

# **Safeguarding & Promoting Welfare of Children Policy (Child Protection and Safeguarding and Safer Recruitment)**

*This policy is available from our website ([halcyonschool.com](http://halcyonschool.com)) and in hard copy on request. It has been formulated using: Keeping Children Safe in Education (September 2018); Children missing education - Statutory guidance for local authorities (September 2016); Mandatory reporting of female genital mutilation: procedural information (December 2016); DfE Guidelines on Working Together to Safeguard Children (March 2015); The Prevent Duty Advice for Schools (June 2015); and LSCB Child Protection Procedures (5th Edition 2017).*

*This policy should be considered alongside and in conjunction with the suite of policies concerning the safety and welfare of students: Wellbeing Policy; Anti-Bullying (incorporating E-Safety); Behaviour & Discipline; Educational Trips (incorporating Health & Safety of Students Outside School); First Aid; Supervision; Safeguarding & Promoting Welfare of Children; and Halcyon's Mission: Innovation, Collaboration, Community.*

## **1. Policy Statement**

Halcyon London International School is committed to safeguarding and promoting the welfare of all its students. The Board of Trustees expect all staff and volunteers to share this commitment by demonstrating their understanding of how each adult working on behalf of the school has an active part to play in protecting children from harm and promoting their welfare. All Halcyon staff are advised to maintain an attitude of "it could happen here" in relation to safeguarding. Halcyon cultivates a climate where everyone should feel comfortable to speak about these matters openly. When concerned about the welfare of a child, staff members should always act in the interests of the child.

## **2. Introduction**

Halcyon London International School takes very seriously its duty towards all its students who have been entrusted to its care and seeks to provide a school environment where all children are safe, secure, valued, respected, and listened to, which is consistent with the International Baccalaureate (IB) Learner Profile.

We understand the term "safeguarding" to mean that we will take all reasonable measures to ensure that the risk of harm to children's welfare is minimised. We also understand that where we have any concerns about a child's welfare we will take all appropriate action to address those concerns by working in full partnership with other agencies/services.

Our work in safeguarding and protecting children must always have regard for the relevant guidance issued by the Secretary of State and should be in line with the London Child Protection Procedures and the local inter-agency procedures of the Tri-Borough Local Safeguarding Children Board (LSCB).

Our procedures will be followed by all adults, including volunteers, working with or on behalf of Halcyon.

## **3. Keeping children safe**

Halcyon has a responsibility to provide a safe environment in which children can learn. We do this by:

- promoting a caring, safe and positive environment within Halcyon - supported by a commitment on the part of all stakeholders to the IB Learner Profile
- ensuring that staff (and volunteers) are appropriately trained in safeguarding and child protection according to their role and responsibilities
- encouraging the self-esteem and self-assertiveness of all students through the curriculum so that the children themselves become aware of danger and risk and what is acceptable behaviour and what is not
- understanding how to identify students who may be at risk of radicalisation and knowing how to support them
- working in partnership with all other services and agencies involved in the safeguarding of children
- working closely with the school's landlord on safeguarding and site security, including secure management of the building entrance (as detailed in the Supervision Policy).
- displaying appropriate posters that detail contact numbers for child protection helplines
- always following safer recruitment procedures when appointing staff or volunteers to work in our school
- taking all practicable steps to ensure that school premises are as secure as circumstances permit; and welcoming visitors in a safe and secure manner
- operating robust and sensible health and safety procedures and undertaking the required risk assessments when planning out of school activities or trips
- ensuring that any community groups which use our premises for the provision of services to children operate appropriate child protection procedures
- giving all staff the opportunity to contribute to, and shape, safeguarding arrangements and safeguarding policy.

#### **4. Managing safeguarding**

All staff must be clear about their own role and that of others in providing a caring and safe environment for all students. All staff must know how they should respond to any concerns about an individual child that may arise.

To this end Halcyon will ensure that all staff (whether permanent or temporary) and volunteers, know who is the member of the School Leadership Team who has been given overall responsibility for child protection and safeguarding (the "Designated Safeguarding Lead"), and who is a member of the Wellbeing Team.

The Wellbeing Team is led by the Student Wellbeing Leader, and is comprised of the Student Wellbeing Leader, Student Wellbeing Support Leader, the School Counsellor, the Designated Safeguarding Lead, the Deputy Designated Safeguarding Lead and the Learning Coach. The Student Wellbeing Leader reports to the Director and is a member of the School Leadership Team. The Director reports to the Board.

