



The Tiffin Girls' School

SAFEGUARDING POLICY

REVISED September 2020

Introduction

1. The governors and staff of The Tiffin Girls' School fully recognise the contribution it makes to safeguarding students. We recognise that all staff, including volunteers, have a full and active part to play in protecting our students from harm and to provide a safe environment in which children can learn.
2. All staff and Governors believe and are committed to the school providing a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual child.
3. We recognise that in the event that the school needs to close and we put in place remote learning, our responsibility to safeguard students still stands.
4. The policy has been developed in accordance with the principles established by the following legislation and statutory guidance:
 - Children's Act 1989 and 2004 amendment;
 - Education Act 2002;
 - Education (Independent School Standards) Regulations 2014;
 - Keeping Children Safe in Education (September 2020);
 - Working Together to Safeguard Children (July 2018);
 - Revised Prevent duty guidance: for England and Wales (April 2019)
 - Prevent Duty (July 2015);
 - Safeguarding vulnerable groups Act 2006;
 - Serious Crime Act 2015;
 - Multi-agency statutory Guidance on FGM; (July 2020)
 - Updated guidance on the rehabilitation of Offenders Act 1974; (March 2014)
 - Information Sharing Advice for Safeguarding Practitioners (July 2018) and
 - The Teachers Standards (June 2013)
 - Coronavirus (COVID 19): Education and Childcare – Guidance for teachers, school leaders, carers, parents and students (September 2020)
5. The aims of this policy are:
 - 5.1. To support the child's development in ways that will foster security, confidence and independence.
 - 5.2. To raise the awareness of both teaching and non-teaching staff of the need to safeguard students and of their responsibilities in identifying and reporting possible cases of abuse.
 - 5.3. To provide a systematic means of monitoring students known or thought to be at risk of harm.
 - 5.4. To provide a set of procedures for staff to use in the event that we move to a remote learning provision.

- 5.5. To emphasise the need for good levels of communication between all members of staff.
 - 5.6. To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
 - 5.7. To ensure that the school contributes to inter-agency working in line with statutory guidance 'Working Together to Safeguard Children' (July 2018). This includes providing a co-ordinated offer of early help when additional needs of students are identified and contributing to inter-agency plans to provide additional support to students subject to child protection plans. The school will allow access for children's social care from the host local authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, a section 17 or a section 47 assessment.
 - 5.8. To ensure that all adults within our school who have access to students have been checked as to their suitability.
 - 5.9. To raise awareness of safeguarding among our students and to equip them with the skills needed to keep them safe.
6. This policy should be read in conjunction with the following policies or procedures:
- Allegations of abuse against adults working with students
 - Anti-Bullying Policy
 - Attendance policy
 - Behaviour for learning
 - E-safety
 - Educational trips and visits policy
 - Equality and diversity / Single equality scheme
 - Health and safety policy
 - Racist incident policy
 - Staff code of conduct
 - Students with medical conditions
 - Student Restraint
 - Whistleblowing policy
 - Addenda re COVID-19 Pandemic (September 2020)

Prevention

7. We recognise that the school plays a significant part in the prevention of harm to our students by providing students with good lines of communication with trusted adults, supportive friends and an ethos of protection.
8. The school community will therefore:
 - Maintain an attitude of 'it could happen here' where safeguarding is concerned.
 - When concerned about the welfare of a child, staff members will always act in the interests of the child.
 - Establish and maintain an ethos where students feel secure and are encouraged to talk and are always listened to.
 - Ensure that all students know there is an adult in the school whom they can approach if they are worried or in difficulty
 - Include in the curriculum opportunities for PSHE and RSHE in the curriculum which will equip students with the skills and knowledge they need to stay safe from harm, to make informed decisions and to know to whom they should turn for help.

