



HACKNEY NEW SCHOOL

Safeguarding Children – Child Protection Policy

Agreed by the Governing Body:	July 2016
Review Date:	June 2017
Review Schedule:	At least annually in the Summer term (June 2017) or if any of the following occurs: <ul style="list-style-type: none">- Updates to legislation or guidance- Changes in named personnel- When an event in school tests the policy
Person(s) Responsible:	Headteacher and SENCo

Key Contacts

In School:	Hackney Children's Social Care
<p>Headteacher: Name: Mrs Lesley Falconer Contact Details: 0207 617 7181 lesleyfalconer@hackneynewschool.org</p> <p>Designated Safeguarding Lead (DSL): Name: Mrs Lesley Falconer Contact Details: 0207 617 7181 lesleyfalconer@hackneynewschool.org</p> <p>Deputy Designated Safeguarding Lead (DSL): Name: Miss Jayne Voice Contact Details: 0207 617 7181 jaynevoice@hackneynewschool.org</p> <p>Nominated governor for child protection: Name: Mrs Phillippa De'Ath Contact details: 07734 325565 phillippa@hackneynewschool.org</p>	<p>Child protection lead officer and Local Authority Designated Officer (LADO): Name: Sarah Peel Contact details: City and Hackney Safeguarding Children Board, Hackney Service Centre, 1 Hillman Street, London, E8 1DY Tel: 020 8356 4569</p> <p>Safeguarding lead officers: Name: Cathal Ryan Tel: 020 8356 2806</p> <p>Screening and Referral Managers: Ali Istanbulu: 020 8356 5116 Sally Plant: 0208 356 5810</p> <p>Multi-agency safeguarding hub (MASH) team Manager: John Chisnall Tel: 0208 356 5500 (out of office – emergencies 0208 356 2710)</p>

Purpose of policy

The core vision of Hackney New School is to provide students with access to the widest range of opportunities in life by fostering academic excellence and instilling self-belief, intellectual curiosity and responsibility towards each other and others in society. These aims can only be achieved if the students feel safe and all members of the school community understand their role in this.

The aims of Hackney New School are:

- to establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to when they have a worry or concern;
- to establish and maintain an environment where school staff and volunteers feel safe, are encouraged to talk and are listened to when they have concerns about the safety and wellbeing of a child;
- to ensure children know that there are adults in the school whom they can approach if they are worried;
- to ensure that children who have been abused will be supported in line with a child protection plan, where deemed necessary;
- to include opportunities in the PSHE curriculum and The Core, for children to develop the skills they need to recognise and stay safe from abuse;
- contribute to the five outcomes which are key to children's wellbeing:
 - Be healthy
 - Stay safe
 - Enjoy and achieve
 - Make a positive contribution
 - Achieve economic well-being

This Safeguarding Policy will inform staff, parents, governors and volunteers about the school's responsibility for safeguarding children. It will enable everyone in the school community to have a clear understanding of how these responsibilities should be carried out.

Safeguarding is defined as protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

This Child Protection Policy forms part of a suite of documents and policies which relate to the safeguarding responsibilities of the school.

This particular policy should be read in conjunction with the Safer Recruitment Policy, Behaviour Policy, Physical Intervention Policy, Anti-Bullying Policy and Whistle Blowing Policy.

Statutory Framework

In constructing this policy the school has been informed by the following legislation and guidance:
The Children Act (1989)(2004)(2007)
Education Act (2002), section 175

City and Hackney Safeguarding Children Board (Inter-agency) Child Protection and Safeguarding Children Procedures

Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (DCSF October 2015)

Keeping Children Safe in Education (HM Government DfE September 2016)

'Working Together to Safeguard Children' (HM Government DfE March 2015)

The Education (Pupil Information) (England) Regulations (2005)

Guidance on Promoting British Values (HM Government DfE Nov 2014)

Prevent duty guidance for England and Wales (HM Government DfE March 2016)

'Working Together to Safeguard Children' (HM Government 2015) requires all schools to follow the procedures for protecting children from abuse, which are established, by the City and Hackney Safeguarding Children Board. Schools are also expected to ensure that they have appropriate procedures in place for responding to situations in which they believe that a child has been abused or is at risk of abuse – these procedures should also cover circumstances in which a member of staff is accused of, or suspected of, abuse.