The Designated Safeguarding Lead will support staff to carry out their safeguarding duties and will liaise closely with other services such as children's social care.

**Halcyon's Designated Safeguarding Lead is Gareth Jones (Teacher).**

Halcyon's Deputy Designated Safeguarding Lead is Stephanie Cooke (Teacher).

Halcyon's Board Designated Safeguarding Lead is Pamela Sears (Chair of Board of Trustees).

The responsibilities of the Designated Safeguarding Lead are described in Appendix 2.

## 5. Staff training

All staff are made aware, during their induction period (and regularly thereafter), of Halcyon's systems within which support safeguarding, including:

- Halcyon's Safeguarding & Promoting Welfare of Children Policy (this document)
- staff code of conduct
- *Keeping children safe in education: safeguarding information for all school staff (September 2018) (Appendix 1)*
- *What to do if you're worried a child is being abused – Advice for practitioners (March 2015) (Appendix 3)*
- who are the Designated and Deputy Safeguarding Leads.

All staff are required to sign a document confirming that they have been made aware of, have read, and that they understand, the above information.

So that they are equipped with the skills needed to keep children safe, all staff receive Child Protection Training to Level 2, Prevent Duty awareness and awareness training about mandatory reporting of FGM. New staff are trained as part of their induction process and before students arrive for classes.

All staff are regularly updated via email and staff meetings as required to ensure their knowledge is kept up-to-date.

The Designated Safeguarding Lead, Deputy Designated Safeguarding Lead, the Student Wellbeing Leader and Director have higher-level child protection training, Prevent Duty awareness training and training in inter-agency working.

All Halcyon Board members are Level 2 and Prevent Duty awareness trained. At least one Board member will always have the same higher-level child protection training as the Designated Safeguarding Lead and will be known as Halcyon's "Board Designated Safeguarding Lead" (also known as the "Nominated Safeguarding Governor").

## 6. Recognition of abuse

All staff must be alert to any possible indicators that a child is suffering harm and report any concerns to the Designated Safeguarding Lead.

### Types of abuse include:

- physical abuse, for example beating or punching; domestic violence; gangs and youth violence; gender-based violence/violence against women and girls (VAWG)
- emotional abuse, for example rejection and denial of affection
- sexual abuse, for example sexual assault, child sexual exploitation, or encouraging a child to view pornographic material
- neglect, for example failure to provide appropriate care including warmth or medical attention
- cyber abuse linked particularly to emotional and sexual abuse, for example sexting
- honour-based violence (HBV), including female genital mutilation (FGM) (NB: teachers have a **mandatory reporting duty** for suspected cases of FGM –

see section 8 of this policy); forced marriage and practices such as breast ironing

- faith abuse arising from religion or superstition
- peer-on-peer abuse (ie: a student abusing another student).

**Signs of abuse include** (but are not limited to):

- the student says he/she has been abused or asks a question which gives rise to that inference
- there is no reasonable or consistent explanation for a student's injury; the injury is unusual in kind or location; there have been a number of injuries; there is a pattern to the injuries
- the student's behaviour is atypical or stands out from the group
- there is a sudden negative change in the student's behaviour
- the student asks to drop subjects with a particular teacher and seems reluctant to discuss the reasons
- the student's development is delayed
- the student loses or gains weight
- the student appears neglected, eg: dirty, hungry, inadequately clothed
- the student is reluctant to go home, or has been openly rejected by his/her parents or carers
- attendance and attitudes to learning deteriorate.

Halcyon recognises that students with special educational needs can face additional safeguarding challenges and that they may face communication barriers and difficulties. Staff are reminded never to make an assumption about possible indicators of abuse nor to dismiss an indicator without further exploration.

**Protecting against radicalisation**

Radicalisation refers to the process by which a person comes to support forms of extremism. Protecting students from the risk of radicalisation is considered part of Halcyon's wider safeguarding duties, and is similar in nature to protecting students from other forms of harm and abuse. During the process of radicalisation it is possible to intervene to prevent vulnerable people being radicalised.

As with managing other safeguarding risks, staff should be alert to changes in student's behaviour which could indicate that they may be in need of help or protection.

