children).

Many pupils own or have access to hand-held devices and parents are encouraged to consider measures to keep their children safe when using the internet and social media at home and in the community.

### **Staff/Pupil Online Communication**

The College provides advice and training to staff regarding their personal online activity and has strict rules regarding online contact and electronic communication with pupils. This is contained in the Staff Acceptable Use of ICT Policy. Staff found to be in breach of these rules may be subject to disciplinary action or child protection investigation.

## **Part Five**

### **Monitoring and Escalation**

#### **Challenge and Escalation**

We recognise that professional disagreements may arise between any agencies and resolving problems is an integral part of co-operation and joint working to safeguard children.

As part of our responsibility for safeguarding children, we acknowledge that we must be prepared to challenge each other if we feel that responses to concerns, assessments or the way in which plans are implemented are not safeguarding the child and promoting their welfare.

We are aware of the WSCP Escalation Procedures in raising concerns in respect of poor practice and recognise our responsibility to utilise these as and when necessary, in the interests of safeguarding and promoting the welfare of children.

#### **Monitoring and Evaluation**

Our Safeguarding Children policy and procedures will be monitored and evaluated by:

- Completion of the annual safeguarding audit/report to the College Board;
- Pupil surveys and questionnaires;
- Discussions with children and staff;
- Scrutiny of data and risk assessments;
- Scrutiny of the College's single central record of recruitment checks;
- Scrutiny of College Board's minutes;
- Monitoring of logs of bullying/racist/behaviour incidents and PPI records;
- Supervision of staff involved in child protection;
- Case file audits undertaken by those College Governors with specific safeguarding responsibility.

The DSL will ensure that the procedures set out in this policy and the implementation of these procedures are updated and reviewed regularly, working with the College Board as necessary. Any child protection incidents at the College will be followed by a review of these procedures by the DSL and a report to the College Board. Where an incident involves a member of staff, the LADO will assist in this review to determine whether any improvements can be made to the College's procedures. Any deficiencies or weaknesses in regard to child protection arrangements at any time will be remedied without delay.

In addition, the College Board will ensure that the DSL will undertake an annual review of this policy. The outcome of the annual review by the DSL will be reported to the College Board and Council who will review the policy and the implementation of its procedures, including good cooperation with local agencies, and consider the proposed amendments to the policy, from both the DSL and its own members, before giving the revised policy its final approval. Detailed minutes recording the review by the College Board will be made.

## **Part Six College Safety**

### **Health and Safety**

Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the safeguarding of our children both within the College environment and when away from the College, for example when undertaking College trips and visits.

Risk Assessments are undertaken and reviewed regularly including the risk of children being drawn into terrorism or exposed to extremist behaviour.

### **Safe Environment**

The College undertakes appropriate risk assessments and checks in respect of all equipment and of the building and grounds in line with local and national guidance and regulations concerning health and safety.

The College has adequate security arrangements in place in respect of the use of its grounds and buildings by visitors both in and out of College hours.

The College has an electronic sign-in registration system. All visitors must sign in on arrival and sign out on departure and are escorted at all times whilst on College premises by a member of staff or appropriately vetted volunteer. Prospective parents and visitors will also be given a name badge with the title 'Visitor' which must be clearly displayed and worn at all times whilst on the College premises.

Visitors to the College, for example visiting speakers, theatre groups or curriculum specialists, will be appropriately checked and vetted, to ensure they are not linked to extremist groups or promoting extremist or other harmful material.

All visitors to boarding houses must observe the necessity to be kept under sufficient staff supervision during their visit.

### **Use of College Premises for non-college activities:**

Where College facilities/premises are hired or rented out to other organisations, the College Council will seek assurance that the body concerned has appropriate safeguarding and child protection procedures in place and that there are appropriate arrangements for liaison with the College on these issues.

## **Other Relevant Policies/Appendices**

The College Board's statutory responsibility for safeguarding the welfare of children goes beyond basic child protection procedures. The duty is now to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies, for instance:

- Staff Code of Conduct
- Staff Exclusion for Misconduct Policy
- Complaints Procedure for Parents
- Parental Concerns Policy
- Child on Child Abuse Policy
- Promoting Good Behaviour and Discipline Policy
- Anti-Bullying Policy, including cyber-bullying
- Positive Physical Intervention
- SEND and Learning Difficulties Policy
- Educational Visits Policy
- First Aid Policy
- Medical care Policy
- Health and Safety Policy
- Relationships and Sex Education Policy
- Managing Images Policy
- Social Media Policy
- Staff Acceptable Use of ICT Policy
- Policy on the Acceptable Use of ICT and E-Safety
- Equal Opportunities
- Whistleblowing (Confidential Reporting)
- Promotion of Universal (British) Values Policy
- Transgender/Gender Identity Guidance

The above list is not exhaustive but when undertaking development or planning of any kind the College will need to consider safeguarding matters.