DfE guidance 'Keeping Children Safe in Education (2016)' places the following responsibilities on school:

- everyone who comes into contact with children and their families has a role to play in safeguarding children;
- schools should be aware of and follow the procedures established by the Local Safeguarding Children Board;
- staff should be alert to the signs of abuse and know to whom they should report any concerns or suspicions;
- schools should have procedures (of which all staff are aware) for handling suspected cases of abuse of pupils, including procedures to be followed if a member of staff is accused of abuse, or suspected abuse;
- a Designated Safeguarding Lead (DSL) should have responsibility for co-ordinating action within the school and liaising with other agencies. The DSL (and their deputy) should be known to all staff;
- all staff members should have appropriate child protection training, which is regularly annual training delivered by outside providers and regular termly training delivered by the DSL and DDSL;
- The DSL and DDSL receive appropriate training for this responsibility delivered by the City and Hackney Safeguarding Children's Board (CHSCB).
- to have a formal staff behaviour policy which is updated on an annual basis (Appendix B)

DfE guidance Working Together to Safeguard Children (2015) states that:

'Everyone who comes into contact with children and their families has a role to play in safeguarding children. School and college staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating. Schools and colleges and their staff form part of the wider safeguarding system for children..... Schools and colleges should work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.'

Hackney New School follows the procedures established by the City and Hackney Safeguarding Children' Board (CHSCB), a guide to procedure and practice for all agencies in Hackney who work with children and their families.

Roles and responsibilities

2.1 School Staff and Volunteers

- All staff should read Part One of the Keeping Children Safe in Education (2015: Safeguarding information for all staff, which can be found here

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447596/KCSIE_Part_1_July_2015.pdf

- All school staff and volunteers are particularly well placed to observe outward signs of abuse, changes in behaviour and failure to develop because they have daily contact with children.
- All school staff and volunteers receive annual training delivered by outside providers and regular termly training delivered by the DSL and DDSL, so that they are knowledgeable and aware of their role in the early recognition of the signs and symptoms of abuse or neglect and the appropriate procedures to follow.
- It is good practice for the DSL to deliver an regular updates; this occurs at the start of each term, for all staff.
- The DSL or DDSL ensures that all temporary or newly employed staff aware of the safeguarding policies and procedures prior to working with our students.
- The DSL and DDSL keep a centralised record of staff (including agency staff) or volunteers who have completed induction training when they join the school.

2.2 Designated Safeguarding Lead

The contact details of the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead can be found on page 2 of this policy. The role of the DSL is to:

- Ensure that she, and her deputy, receive refresher training in child protection and inter-agency working at two yearly intervals to keep their knowledge and skills up to date
- Ensure that all staff who work with children undertake appropriate training to equip them to carry out their responsibilities for child protection effectively and that this is kept up to date by organising annual training delivered by outside providers and regular termly training delivered by the DSL and DDSL,
- Ensure that newly appointed staff receive a child protection induction upon commencement of their contract and contact with students including HNS' child protection policy (which includes the staff safe working practice agreement and the identity of the DSL and their deputy) and a copy of Part 1 of KCSIE.
- Ensure that newly appointed staff receive induction training which covers the school's code of conduct including whistleblowing procedures.
- Ensure that temporary staff and volunteers are made aware of the school's arrangements for safeguarding children upon their appointment and commencement of work
- Ensure that the school operates within the legislative framework and recommended guidance