In accordance with the statutory Prevent Duty (under section 26 of the Counter-Terrorism and Security Act 2015), Halcyon will:

- assess the risk of students being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology
- ensure its safeguarding arrangements take into account the policies and procedures of the LSCB
- ensure all staff undertake Prevent Duty awareness training
- ensure the Designated Safeguarding Lead undertakes more in-depth training so they are able to provide advice and support to other staff on protecting children from the risk of radicalisation
- ensure that students are safe from terrorist and extremist material when online in school, through filtering and teaching students about online safety in general
- build students' resilience to radicalisation through Personal, Social, Health & Economic (PSHEE) education debate and the promotion of fundamental British values.

### **Children missing from education**

A child going missing from education is a potential indicator of abuse or neglect and such children are at risk of being victims of harm, exploitation or radicalisation.

Halcyon has clear procedures for unauthorised absence and for dealing with children that go missing from education, particularly on repeat occasions. The School understands its Local Authority reporting duties as outlined in *Keeping Children Safe in Education (September 2018)* and *Children missing education (September 2016)*.

All staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

## **7. Teaching safeguarding**

Halcyon students are taught about safeguarding issues through PSHEE as part of our broad and balanced International Baccalaureate curriculum. This will cover knowing appropriate boundaries; how to raise/express concerns; and will explain levels of confidentiality. It will also tackle specific forms of harm and abuse such as peer-on-peer abuse, FGM and radicalisation.

## **8. Responding to concerns about a student**

All children must be able to place their trust and confidence in any adult working in the school in a paid, voluntary, or peripatetic capacity. They must feel sure that they can speak about any worries or concerns they may have and that they will be listened to, taken seriously and responded to appropriately. All staff must therefore know what to do if a child chooses to talk to them about any matter that raises child protection concerns.

**Anybody can make a safeguarding referral.**

**If at any point there is a risk of immediate serious harm to a child a referral to children's social care should be made immediately.**

All staff must:

- listen to what the child is saying without interruption and without asking leading questions
- respect the child's right to privacy but not promise confidentiality
- reassure the child that he/she has done the right thing in telling
- explain to the child that in order to keep him/her safe from harm the information that has been shared with must be passed on
- report what has been disclosed to the Designated Safeguarding Lead in the school as soon as possible
- record, as soon as is practicable, what was said using the child's actual words, including the time and place of the conversation, what was done by whom and in whose presence
- sign and date the record and keep it securely, handing it to the Designated Safeguarding Lead as soon as possible.

The Designated Safeguarding Lead will:

- respond to any urgent medical needs of the child
- consider whether the child has suffered, or is likely to suffer significant harm

- check whether the child is currently subject to a Child Protection Plan or has been previously subject to a Plan
- confirm whether any previous concerns have been raised by staff.

If staff have concerns about a child they should raise these with the Designated Safeguarding Lead, but they can refer concerns to children's social care directly. They should also refer to the DfE document *What to do if you're worried a child is being abused – Advice for practitioners (March 2015) (Appendix 3)* to help them identify child abuse and neglect and take appropriate action in response.

**The opinions of whoever has raised the concern (especially if a parent or student) must not assume disproportionate importance, nor determine the outcome of the decision to refer.**

The Designated Safeguarding Lead will use the LSCB's Thresholds: A Continuum of Help & Support tool ([http://www.londoncp.co.uk/files/revised\\_guidance\\_thresholds.pdf](http://www.londoncp.co.uk/files/revised_guidance_thresholds.pdf)) to help decide on the best course of action when a concern is raised about a child.

As soon as concern exists that a child may be at risk of significant harm, the Designated Safeguarding Lead will make a referral to the school's Local Authority children's services duty or referral and assessment team within 24 hours. If the initial referral is made by telephone, the Designated Safeguarding Lead will confirm the referral in writing to social services within 24 hours. If no response or acknowledgement is received within 24 hours, the Designated Safeguarding Lead will contact social services again.

The school is located in the City of Westminster. Contact details for the Local Authority are:

Children's Services Team: 020 7641 4000 (out of hours: 020 7641 6000)

**Kembra Healy – Local Authority Designated Officer (LADO): 020 8753 5125**  
[kembra.healy@lbhf.gov.uk](mailto:kembra.healy@lbhf.gov.uk)

Helen Farrell – Head of Child Protection: 020 7641 5341  
[hfarrell@westminster.gov.uk](mailto:hfarrell@westminster.gov.uk)

Shruti Clayton – Tri-Borough FGM Child Protection Advisor: 020 7641 1610  
[shruti.clayton@rbkc.gov.uk](mailto:shruti.clayton@rbkc.gov.uk)

Mark Chalmers – Prevent Programme Manager: 020 7641 6032  
[mchalmers@westminster.gov.uk](mailto:mchalmers@westminster.gov.uk)

The London Safeguarding Children Board (LSCB) website contains the latest London Child Protection Procedures: <http://www.londoncp.co.uk/>

If a referral is not considered appropriate, the Designated Safeguarding Lead will make full written records of the information that they have received detailing the reasons for the judgement that the matter did not need to be referred to the Local Authority.