Procedures

9. Our school procedures for safeguarding students will take into account the procedures and practice of the Local Authority as part of the inter-agency safeguarding procedures set up by the Local Safeguarding Children Partnership (LSCP). In Kingston, this is the Kingston and Richmond Safeguarding Children Partnership ([KRSCP](#)) We will ensure that:
 - 9.1. We have designated members of staff who undertake regular training. Currently Sarah Finch (Assistant Head Pastoral) is the Designated Safeguarding Lead, Kathy Kilpatrick (Assistant Head Pastoral) is the second and Abi Harris (Assistant Head) and Emma Kilburn (Deputy Head) are third.
 - 9.2. We have the names and photographs of the Designated Safeguarding Leads displayed in the school reception – see Appendix A.
 - 9.3. We have two nominated governors with responsibility for safeguarding, currently Kate Bevan and Alexandra Buckle
 - 9.4. We ensure every member of staff (including temporary and supply staff and volunteers) and Governing Board knows the name of the Designated Safeguarding Lead and their role
 - 9.5. All members of staff develop their understanding of the signs and indicators of abuse.
 - 9.6. All members of staff know how to respond to a pupil who discloses abuse, and make a referral to children’s services
 - 9.7. All parents/carers are made aware of the responsibilities of staff members with regard to safeguarding procedures.
 - 9.8. As part of a balanced and broad curriculum and through teaching and learning opportunities, the school ensures students are aware of safeguarding issues.
10. Our procedures will be reviewed and up-dated annually and published on the School’s website.
11. All new members of staff will be given a copy of our Safeguarding Policy, Part 1 and Annex A of ‘Keeping Children Safe in Education’ as part of their induction into the school. We ensure that all new staff receive full safeguarding training when they join the school be it in September or at any other point in the academic year. The Safeguarding Policy contains the procedure for reporting suspected (or disclosed) child abuse and the procedure for managing allegations against staff / volunteers. The Safeguarding Policy and Part 1 and Annex A of ‘Keeping Children Safe in Education’ and the full Procedure for Managing allegations of abuse are available to staff on the shared R Drive.
12. All staff will read and understand Part 1 and Annex A of the Department for Education’s statutory safeguarding guidance, ‘Keeping Children Safe in Education’ and review this guidance at least annually.

Responsibilities

13. The Designated Safeguarding Lead is responsible for:
 - 13.1. The co-ordination of child protection and wider safeguarding procedures within the school and for liaising with social services and other agencies
 - 13.2. Referring all cases of suspected abuse to the local authority children’s social care and:
 - to the LADO for child protection concerns (all cases which concern a staff member);
 - Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child);

- and/or to the police (cases where a crime may have been committed) or to the Prevent Officer in the case of suspected radicalisation.
- 13.3.** Liaise with the Headteacher to inform him / her of issues especially ongoing enquiries under Section 47 of The Children Act 1989 and 2004 amendment, and police investigations.
 - 13.4.** Adhering to the Local Safeguarding Children Partnership, Local Authority, London Safeguarding Board, and school's procedures with regard to referring a child if there are concerns about possible abuse
 - 13.5.** Keeping written records of concerns about a child even if there is no need to make an immediate referral
 - 13.6.** Ensuring that all such records are kept confidentially and securely and are separate from pupil records
 - 13.7.** Ensuring that an indication of further record-keeping is marked on the pupil records
 - 13.8.** Ensuring that any pupil currently subject to a child protection plan, who is absent without explanation for two days, is referred to Social Services
 - 13.9.** Where students leave the school, ensure their child protection file is transferred to the new school or college as soon as possible in compliance with GDPR guidelines. This will be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt will be obtained.
 - 13.10.** Receiving updated and appropriate training every two years
 - 13.11.** Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
 - 13.12.** Raising awareness by:
 - Ensuring the school's safeguarding policy is reviewed annually and safeguarding procedures and implementation are updated and reviewed regularly, and work with the Governing Board regarding this
 - Ensuring the safeguarding policy is available publicly (via the school's website) 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
 - Providing new and existing staff with up to date relevant training on the latest policies and on safeguarding in general
 - Link with the LSCP to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- 14.** In a situation where we move to remote learning:
 - 14.1.** Members of the DSL team will be available at all times to deal with safeguarding matters
 - 14.2.** DSLs will also have access to secure online safeguarding files and the on-site school safeguarding files.
 - 14.3.** DSLs may make phone calls or use Google Meet to talk to students or parents if there is a safeguarding concern.
 - 14.4.** The same procedures for referring vulnerable students for external support will take place if DSLs determine that they are at risk.
 - 14.5.** If the school has closed and all staff must isolate, then there will not be an expectation that DSL staff attend external meetings, they may however need to attend online meetings. If they cannot make these meetings then they may, as per normal processes, give their apologies and submit reports to professionals' meetings.