- Ensure that all staff and volunteers are aware of the City and Hackney Safeguarding Children Board Inter-agency Child Protection Procedures.
- Ensure that the Governor with responsibility for Safeguarding is kept fully informed of any concerns
- Develop effective working relationships with other agencies and services
- Have a working knowledge of NEST procedures
- Establish whether to take further action about specific concerns (e.g. discuss with parents, offer an assessment under the Common Assessment Framework (CAF) or refer to Children, Schools and Families social care)
- Liaise, and work with Children's Services: Safeguarding and Specialist Services over suspected cases of child abuse
- Ensure that accurate records relating to individual children are kept separate from the academic file in a secure place and marked 'Strictly Confidential' and that these records are passed securely should the child pass to a new provision
- Ensure that accurate safeguarding records relating to individual children are kept securely on CPOMs enabling effective tracking and monitoring of raised safeguarding concerns in addition to tracking referrals to external agencies, such as the NHS/CAMHS, Children's Services, and the Police.
- Submit reports to, and ensure the school's attendance at child protection conferences and contribute to decision making and delivery of actions planned to safeguard the child
- Ensure that the school effectively monitors children about whom there are concerns, including notifying Children's Services: Safeguarding and Specialist Services when there is an unexplained absence of more than two days for a child who is the subject of a child protection plan
- Provide guidance to parents, children and staff about obtaining suitable support
- Discuss with new parents the role of the Designated Safeguarding Lead and the role of safeguarding in the school. Make parents aware of the safeguarding procedures used and how to access the safeguarding policy.

2.3 The Governing Body

The Governing Body has overall responsibility for ensuring that there are sufficient measures in place to safeguard the children in their establishment.

The nominated governor for child protection contact details can be located on Page 2.

In particular the Governing Body must ensure:

- Child protection policy and procedures

- Safer recruitment procedures
- Appointment of a Designated Safeguarding Lead who is a senior member of the school leadership team
- Relevant child protection training for school staff/volunteers is attended
- Safe management of allegations
- Deficiencies or weaknesses in safeguarding arrangements are remedied without delay
- A member of the Governing Body (usually the Chair) is nominated to be responsible in the event of an allegation of abuse being made against the Headteacher
- Safeguarding policies and procedures are reviewed at least annually or more frequently in light of any changes to legislation. All staff are alerted to these changes.

The nominated governor for child protection, the DSL and DDSL meet termly to discuss safeguarding policies and practice within the school.

2.4 Staff Responsibilities

- If any member of staff is concerned about a child he or she must inform the Designated Safeguarding Lead or in their absence the deputy DSL.
- The member of staff must record information regarding the concerns on the same day via the secure CPOMs reporting system. The recording must be a clear, precise, factual account of the observations.
- The Designated Safeguarding Lead will establish whether the concerns should be referred to Children, Schools and Families Social Care (First Response Team). If it is decided to make a referral to Children's Services: Safeguarding and Specialist Services, this will be done with prior discussion with the parents, unless to do so would place the child at further risk of harm. However, if there are difficulties in contacting parents or carers, this will not be allowed to delay the referral.
- Particular attention will be paid to the attendance and development of any child about whom the school has concerns, or who has been identified as being the subject of a child protection plan and a written record will be kept.
- If a pupil who is/or has been the subject of a child protection plan changes school, the Designated Safeguarding Lead will inform the social worker responsible for the case and transfer the appropriate records to the Designated Person at the receiving school, in a secure manner, and separate from the child's academic file.
- The Designated Safeguarding Lead is responsible for making the senior leadership team aware of trends in behavior that may affect pupil welfare. If necessary, training will be arranged.

Contacting Hackney Children's Social care

If there are concerns about a child's welfare the Designated Safeguarding Lead will contact the First Response Team (FRT) within Hackney Children's Social Care (CSC) who are part of the Access and Assessment Service.

During office hours – Tel: 020 8356 5500 Fax: 020 8356 5516

Outside office hours in emergencies – Tel: 020 8356 2710

The CSC referral form can be emailed to FRT on cscreferrals@hackney.gov.uk

The relevant page on Hackney Council's website is:
<http://apps.hackney.gov.uk/servapps/hackneydirectory/details.aspx?OrgID=2612>

If the child concerned is already receiving input from CSC the allocated social work unit will be contacted directly.