When a referral is not deemed necessary, the individual with concerns and/or the Designated Safeguarding Lead should monitor the situation. If the child's situation does not appear to be improving the referrer should press for re-consideration.

### **Mandatory Reporting Duty for Teachers**

If a teacher has either been told by a girl (under the age of 18) that she has had FGM or has observed a physical sign appearing to show that a girl has had FGM, they must report the matter to the police by calling 101. Teachers failing to report such cases will face disciplinary sanctions.

Unless the teacher has a good reason not to, they should still consider and discuss any such case with the school's Designated Safeguarding Lead and involve Children's Services as appropriate.

## **9. The role of parents and carers**

If it is safe to do so, Halcyon will inform parents if the school intends to inform the Local Authority of its concerns about a student's welfare. Any information provided by parents at this stage will form part of the school's evidence base that will be passed on to the Local Authority. However, the parents' evidence will not influence Halcyon's decision to contact the Local Authority, which is the final arbiter in the matter.

## **10. Concerns and allegations against staff, volunteers and students**

Halcyon has procedures for dealing with concerns and allegations against staff and volunteers who work with children. These aim to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from false or unfounded allegations. These procedures follow the DfE guidance *in Keeping Children Safe in Education (Part 4. Allegations of abuse made against teachers and other staff) (September 2016)* and should be used where the member of staff or volunteer has:

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

Where an **allegation is made against any member of staff (including the Deputy Designated Safeguarding Lead) or a volunteer**, the matter should be reported immediately to the Designated Safeguarding Lead who will inform the Director. Evidence will be collected in the normal way and then reported to the LADO within 24 hours for advice on how to proceed.

### **Allegations against the Director**

The person receiving the allegation should immediately inform the Chair of the Board Trustees/Board Designated Safeguarding Lead), without first notifying the Director. Any such allegation will be discussed with the LADO before further action is taken.

### **Allegations against the Designated Safeguarding Lead**

Will be dealt with by the Director and Board Designated Safeguarding Lead following the normal procedures.

### **Allegations against a member of the Board**

The person receiving the allegation should immediately inform the Designated Safeguarding Lead/Director. Any such allegation will be discussed with the LADO before further action is taken.

**Whistleblowing:** All staff are required to report any concern or allegations about school practices or the behaviour of colleagues that are likely to put students at risk of abuse or other serious harm as well as more general concerns which may not immediately seem “serious” enough to constitute a formal “allegation”. There will be no retribution or disciplinary action taken against a member of staff for making such a report provided that it is done in good faith.

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally: 0800 028 0285 / [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

In a situation wherein the School considers that the behaviour of a staff member could possibly place a child at risk of harm, they reserve the right to suspend that member of staff pending an investigation.

### **Reporting to the Disclosure and Barring Service**

If Halcyon disciplines, dismisses, or has someone currently under investigation (or has someone who leaves prior to the end of an investigation) for causing emotional, psychological, physical or sexual harm, neglect or risk of harm to children, the Disclosure and Barring Service will be informed as early as possible. This will normally be in tandem with the disclosure made by Halcyon to the Local Authority.

### **Allegations against students**

Allegations against students should be reported immediately to the Designated Safeguarding Lead, who will then inform Children’s Services. Dependent on circumstances, the allegation may also be referred to the police. Halcyon will inform parents of its intention to report the matter to Children’s Services before the report is made.

If it is necessary for a student to be interviewed by the police in relation to allegations of abuse, Halcyon will ensure that, subject to the advice of Children’s Services, parents are informed as soon as possible and that the student is supported during the interview by an appropriate adult.

Subject to the advice of the Children’s Services and the police, parents and carers will normally be kept informed as appropriate of any action to be taken under these procedures.

## **11. Records**

### **Reported matters**

No one person within a school can be expected to have the full picture of a child’s circumstances. To overcome this, Halcyon has a single, comprehensive, detailed, accurate and secure system of reported matters, which is maintained and monitored by the Designated Safeguarding Lead and the Board Designated Safeguarding Lead to enable patterns to be spotted.