### **Appendices:**

- Appendix 1: Recognition and Identification of Abuse
- Appendix 2: Safeguarding Reporting Form
- Appendix 3: Role of the DSL
- Appendix 4: Radicalisation and Extremism.



## **Appendix One - Recognition and Identification of Abuse**

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

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

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education and all staff should be aware of it and of their school or college's policy and procedures for dealing with it.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and

emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Keeping Children Safe in Education, September 2023

## **APPENDIX 2**

### **FORM 1 - Logging a Concern about a Child's Safety and Welfare – all staff and visitors**

|   |  |           |             |
|---|--|-----------|-------------|
| Pupil's name:   |  | d.o.b.    | Year Group: |
| Date:   |  | Time:     |             |
| Name:<br>.....  |  | .....     |             |
| Print   |  | Signature |             |
| Position:   |  |           |             |
| Note the reason(s) for recording the incident.  |  |           |             |
| Details of concern/incident - record the who/what/where/when factually (continue on reverse of sheet if necessary): |  |           |             |
| Any other relevant information (witnesses, immediate action taken)  |  |           |             |
| Action taken  |  |           |             |
| Reporting staff signature ..... Date .....  |  |           |             |
| DSL – Response/Outcome  |  |           |             |
| DSL signature ..... Date .....  |  |           |             |

Check to make sure your report is clear now - and will also be clear to a stranger reading it next year.

**PLEASE PASS THIS FORM TO YOUR DESIGNATED SAFEGUARDING LEAD**



Continuation Sheet

Incident /Concern; other relevant information; Action Taken; Outcome

PUPIL NAME:

DATE

DETAILS

Signature



### **Appendix 3 - The Role of the Designated Safeguarding Lead**

In accordance with Annex C of Keeping Children Safe in Education, 2023, the main responsibilities of the DSL at Malvern College are:

#### **Managing Referrals:**

The designated safeguarding lead is expected to refer cases:

- of suspected abuse and neglect to the local authority children's social care as required and support staff who make referrals to local authority children's social care;
- to the Channel programme where there is a radicalisation concern as required and support staff who make referrals to the Channel programme;
- where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required;
- where a crime may have been committed to the Police as required.

#### **Working with others:**

The designated safeguarding lead is expected to:

- act as a source of support, advice and expertise for all staff;
- act as a point of contact with the safeguarding partners;
- liaise with the headteacher or principal to inform him or her of issues- especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations. This includes being aware of the requirement for children to be supported by an Appropriate Adult (PACE Code C 2019).
- as required, liaise with the "case manager" and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member;
- liaise with staff (especially teachers, pastoral support staff, school nurses, IT Technicians, senior mental health leads and special educational needs coordinators (SENCOs) on matters of safety and safeguarding and welfare (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically;
- liaise with the Mental Health Team, where safeguarding concerns are linked to mental health;
- promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances;
- work with the Headmaster and relevant strategic leads, taking lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on children's attendance, engagement and achievement at school or college. This includes ensuring that the school or college knows who its cohort of children who have or have had a social worker are, understands their academic progress and attainment, and maintains a culture of high aspirations for this cohort; and, supports teaching staff to provide additional academic support or reasonable adjustments to help children who have or have had a social worker reach their potential, recognising that even when statutory social care intervention has ended, there is still a lasting impact on children's educational outcomes.

#### **Raising Awareness**

The designated safeguarding lead should:

- ensure each member of staff has access to, and understands, the College's safeguarding/child protection policy and procedures, especially new and part-time staff;
- ensure the College's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;

- ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this;
- link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements and
- help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing with teachers and school and College leadership staff;
- have an understanding of the filtering and monitoring systems and processes in place, and ensure that all staff understand their responsibilities in relation to these.

The Deputy DSL will carry out these roles when the DSL is not available.

## **Training**

The Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead have undertaken child protection training and training in inter-agency working, and will attend refresher training at two-yearly intervals in order to:

- understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments;
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- ensure each member of staff has access to and understands the School's child protection policy and procedures, especially new and part time staff;
- be alert to the specific needs of children in need, those with special educational needs, those with relevant health conditions, and young carers;
- be able to keep detailed, accurate, secure written records of concerns and referrals;
- obtain access to resources and attend any relevant or refresher training courses;
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the School may put in place to protect them and to meet the requirements and procedures of the Worcestershire Safeguarding Children Partnership;
- understand the importance of information sharing, both within the College and with the safeguarding partners, other agencies, organisations and practitioners;
- understand the lasting impact that adversity and trauma can have, including on children's behaviour, mental health and wellbeing, and what is needed in responding to this in promoting educational outcomes;
- are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability, with the Head of E-Safety, required to keep children safe whilst they are online at school or college;
- can recognise the additional risks that children with special educational needs and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support children with SEND to stay safe online;
- understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

In addition, the DSL will encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the College may put in place to protect them. The DSL will also be aware of and understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication.