The two Screening and referral Managers in the FRT are:

Ali Istanbulu: 020 8356 5116

Sally Plant: 020 8356 5850

The Group manager is **Cathal Ryan: 020 8356 2806**

Where the Designated Safeguarding Lead has made a telephone referral because of the urgency of a situation this must be followed up within 48 hours by a completed referral form. A written referral form is required in all cases (**Appendix A**).

Raising Concern

All staff and volunteers should be aware that the main categories of abuse are:

- Physical abuse – deliberate injury or infliction of physical suffering: unusual bruises especially symmetrical ones; scalding; burns; bites; scars
- Emotional abuse – persistent or severe emotional ill treatment likely to have an adverse effect on the emotional and behavioural development of the child: apathy; low self-esteem; attention seeking behavior; too keen to please
- Sexual abuse – exploitation of a child or adolescent; inappropriate knowledge/language; drug abuse; self-mutilation; hostility to men or women
- Neglect – active or passive failure to protect a child from any kind of danger likely to impair the child's health or development; failure to thrive physically, emotionally or intellectually; neglected appearance; voracious appetite; diarrhea; unresponsiveness; continuously left unattended by parents.

These examples of such abuse are neither conclusive nor exhaustive. There is more detailed information in the statutory guidance in *Keeping children safe in education* document (pages 10 and 11):

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/526153/Keeping_children_safe_in_education_guidance_from_5_September_2016.pdf

Signs of abuse may be obvious and sudden or a pattern of several small signs observed over a period of time. In general, be alert to behaviour unusual to age, a lack of interest, especially if sudden, isolation or introversion. Such observation should be relayed to the School Nurse and Designated Safeguarding Lead as part of the usual high standard of pastoral care for our students.

Generally, in an abusive relationship the child may:

- Appear frightened of the parent/s or other household members e.g. siblings or others outside the home
- Act in a way that is inappropriate to her age and development (full account needs to be taken of different patterns of development and different ethnic groups)
- Display insufficient sense of 'boundaries', lack stranger awareness
- Appear wary of adults

Dealing with a Disclosure

If a child discloses that he/she has been abused in some way, the member of staff/volunteer should:

- Listen to what is being said without displaying shock or disbelief
- Accept what is being said
- Allow the child to talk freely.
- Reassure the child, but do not make promises which it might not be possible to keep
- Not promise confidentiality – it might be necessary to refer to Children's Services: Safeguarding and Specialist Services
- Reassure him/her that what has happened is not their fault
- Listen, rather than ask questions
- Stress that it was the right thing to tell
- Not criticise the alleged perpetrator
- Explain what has to be done next and who has to be told
- Make a written record (see Record Keeping)
- Pass information to the Designated Person without delay

PREVENT

The school's duty of care includes safeguarding students from the risk of being drawn into terrorism whether violent extremism or non-violent extremism, which can create an atmosphere conducive to terrorism or extremist groups. Hackney New School aspires to be a safe place in which our students

can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of the terrorist ideology and learn how to challenge these ideas. The Core, our unique curriculum subject, not only teaches our students to challenge ideas in a critical way, it also encourages collaborative learning and respect for each other as a community within the immediate school environment and the larger community of Great Britain. Core and PSHE, aspects of the curriculum at Hackney New School, explore British values to enforce and promote fundamental aspects of democracy, freedom, respect and tolerance of those with different faiths and beliefs. They help students develop self-confidence in dealing with personal challenges and enables them to make positive contribution to school and their wider life by understanding issues linked to extremism.

Hackney New School enhances their students experiences by inviting outside speakers where appropriate. Anyone invited into school has to be agreed by the Headteacher.

Any outside speakers are not left unsupervised with students at any point when delivering sessions through PSHE. If an outside speaker has enhanced DBS clearance they may work with pupils unaccompanied by another member of staff. At times this may be teaching a class or a one to one interview. This must be agreed in advance with the Headteacher.

If a member of staff is concerned that a student is a victim of radicalisation or is spreading radical views they should inform the DSL without delay.

Hackney New School works closely with the Local Safeguarding Children Board and the Hackney Learning Trust in all aspects of child protection. The Chair of Governors and Headteacher meet regularly with their counterparts at other local schools to share best practice.