### **Student information records**

Halcyon recognises the importance of keeping up-to-date and accurate information about students and so will regularly ask all parents and carers to provide the following information and to notify the school of any changes that occur. This

information is treated as confidential, although shared (as appropriate) with relevant staff:

- names and contact details of persons with whom the student normally lives
- names and contact details of all persons with parental responsibility
- details of TWO emergency contacts
- details of those persons authorised to collect the child from school (if different from above)
- any relevant court orders in place including those that affect any person's access to the child (eg: Residence Order, Contact Order, Care Order, Injunctions, etc.)
- name and contact details of the student's GP
- medical and other needs
- any other factors which may impact on the safety and welfare of the student.

## **12. Adults working with children: Safer Recruitment**

Halcyon practices safer recruitment in checking the suitability of staff and volunteers (including staff employed by another organisation) to work with children and young people in accordance with the *Education (Independent School Standards) (England) Regulations 2014* and the latest statutory guidance including the Section 128 directive and the requirement for EEA regulatory body checks through NCTL Teacher Services. Key points of Halcyon's recruitment policy are summarised below, please see Halcyon's Recruitment Policy and Procedures for full details.

Where staff from another organisation are working with Halcyon students on another site, written assurances that the required child protection checks have been undertaken are required by Halcyon in advance.

Any tutors or support teachers, will be engaged by bona fide agencies, who themselves undergo statutory requirements for vetting staff, and documents will be verified by Halcyon.

Supply teachers and teachers offering after-school activities will undergo Halcyon's requirements for vetting staff.

The checks include:

- name, address and date of birth, all evidenced and checked and dated
- qualifications, evidenced and checked and dated
- Enhanced DBS (or CRB) Disclosure with a barred list check; checked and dated
- a teaching/management prohibition order check; checked and dated
- evidence of eligibility to work in the UK; checked and dated
- for staff members who have lived abroad in the past 5 years, an overseas certificate of good conduct\*; checked and dated
- medical fitness
- two written references and a CV; checked and dated. Referees are asked specifically whether the applicant has been the subject of any safeguarding concerns.

A record of the checks is kept in accordance with the Data Protection Act (2018) and contained securely in Halcyon's single central register which can be verified by reference to staff personnel files. All staff will be interviewed prior to appointment and the interview panel will include at least one person who has received training in safer recruitment. The interview process includes specific safeguarding questions

exploring applicants' attitudes towards safeguarding and their understanding of current statutory requirements and best practice.

### **13. Adults in the building: Safer Recruitment**

Halcyon shares its site with West London Synagogue (WLS), who also provide educational programmes for children. Permanent scheduled, regular employees of WLS, and permanent, scheduled, regular agency staff contracted by WLS, are required to have statutory child safeguarding and DBS checks. WLS is required to provide the school with written assurance that these checks have been undertaken, and the names, dates of birth and DBS reference numbers will be included in Halcyon's central register of staff, along with overseas police checks as required. All other adults who may occasionally work at, or visit, the site, and have any access to the Halcyon, are supervised at all times while on the premises.

### **14. Children staying with host families**

In situations where children might be provided with care and accommodation by a host family to whom they are not related, this may be – depending on each circumstance – a regulated or unregulated activity.

If the hosting is considered to be “private fostering” under the Children Act 1989 or the Safeguarding Vulnerable Groups Act 2006, or both, and the School has the power to terminate the arrangement, then this would be considered a regulated activity for the purposes of the Safeguarding Vulnerable Groups Act 2006. Where the School is the regulated activity provider, it will request a DBS enhanced check (which will include barred list information) from all adult members of the household to determine their suitability for the arrangement.

However, where the parents make the arrangements themselves, this will be a private matter between the child's parents and the host parents and in these circumstances this will not be considered a regulated activity and the School will therefore not be the regulated activity provider.

### **15. Monitoring and review**

The Designated Safeguarding Lead continually monitors Halcyon's child protection and safeguarding practices and brings to the notice of the Board of Trustees any weaknesses or deficiencies. The Board of Trustees, through the Director, has a duty to remedy any weaknesses that are identified without delay.