- 15. The Governing Board:**
- 15.1.** Have a statutory duty to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of students.
 - 15.2.** Provide (via the Headteacher) the safeguarding information where requested by the Local Authority.
 - 15.3.** Where necessary, remedy deficiencies in the school's safeguarding systems without delay.
 - 15.4.** Review and amend the safeguarding policies and procedures regularly and when necessary.
 - 15.5.** Appoint two members of the Governing Board to act as link Governors to monitor the effectiveness of this policy.
- 16. The Chair of Governors is responsible for liaising with the Local Area Designated Officer (LADO) and partner agencies on issues of child protection and in the event of an allegation of abuse being made against the Headteacher - see Whistleblowing Policy.**
- 17. The Headteacher is responsible for the implementation of this policy and making decisions regarding safeguarding with the Designated Safeguarding Lead, particularly with regard to making referrals to social services and ensuring the transfer of information when a child is subject to a child protection plan leaves the school. Additionally, this responsibility includes:**
- 17.1.** Ensuring that staff (including temporary staff) and volunteers are informed of this policy as part of their induction.
 - 17.2.** Communicating this policy to parents when their child joins the school and via the school website
 - 17.3.** Ensuring that the DSL has appropriate time, funding, training and resources, and that there is always adequate cover if the DSL is absent
 - 17.4.** Ensuring that all staff undertake appropriate safeguarding and child protection training and update this regularly
 - 17.5.** Acting as the 'case manager' in the event of an allegation of abuse made against another member of staff or volunteer, where appropriate.
- 18. All members of staff have a duty to report his or her concerns, as soon as possible, to the Designated Safeguarding Lead, or, in his or her absence, to the other designated safeguarding teachers as set out in 7.1.**
- 18.1.** If, at any point, there is a risk of immediate serious harm to a child, a referral should be made to children's social care immediately. In the first instance, this would usually be made through the designated person. However, if the situation warrants an immediate referral, for example, if out of hours, or the designated person (or persons) is unavailable, then any member of staff can make a referral and the following procedures should be followed:
- ascertain the address of the student concerned and contact children's services for the local authority in which they live.
 - If in Kingston or Richmond they may call the Single Point of Access (SPA) on 020 8547 5008, or on the OUT OF HOURS / Emergency number: 020 8770 5000.
 - If the student lives out of borough, staff may make use of the following government website to access the correct local authority contact details.
<https://www.gov.uk/report-child-abuse-to-local-council>

- 19.** In the event that we move to remote learning the following staff specific practice will be in place:
- 19.1.** Teaching staff are not to have 1:1 interaction with students other than via email. Pastoral staff and Designated Safeguarding Leads (DSL) are the only exception to this.
 - 19.2.** Peripatetic music teachers and our school counsellor will put in place separate contracted arrangements where they can undertake 1:1 sessions with students.
 - 19.3.** Staff are to be mindful that peer-on-peer abuse is possible whilst the school is closed and so staff should be vigilant with communications during online lessons. To minimise opportunities for peer-on-peer abuse, teachers should be the last to leave an online Google Meet learning session.
 - 19.4.** Staff should raise any general pastoral concerns with the relevant Head of Year (HOY) and the Assistant Headteachers (AHT) who will be contactable via email.
 - 19.5.** Staff, HOYs and DSLs to log any communication with students where there is a pastoral or safeguarding concern.
 - 19.6.** Staff should familiarise themselves with the vulnerable student register so that that they are mindful of those students that are most at risk during a school closure. This register is highly confidential and staff should ensure that this is not seen by another person in their household.
 - 19.7.** Staff should liaise with Heads of Department (HODs) and HOYs if they are concerned about a student not being engaged with remote learning. The pastoral administrators or HOYs may then initiate contact with parents to ascertain the reason why and if there are pastoral/safeguarding concerns, they will then liaise with relevant DSLs if need be.
 - 19.8.** If staff have a safeguarding concern, then they should contact DSL staff. This can be done via email or by phone. DSL contact information has been provided to all staff.