In cases where there is concern regarding serious harm, the DSL or her deputy will inform the police from the onset.

Esafety and CSE prevention

Technology is embraced at Hackney New School and it is a crucial component of every academic subject. All of our classrooms are equipped with electronic whiteboards, projectors and students have access to individual chromebooks.

Throughout the year our teachers advise pupils on the safety of internet sites so they understand why some apparently authoritative sites need to be treated with caution. Some sites that appear to be serious, impartial, historical sites are actually sources of racist, homophobic, jihadist or other propaganda. Some free, online encyclopaedias do not evaluate or screen the material posted on them.

It is an important part of our role at Hackney New School to teach our pupils how to stay safe in this environment and how to avoid making themselves vulnerable to a range of risks, including identity theft, bullying, cyberbullying, harassment, grooming, stalking and abuse. They also need to learn how to avoid the risk of exposing themselves to subsequent embarrassment.

A whole school approach has been adopted to raise awareness of internet safety and cyberbullying. Tackling these issues is an integral part of the PSHE programme which is delivered through assemblies and PSHE lessons with their form teachers.

In addition, the school network is protected by filtering software and the use of the internet is closely monitored.

Pupils are taught where and how to seek help and to consider their own safe internet usage. They are made aware of the hazards involved such as abuse, bullying, harassment, identity theft, grooming and stalking, as appropriate to their age. Attention is drawn to the fact that material uploaded to the

internet is there permanently and could be a source of present or future embarrassment. Parents are also given the opportunity to receive training in e-safety through the Parents' Association information evenings.

If a member of staff is concerned that a student is a victim of cyberbullying or at risk of CSE they should inform the Designated Person without delay.

In cases where there is concern regarding serious harm, the DSL or her deputy will inform the police from the onset.

Children who may be particularly vulnerable

Some children can be at increased risk of neglect and or abuse. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse happens, or who have a high level of tolerance in respect of neglect.

To ensure that all of our children receive equal protection, we will give special consideration and attention to children who are:

- disabled or have special educational needs
- looked After Children
- living in a known domestic abuse situation
- affected by known parental substance misuse
- asylum seekers
- living away from home
- vulnerable to being bullied, or engaging in bullying
- living in temporary accommodation
- living transient lifestyles
- living in chaotic, neglectful and unsupportive home situations
- vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality
- involved directly or indirectly in prostitution or child trafficking
- do not have English as a first language.

Special consideration includes the provision of safeguarding information, resources and support services.

Support

Dealing with a disclosure from a child, and a child protection case in general, is likely to be a stressful experience. The member of staff/volunteer should, therefore, consider seeking support for him/herself and discuss this with the Designated Person. Should further support be required this can be provided through Place2Be's Place2Think service which is based on site.

Confidentiality

Child Protection raises issues of confidentiality that must be clearly understood by all staff/volunteers in schools.

- All staff in schools, both teaching and non-teaching, have a responsibility to share relevant information about the protection of children with other professionals, particularly the investigative agencies (Children's Services: Safeguarding and Specialist Services and the Police).
- If a child confides in a member of staff/volunteer and requests that the information is kept secret, it is important that the member of staff/volunteer tells the child in a manner appropriate to the child's age/stage of development that they cannot promise complete confidentiality – instead they must explain that they may need to pass information to other professionals to help keep the child or other children safe.
- Staff/volunteers who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts.

Communication with Parents

Hackney New School will:

- Undertake appropriate discussion with parents prior to involvement of another agency unless to do so would place the child at risk of further harm.
- Ensure that parents have an understanding of the responsibilities placed on the school and staff for safeguarding children

Record Keeping

When a child has made a disclosure, the member of staff/volunteer should:

- Make brief notes as soon as possible after the conversation. Use the school record of concern sheet wherever possible (to be found on school intranet under Safeguarding and in Staff Handbook). It is important to listen to the child and record the notes afterwards.
- Not destroy the original notes in case they are needed by a court
- Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child
- Draw a diagram to indicate the position of any bruising or other injury
- Record statements and observations rather than interpretations or assumptions
- All records need to be given to the Designated Seniors Person promptly. No copies should be retained by the member of staff or volunteer. The Designated Safeguarding Lead will ensure that all safeguarding records are managed in accordance with the Education (Pupil Information) (England) Regulations 2005

Allegations Involving other Pupils

Hackney New School educates all pupils on healthy relationships through the PSHE and Core curriculum, however it is important that all staff are alert to peer on peer abuse.