The DSL attends Prevent Awareness training as appropriate, and will support the College regarding the prevent duty requirements, providing advice and support to staff on protecting children from risk of radicalisation.

During term time the DSL or Deputy DSL(s) should be available (during College hours) for staff to discuss safeguarding concerns.

## Appendix 4 - Radicalisation and Extremism

### Preventing Radicalisation:

Children are vulnerable to extremist ideology and radicalisation. Similar to protecting children from other forms of harms and abuse, protecting children from this risk should be a part of a schools' safeguarding approach.

- **Extremism** is the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.
- **Radicalisation** refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.
- **Terrorism** an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.
- **What is Prevent?** Prevent is the Government's strategy to stop people becoming terrorists or supporting terrorism, in all its forms. Prevent works at the pre-criminal stage by using early intervention to encourage individuals and communities to challenge extremist and terrorist ideology and behaviour. The Counter-Terrorism and Security Act (2015), places a duty on specified authorities, including schools and colleges, to have due regard to the need to prevent people from being drawn into terrorism ("the Prevent duty").
- **The Prevent duty** reinforces existing duties placed upon educational establishments for keeping children safe.

Educational establishments must:

- Ensure a broad and balanced curriculum is in place schools;
- Assess the risk of pupils being drawn into extremist views;
- Work in partnership with local authorities, police and communities;
- Train staff to provide them with the knowledge and ability to identify pupils at risk;
- Keep pupils safe online, using effective filtering and usage policies.

### Warning Signs/Indicators of Concern

There is no such thing as a "typical extremist": those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity. Pupils may become susceptible to radicalisation through a range of social, personal and environmental factors. It is vital that school staff are able to recognise those vulnerabilities. However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.

Factors which may make pupils more vulnerable may include:

- **Identity Crisis:** the pupil is distanced from their cultural/religious heritage and experiences discomfort about their place in society.
- **Personal Crisis:** the pupil may be experiencing family tensions; a sense of isolation; low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging.
- **Personal Circumstances:** migration; local community tensions and events affecting the pupil's country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy.
- **Unmet Aspirations:** the pupil may have perceptions of injustice; a feeling of failure; rejection of civic life.
- **Experiences of Criminality:** involvement with criminal groups, imprisonment, poor resettlement or reintegration.
- **Special Educational Need:** pupils may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of

the motivations of others. Pupils who are vulnerable to radicalisation may also be experiencing.

- Substance and alcohol misuse.
- Pressure
- Influence from older people or via the Internet
- Bullying
- Domestic Abuse
- Race/hate crime

Behaviours which may indicate a child is at risk of being radicalised or exposed to extremist views could include:

- Being in contact with extremist recruiters and/or spending increasing time in the company of other suspected extremists;
- Loss of interest in other friends and activities not associated with the extremist ideology, group or cause; •
- Pupils accessing extremist material online, including through social networking sites;
- Possessing or accessing materials or symbols associated with an extremist cause;
- Using extremist narratives and a global ideology to explain personal disadvantage;
- Pupils voicing opinions drawn from extremist ideologies and narratives, this may include justifying the use of violence to solve societal issues;
- Graffiti symbols, writing or art work promoting extremist messages or images;
- Significant changes to appearance and/or behaviour increasingly centred on an extremist ideology, group or cause;
- Changing their style of dress or personal appearance to accord with the group;
- Attempts to recruit others to the group/cause;
- Using insulting to derogatory names for another group;
- Increase in prejudice-related incidents committed by that person – these may include: - physical or verbal assault, provocative behaviour, damage to property, derogatory name calling, possession of prejudice-related materials, prejudice related ridicule or name calling, inappropriate forms of address, refusal to co-operate, attempts to recruit to prejudice-related organisations, condoning or supporting violence towards others, 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.

### **Referral Process**

All concerns about young people vulnerable to radicalisation should be referred to the DSL in the first instance. The DSL will follow safeguarding procedures including:

- Talking to the young person about their behaviour/views/on-line activity/friends etc.;
- Discussion with parents/carers about the concerns;
- Checking out on-line activity, including social media if possible;
- Providing in-house support, if available;
- Providing Early Help targeted support if necessary.
- Refer to the Channel programme.

If concerns persist, then the DSL should make a referral to the Family Front Door, normally with the knowledge and consent of the young person. The referral will then be subject to a triage process to decide whether or not it meets the threshold for a referral to Channel. If it does, the DSL should be prepared to attend the Channel Panel meeting to share the concerns and help identify any intervention required. Further feedback to the Channel Panel will be expected following intervention to decide whether there are still concerns. Further information can be found in the West Midland Safeguarding Children Procedures.