- 20.** In the case of suspected radicalisation referral should also be made by ringing the SPA on 020 8547 5008

- 21.** Additional advice and guidance can be obtained from the designated PREVENT officer/s:

PC Emil Kamdar
Prevent Engagement Officer (Kingston, Richmond and Wandsworth)
SO15 Counter Terrorism Command
020 8247 8900 / 07585 888850
emil.kamdar@met.pnn.police.uk

Stephanie Royston-Mitchell
Community Safety and Resilience Principle – Safer Kingston Partnership
020 8547 5230
prevent@kingston.gov.uk

Ameliah Rayn
Prevent Lead and Education Officer for Richmond and Wandsworth
Ameliah.Rayn@richmondandwandsworth.gov.uk

- 22.** The Local Area Designated Officer (LADO) is:

Julie Fisher
02088917370
LADO@achievingforchildren.org.uk

Supporting Students

23. We recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self-worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self-blame.
24. We recognise that the school may provide the only stability in the lives of students who have been abused or who are at risk of harm.
25. We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
26. Our school will support all students through:
 - The content of the curriculum
 - Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying
 - Promoting a caring, safe and positive environment within the school.
 - Liaising and working together with all other support services and those agencies involved in the safeguarding of students
 - Notifying Social Services as soon as there is a significant concern.
 - Providing continuing support to a pupil about whom there have been concerns.
 - Always acting in the interest of the child.
 - Providing particular expertise and whole staff training in understanding and supporting Mental Health issues
 - Being alert to and dealing with suspected radicalisation/ extremism and peer-on-peer abuse

Attendance

27. The Designated Safeguarding Lead would investigate and refer to the relevant agency, any of the following attendance issues:
 - Regular, repeated absence
 - Absence of a child who is on a Child Protection plan or a Child Looked After (CLA)
 - Absence at the end of a holiday period
 - Lack of engagement during a period of lockdown or self-isolation
28. The admissions team inform the Designated Safeguarding Lead of students leaving the school. The Designated Safeguarding Lead seeks confirmation of the student's destination. Any concerns are referred immediately to the relevant agency.

Confidentiality

29. All information is managed in line with Information Sharing: advice for practitioners providing safeguarding services (July 2018) and GDPR guidelines.
30. We recognise that all matters relating to Child Protection are confidential.
31. The Headteacher or Designated Safeguarding Lead will disclose any information about a pupil to other members of staff on a need to know basis only.
32. All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard students.

33. All staff must be aware that they cannot promise a child to keep secrets.
34. All records must be kept securely, separate from the main Pupil File. This may be in a locked location or in a restricted digital format that can only be accessed by Designated Safeguarding Leads.
35. All child protection records will be kept until the 26th birthday of the named individual at which time those documents will be destroyed and logged appropriately.

Training and Support

36. All staff members will receive appropriate, regularly updated safeguarding awareness training to equip them to carry out their responsibilities for safeguarding effectively in line with advice from the Local Safeguarding Children Partnership, and the designated PREVENT officer. This training will include information on whistleblowing.
37. The school will ensure that the Designated Safeguarding Lead has had at least Level 2 Safeguarding Training and attends refresher or other Local Safeguarding Children Partnership recognised training at two yearly intervals in order to:
 - Understand the assessment process for providing early help and intervention e.g. through locally agreed common and shared assessment processes such as early help assessments.
 - Have a working knowledge of how 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 safeguarding policy and procedures, especially new and part time staff.
 - Be alert to the specific needs of students in need, those with special educational needs 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 students and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.
38. The Designated Safeguarding Lead will provide training and advice to all new members of staff on the school's safeguarding arrangements as part of their induction.
39. Temporary staff and volunteers who work with students in the school will be made aware of the school's arrangements for safeguarding and their responsibilities.

Supporting Staff

40. We recognise that staff working in the school 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.
41. We will support such staff by providing an opportunity to talk through their anxieties with the Designated Safeguarding Lead and to seek further support as appropriate.

Safer Recruitment

42. The school carries out specified recruitment and vetting checks on intended new appointees, particularly identity and teaching and other qualification checks, and for relevant staff and other adults working in school, Disclosure and Barring Service (DBS) checks, Section 128 checks where relevant, barred list checks and right to work in England checks.
43. The Governing Board is responsible for ensuring that safe recruitment checks are carried out in line with statutory requirements.
44. The school obtains written assurances that appropriate safeguarding checks and procedures apply to any staff employed by another organisation who work with the School's students at any time.
45. Every school interviewing panel will always include at least one person who has attended Safer Recruitment training. This person will ensure safeguarding is covered during the interview.
46. The school will not employ an individual who has been barred from working with students.
47. In accordance with the school's 'Procedure for dealing with allegations of abuse against adults working with students', the school will refer to the Panel at the Teaching Regulation Agency (TRA), and the Disclosure and Barring Service, details of anyone who is permanently removed from working or volunteering in school (or who leaves while under investigation) for allegedly causing harm or posing a risk of harm.
48. The school maintains records of the recruitment checks in a single central record (SCR). The school's SCR shows the nature of the checks made, the date on which they were made and the identity (for example, function or job title) of those making the checks or entering the details in the record.