It is important to recognise that some children do engage in sexual experimentation, which is usually age appropriate. It is important not to criminalise behaviour that is a healthy part of growing up.

The presence of one or more of the following points in situations where there has been sexual activity between children should always trigger some concern:

- There is an age difference of two years or more between the children
- One of the children is significantly more dominant than the other
- One of the children is significantly more vulnerable than the other eg. in terms of disability, confidence, physical strength
- There has been some use of threats, bribes or coercion to secure compliance or to maintain secrecy

Any peer on peer allegation must be referred to the DSL immediately. Where a concern regarding peer on peer abuse has been disclosed to the DSL(s) advice and guidance will be sought from Children Social Services and where it is clear a crime has been committed or there is a risk of crime being committed the Police will be contacted.

Working with external agencies, Hackney New School will usually have a response to the unacceptable behaviour, for example, if a pupil's behaviour negatively impacts on the safety and welfare of other pupils then safeguards will be put in place to promote the well-being of the pupils affected, the victim and perpetrator will be provided with support to prevent any reoccurrence of improper behaviour

Allegations Involving School Staff/Volunteers

This applies to any child the member of staff/volunteer has contact with in personal, professional or community life.

Whenever it is alleged that a member of staff/volunteer has:

- Behaved in a way that has, or may have harmed a child
- Possibly committed a criminal offence against/related to a child
- Behaved toward a child in a way which indicates s/he is unsuitable to work with children

The person to whom an allegation is first reported should take the matter seriously and keep an open mind. S/he should not investigate or ask leading questions if seeking clarification, it is important not to make assumptions. Confidentiality should not be promised and the person should be advised that the concern will be shared on a 'need to know' basis only.

Actions to be taken include making a written record of the allegation using the informant's words - including time, date and place where the alleged incident took place, what was said and anyone else present. This record should be signed and dated and immediately passed on to the DSL or DDSL.

The school will make every effort to maintain confidentiality and guard against publicity when allegations have been made against teachers. This applies up to the point where the accused person is charged with an offence, or the DfE/NCTL publish information about an investigation or decision in a disciplinary case.

If the concerns are about the Headteacher, then the Chair of Governors should be contacted. The Chair of Governors is:

NAME: **Mr. Andreas Wesemann** CONTACT TEL: **07930754511** or **020 7529 5804** (office)

In the absence of the Chair of Governors, the Vice Chair should be contacted: **Mrs. Phillippa De'Ath**
CONTACT TEL: 07734325565

The recipient of an allegation must **not** unilaterally determine its validity, and failure to report it in accordance with procedures is a potential disciplinary matter.

The Headteacher will not investigate the allegation itself, or take written or detailed statements, but she will assess whether it is necessary to refer to Children's Services: Safeguarding and Specialist Services in consultation with the Local Authority Designated Officer (Gary Smyth, gary.smyth@hackney.gov.uk, tel: 0208 356 4569 or duty tel: 0208 356 8082).

If it is decided that the allegation meets the threshold for further action through the City and Hackney Safeguarding Children Procedures, the Headteacher must immediately (within 1 day) make a referral to Children's Services: Safeguarding and Specialist Services on **020 8356 5500** (during office hours) or **020 8356 2710** (outside office hours). These numbers are for the First Response Team within Hackney Children's Social Care.

If it is decided that it is not necessary to refer to Children's Services: Safeguarding and Specialist Services, the Headteacher and the Local Authority Designated Officer will consider the appropriate course of action e.g. whether there needs to be an internal investigation.

The Headteacher should, as soon as possible, **following briefing** from the Local Authority Designated Officer inform the subject of the allegation.