An annual report is submitted to the Board of Trustees at the first meeting of the new academic year that outlines the child protection and safeguarding work that has been undertaken during the previous academic year. Included in the report are details of:

- the names of staff with designated child protection responsibilities
- confirmation that all new staff and volunteers have been recruited safely and that a record of all staff vetting checks is up-to-date and complete
- the training that has been undertaken by the designated staff
- the training that has been undertaken by all other staff and volunteers
- details of any significant incidents when physical restraint of students has been used
- details of information and guidance that has been given to staff
- details of safeguarding and child protection issues included in the curriculum
- an outline of the filters and monitoring systems in place to ensure online safety, including evidence that over-blocking is not taking place

- confirmation that all child protection records are stored securely and where appropriate have been transferred to another school
- details of safeguarding and child protection information given to parents
- details of the safety of the school site and the access given to visitors
- confirmation that all school lettings have been agreed with consideration given to the safeguarding of children
- numbers of child protection referrals made to Children's Services
- details of child protection conferences or meetings attended regarding children (names of children are not shared)
- numbers of children who are, or have been, subject to a Child Protection Plan.

Following review of this report, the Board of Trustees, Director / Designated Safeguarding Lead, the Deputy Designated Safeguarding Lead, and the Wellbeing Team will work together on, and urgently prioritise, any aspect of safeguarding and child protection that is identified as an area for development.

*Approved by Board of Trustees, October 2012. Revised February 2013.  
Reviewed 9 August 2013. Revised 26 November 2013. Approved January 2014.  
Reviewed August 2014. Revised December 2015.*

*Approved by Board of Trustees October 2016. Revised March 2017. Revised 1 September 2017. Approved by Board of Trustees 07 September 2017.*

*This policy will be reviewed annually, or more regularly in light of any significant changes in statutory requirements and legislation.*

**Appendix 1. Keeping Children Safe in  
Education Part 1: Information for all school  
and college staff (September 2018)**

## **Appendix 2. The Role of the Designated Safeguarding Lead (Job Description)**

Halcyon has designated an appropriate senior member of staff to take lead responsibility for safeguarding and child protection. This person has the status and authority within the school to fulfill their role and is given the time, funding, training, resources and support to carry out the duties of the post.

Halcyon also has a Deputy Designated Safeguarding Lead who is trained to the same standard as the Designated Safeguarding Lead. Whilst the activities of the Designated Safeguarding Lead can be delegated to the Designated Safeguarding Lead, the ultimate lead responsibility for child protection remains with the Designated Safeguarding Lead and will not be delegated.

The broad areas of responsibility for the Designated Safeguarding Lead are:

### **Managing referrals**

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

### **Work with others**

- Liaise with the Director to inform him of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- As required, liaise with the "case manager" (as per *Keeping Children Safe in Education Part four: Allegations of abuse made against teachers and other staff*) and the designated officer(s) at the local authority for child protection concerns (all cases which concern a staff member);
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies; and
- Act as a source of support, advice and expertise for staff.

### **Training**

- Undergo relevant training, updated at least every two years, to understand and keep up with developments relevant to the role;
- Undertake Prevent awareness training (mandatory for Designated Safeguarding Lead);
- Obtain access to resources and attend any relevant or refresher training courses;
- In addition to formal training, ensure that own knowledge and skills are refreshed (eg: via e-bulletins, meeting other Designated Safeguarding Leads, or reading about safeguarding developments) at regular intervals, but at least annually;
- 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 Halcyon'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;
- Understand and support Halcyon with regards to the requirements of the Prevent duty;
- Provide advice and support to staff on protecting children from the risk of radicalization; and
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures Halcyon may put in place to protect them.

### **Raising Awareness**

- Ensure Halcyon's child protection policies are known, understood and used appropriately;
- Ensure Halcyon's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with the Board of Trustees 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 in this; and
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

### **Child Protection File**

- Where students leave Halcyon, ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main student file, ensuring secure transit and confirmation of receipt should be obtained.

### **Availability**

- During term-time, the Designated Safeguarding Lead (or Deputy) should always be available (during school hours) for staff in the school to discuss any safeguarding concerns. The Designated Safeguarding Lead (or Deputy) is expected to be available in person, but in exceptional circumstances availability via phone, Google Hangout or Skype is acceptable.

*(Annex B: Keeping Children Safe in Education, September 2016)*

*Approved by Board of Trustees February 2013. Approved by Board of Trustees January 2014. Revised August 2015. Approved by Board of Trustees September 2015. Revised, August 2016. Approved by the Board September 2016. Revised September 2017. Approved by the Board September 2017. Revised August 2018. Approved by Board of Trustees 20 September 2018.*

*This policy will be reviewed annually, or more regularly in light of any significant changes in statutory requirements and legislation.*

**Appendix 3. What to do if you're worried a child is being abused – Advice for practitioners (March 2015)**