Allegations against staff, volunteers or other adults working with students – see separate policy

49. We understand that a student may make an allegation against a member of staff or other adults working with students.
50. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher.
51. The Headteacher on all such occasions will discuss the content of the allegation with the LADO (Local Authority Designated Officer for Managing Allegations Against Adults Working with Children) and/or the designated PREVENT officer
52. If the allegation made to a member of staff concerns the Headteacher, that member of staff will immediately inform the Chair of Governors who will consult with the LADO. The Chair of Governors should be contacted via chair@tiffingirls.org
53. The school will manage allegations against staff and other adults working with students in accordance with the school's agreed procedures for Managing Allegations of Abuse Against Adults Working with Pupils and as set out in the Local Safeguarding Children Partnership's LADO procedures. Both these documents are available in school.

54. The school has a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child; where the harm test is satisfied in respect of that individual; where the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that individual has committed a listed relevant offence; and that individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. Referrals will be made as soon as possible after the resignation or removal of the individual.
55. Where the school dismisses or ceases to use the services of a teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first, they must consider whether to refer the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002. The Secretary of State may investigate the case, and if s/he finds there is a case to answer, must then decide whether to make a prohibition order in respect of the person.

Allegations against other students

56. The school recognises that allegations can be made against other students (peer-on-peer abuse) and in those circumstances, the school will follow appropriate procedures in the school's behaviour policy, anti-bullying policy and also in line with the school's safeguarding procedures.

Whistle blowing – see separate policy

57. We recognise that students cannot be expected to raise concerns in an environment where staff fail to do so.
58. All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

Health and Safety

59. Our Health and Safety policy, set out in a separate document, reflects the consideration we give to the protection of our students both within the school environment and when away from the school when undertaking school trips and visits – see separate policy.

Racist Incidents

60. Our policy on racist incidents is set out separately as part of the Discrimination Incident Policy, and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under safeguarding procedures. We keep a record of racist incidents.

Physical Intervention

61. We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be 'reasonable force'. In these circumstances 'reasonable' means 'using no more force than is needed' to prevent injury to themselves or another person. This is detailed further in the Student Restraint policy.
62. Such events should be recorded and signed by a witness.

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

Embedding Pupil Safeguarding Awareness in Curriculum

64. This is carried out through:
- Informal conversation
 - Tutor briefings and discussions
 - Themes in assemblies
 - Providing breadth of topics and knowledge (including extremism)
 - Briefings for outings, trips and tours
 - The implementing of our E-Safety Policy regarding ICT usage policy and by advice on safe ICT usage
 - Encouraging students to speak out if there is something worrying them, or if they are aware of, or witness something unacceptable, untoward or disturbing
 - Ensuring students know what to do if there is someone in the School who is unaccompanied or is not wearing the appropriate badge;
 - Lectures
 - Information around the school, e.g. posters advertising support agencies

Application and Review of the Policy

65. The policy applies to all staff, governors and visitors to the school. We recognise that safeguarding is the responsibility of all staff within our school.
66. We will ensure that all staff sign a declaration stating they have read the school's Safeguarding Policy and Part 1 and Annex A of 'Keeping Children Safe In Education' (DFE, September 2020) and will abide by this policy and school procedures.
67. We will ensure that all governors sign a declaration stating they have read and understood Parts 1 and 2 and Annex A of 'Keeping Children Safe in Education' (DFE September 2020).
68. We will ensure that all parents and other working partners are aware of our safeguarding policy by publishing it on the school's website, displaying appropriate information in our reception and by raising awareness at initial meetings with parents of new students as well as regular parent-teacher meetings.
69. Where the Governing Board provides services or activities directly under the supervision or management of school staff, the school's arrangements for safeguarding will apply.
70. Where services or activities are provided separately by another body, the Headteacher, on behalf of the Governing Board, will seek assurance in writing that the body concerned has appropriate policies and procedures in place to safeguard and protect students and there are arrangements to liaise with the school on these matters where appropriate.
71. This policy will be reviewed and updated on an annual basis.