For further information see:

HSCB Inter-agency Child Protection and Safeguarding Children Procedures (2010)

Section 4.1.1 Managing Allegations Against Adults who work with Children and Young People

The school is committed to promptly report to the Disclosure and Barring Service (DBS) and person (whether employed, contracted, a volunteer or student) whose services are no longer used and the DBS referral criteria are met.

The school will also consider whether a referral to the National College for Teachers and leadership (NCTL) is required where a teacher has been dismissed, or would have been dismissed had he/she not resigned, and a prohibition order may be appropriate.

Recruitment of Staff

There is a separate HNS Safeguarding Children - Safer Recruitment Policy, which sets out the recruitment process for all staff, from advertising to appointment, detailing the checks made at each stage.

Whistle Blowing

There is a separate policy dealing with, and advising staff on, whistleblowing.

Guidelines for Good Child Protection Practice

These are laid out in the "Safeguarding Children and Young People – Safe

Working Practice Agreement” (Appendix **B**). This is to be read and signed by **all members of staff** as part of the staff induction process and as part of the annual safeguarding training.

Implementation, Monitoring and Review of the Child Protection Policy

The governing body will review the policy annually. It will be implemented through the school’s induction and training programme, and as part of day to day practice. Compliance with the policy will be monitored by the Designated Safeguarding Lead.

Jayne Voice

Lesley Falconer

SENCo

Executive Headteacher

Deputy Designated Safeguarding Lead

Designated Safeguarding Lead

July 2016

Agency referral to Hackney Children's Social Care

Referral form for use by all agencies.

PLEASE NOTE THAT A WRITTEN REFERRAL FORM IS REQUIRED IN ALL CASES. WHERE A TELEPHONE REFERRAL HAS BEEN MADE BECAUSE OF THE URGENCY OF A SITUATION THIS MUST BE FOLLOWED UP WITHIN 48 HOURS BY A COMPLETED REFERRAL FORM.

Name and contact details of person making the referral			
Name:			
Name of agency/organisation:			
Address:			
Telephone Number:		Fax Number:	
Email Address:			
Date written referral is being made:			
Date telephone referral made (if applicable) and to whom:			
Relationship of person making the referral to the child/family:			

Name(s) and dates of birth of the child(ren) being referred (please list here all children in the family):				
Child(ren)'s preferred language if not English speaking:				
Ethnic origin and Nationality if known:				
Details of wider social and professional network (e.g. significant family / friends, GP, health visitor, schools, professionals working with members of the household)				
Name	Role/ Relationship	Address	Telephone number	Email

Why is a referral being made? What are the concerns? (Please be as specific as possible, giving dates, examples of incidents etc):			
Is the referral for information only?			
Is there evidence that any children in the family are being subject to significant harm?			
If 'YES' please specify:			
Actions taken by referring agency/involvement with the family:			
Please outline your involvement with the child/family and any ongoing support that is being provided. Detail any past concerns or known involvement of statutory agencies. If a CAF or other assessment document has been completed please attach a copy to this referral.			
What outcomes are anticipated by the referral?			
Does the person with parental responsibility know that a referral to Children's Social Care has been made?			
If 'No' please explain why:			
If yes, does the person with parental responsibility consent for members of the family's network to be contacted to obtain further information?			
Any other information that would be helpful in deciding the priority of the referral and/or understanding the actions Children's Social Care is being asked to take in respect of the child(ren) being referred?			

Please e-mail this form to cscreferrals@Hackney.gov.uk for the attention of the Referral Manager. If you need to send it to a secure email address please send to cscreferrals@hackney.gov.uk.cjism.net (the email address that was previously in use will automatically forward information to the new address so if you accidentally send it to the old address your referral will be seen).

If you cannot send this by email please fax it to 020 8356 5516/7.

Should you need any assistance in completing this form or wish to follow up your referral please call the First Response Service on **020 8356 5500**.

If your referral has not been acknowledged by Children's Social Care within three working days please make contact to confirm it has been received.

Appendix B

Hackney New School Safe Working Practice Agreement Safeguarding Children and Young People

Hackney New School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment.

It is everyone's responsibility to ensure that pupils are cared for appropriately and safeguarded from any harm, and their duty of care to promote the health, safety and welfare of all members of the school community.

This document gives clarity to the measures needed to ensure that all employees and students can work within and enjoy being part of a safe and caring environment.

It is acknowledged that the vast majority of employees behave appropriately whilst working with our students. Whilst it is recognised that the individual members of an organisation may hold differing values and opinions, adults working in a school are in a position of trust and their conduct is, therefore, governed by specific laws and guidance and the policies and procedures agreed by the Headteacher and Governing body.

Staff occasionally express uncertainty as to what is and is what is not acceptable and seek guidance regarding those behaviours which, whilst most probably innocent, may be perceived by others as inappropriate. It is the perception of the person subject to a remark or action rather than your stated intention that defines "appropriate" or "inappropriate".

The following is, therefore, a code of appropriate conduct for all adults working in or on behalf of the school, including those involved in home visits or any out of school activities. Adherence to this code should ensure that both children and adults are safe from misconduct or unfounded allegations of misconduct.

You should always:

- adhere to all school policies, many of which are specifically written with safeguarding in mind – Safeguarding Children-Child Protection, Whistle Blowing, Anti-Bullying, Equal Opportunities, Health and Safety;
- behave in a mature, respectful, safe, fair and considered manner at all times;
- provide a good example and "positive role model" to the students;
- ensure that one to one tuition (including music lessons) happen either in a room with a window or in a public place or with a door open;
- observe other people's rights to confidentiality – unless you need to report something to the Designated Safeguarding Lead (e.g. concerns about a child protection issue);
- treat all students equally; never confer favour on particular students, or build "special relationships" with individual students, except where one to one working is part of an agreed plan with your manager (e.g. counselling, tuition, mentoring);
- report to the Designated Safeguarding Lead (or to the Chair of Governors if an allegation concerns the Headteacher):
 - Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation
 - Any difficulties that you are experiencing (e.g. coping with a students presenting particularly challenging behaviour); situations where you anticipate that you may

not be sufficiently qualified, trained or experienced to deal with or handle appropriately

- Any behaviours of another adult in the school which give you cause for concern or breach of this code or other school policies and procedures
- Any behaviours of another adult in the school which may be regarded as a breach of trust

You should never:

- behave in a manner that could lead a reasonable person to question your conduct, intentions or suitability to care for other people's children;
- touch children in a manner which is or may be considered sexual, threatening, gratuitous or intimidating;
- discriminate either favourably or unfavourably towards any pupil;
- make arrangements to contact, communicate or meet children outside school, outside the parameters of your duties as a member of staff;
- staff should not engage in inappropriate electronic communications, have pupils as friends on social networking sites, or issue their private/mobile phone numbers to pupils;
- develop "personal" or sexual relationships with children;
- push, hit, kick, punch, slap, throw missiles at or smack a child or threaten to do so unless your own personal safety is threatened;
- make inappropriate remarks or jokes of a personal, sexual, racial, discriminatory, intimidating or otherwise offensive nature;
- intentionally embarrass or humiliate children (e.g. using sarcasm or humour in an inappropriate way);
- give or receive (other than "token") gifts unless arranged through your line manager / Headteacher;
- allow, encourage or condone children to act in an illegal, improper or unsafe manner (e.g. smoking or drinking alcohol);
- behave in an illegal or unsafe manner - e.g. exceeding the speed limit, being under the influence of drugs or alcohol, driving a vehicle known to be unroadworthy, not having appropriate insurance, using a mobile phone whilst driving, failing to use seat belts, or drive in an unsafe manner whilst transporting children;
- undertake any work with children when you are not in a fit and proper physical or emotional state to do so – e.g. under the influence of medication which induces drowsiness; with a medical condition which dictates that you should not be caring for children; under extreme stress, which is likely to impair your judgement.

I have read the school's Safeguarding Children - Child

Protection policy and agree to abide by the Safe Working Practice guidance contained therein.

Signed Date.....

The Headteacher and Governors of Hackney New School thank you for your support in maintaining the safety and care of our school community.