

St Martin's School

Child Protection Policy & Reporting Procedures

Introduction

Children cannot learn effectively unless they feel secure, and St Martin's recognises all children's fundamental right to be protected from harm. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

Policy Aims

- To raise the awareness of both teaching and non-teaching staff of the need for child protection and of their responsibilities in identifying and reporting possible cases of abuse.
- To provide a systematic means of monitoring children thought to be at risk.
- To emphasise the need for good levels of communication between all members of staff.
- To develop a structured procedure to be followed by all members of the school community in cases of suspected abuse.
- To promote understanding and build relationships with other agencies - to work together effectively.
- To support each child's development in ways which will foster security, confidence and independence.
- To reflect the statutory and pastoral duties of the school.

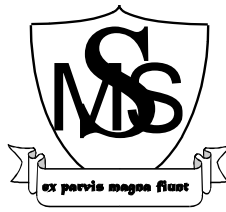
Scope

This policy applies to anyone working on behalf of St Martin's School and Nursery, including the Proprietor, Governors and board of trustees, paid staff, volunteers and sessional workers, as well as parents and pupils. This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from www.nspcc.org.uk and detailed documentation referred to below. All school policies prioritise safeguarding. Therefore, this policy should be read in conjunction with **all** other school policies especially our [Safeguarding Policy](#).

Our responsibilities

At St Martin's, we take our safeguarding responsibility seriously, therefore we:

- Are aware of and follow the procedures of the Barnet Local Safeguarding Children Board (LSCB).
 - Will always have professional curiosity.
 - Are alert to signs of abuse and know to whom we should report suspicions or concerns.
 - Have clear 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 or suspected of abuse.
 - Have designated staff who are responsible for coordinating action within school and liaising with other agencies that receive appropriate training
 - Make parents aware of the school's Child Protection Policy and the fact that this may require cases to be referred to the investigative agencies in the interests of the child.
 - Ensure policy is adhered to at all times including during clubs, tea-time club and off-site school visits.
 - Understand what low-level concerns are and report to the Head / DSL accordingly.
- Work with families to:
- Protect children from maltreatment and impairment of health and development.
 - Ensure that children grow up in circumstances consistent with the provision of safe, effective care.
 - Take action to enable all children to have the best possible outcome.



Definition of abuse

All staff, visitors and volunteers should familiarise themselves with the Department for Children, School and Families (DCSF) Keeping Children Safe in Education (KCSIE) 2024 and Working Together to Safeguard Children 2024 guidance in addition to the information in the school's Safeguarding Policy and Leaflet.

"Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear or experience its effects. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children." KCSIE 2024 p11-12.

We recognise four main categories of definite or suspected abuse: physical abuse; emotional abuse; sexual abuse and neglect. It is important to remember that a child may be subjected to a combination of different kinds of abuse. It is also possible that a child may show no outward signs and may hide what is happening. Adults are trained to identify possible indicators of these.

Clearance to work with children

All school adults are well placed to observe signs of neglect, abuse, changes in behaviour and failure to develop. We ensure all adults are aware of their role in the early recognition of the signs and symptoms of physical, emotional, sexual abuse or neglect and the appropriate referral process in school.

We require all adults employed on the premises to have the appropriate clearance and vetting to work with children; we ensure rigorous application of Safer Recruitment processes and policy.

Adults who have full clearance wear green visitor badges for identification. If concerns arise over a member of staff, then all relevant checks will be carried out as if the member of staff is a new appointment. Adults that have not had enhanced DBS checks are not involved in providing personal care for pupils, are escorted at all times and wear red visitor badges for identification. All visitor's badges contain child protection contact information.

Specific risks

In addition to, or included in, the main categories of abuse we are aware of and recognise the following specific risks

- bullying, including online (child on child) bullying and prejudice-based bullying
- racist, disability and homophobic or transphobic abuse
- gender-based violence/violence against women and girls
- radicalisation and/or extremist behaviour
- child sexual exploitation and trafficking
- the impact of new technologies on sexual behaviour, for example sexting
- substance misuse
- issues that may be specific to a local area or population, for example gang activity and youth violence
- domestic violence
- forced marriage
- fabricated or induced illness
- poor parenting, particularly in relation to babies and young children
- a child going missing from education
- other issues not listed here but that pose a risk.



Prevent

The aim of Prevent is to stop people from becoming terrorists or supporting terrorism. The objectives of Prevent are to:

- tackle the ideological causes of terrorism.
- intervene early to support people susceptible to radicalisation.

As part of our safeguarding policy and ethos, we encourage pupils to respect the Fundamental British Values. Where opportunities to teach this arise, staff are trained to be vigilant and act in the interests of child protection.

Within the school we will train and ensure that all staff:

- demonstrate a general understanding of the risks to children in the area of prevent.
- recognise signs and symptoms of suspected abuse.
- identify children who may be at risk of radicalisation and understand how to support them.
- have clear procedures and lines of communication.
- monitor children at risk.
- understand when it is appropriate to make a referral to the Channel programme and provide guidance using the prevent referral form <https://www.barnet.gov.uk/community/community-safety/radicalisation-and-prevent>

We work with families and organisations to:

- Assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology.
- Be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.

Private Fostering

Members of staff are aware that if a child is provided with care and accommodation by someone to whom they are not related (in that person's home), they should raise this in the first instance with the designated safeguarding lead. The school will then notify the local authority of the circumstances in order to establish that the arrangement is suitable and safe for the child.

Children with Special Educational Needs and Disabilities (SEND)

Children with SEND can face additional safeguarding challenges; additional barriers can exist when recognising abuse and neglect in this group of children. These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration.
- The potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs.
- Communication barriers and difficulties in overcoming these barriers.

Members of staff have been made aware of these potential challenges and are clear that any concerns are shared in accordance with the school's safeguarding procedures.

Designated Staff

All staff will undergo Level 1 training including Channel Awareness. All Designated staff will complete minimum Level 3 training every 2 years. The responsibility of the designated staff includes ensuring that:

- The school operates within the legislative framework and recommended guidance.
- All staff and volunteers are aware of the Local Safeguarding Children Board procedures and additional information on safeguarding is displayed on the safeguarding display in the staff room.
- Appropriate information, training and support is given to all staff.
- The Headteacher is kept fully informed of any concerns.
- Effective working partnerships with other agencies and services are developed.



- Further action about specific concerns is taken as necessary in agreement with the Headteacher (e.g. refer to Children's Services Social Care team/MASH).
- MASH advice is sought over suspected cases of child abuse or neglect.
- The designated teacher for 'looked after' children liaises with the social worker of any looked after child and the virtual school head at the local authority to monitor the safeguarding concerns for looked after children at the school.
- Accurate records relating to individual children are kept separate from academic files in a secure place and marked 'strictly confidential' or kept safely electronically.
- Reports are submitted and the school SLT attends Child Protection conferences and training.
- The school effectively monitors children with whom there are concerns.
- Guidance is provided for parents and carers, children and staff about obtaining suitable support.
- The designated staff work with the representative of Harwil Education Ltd with responsibility for Child Protection in order to ensure effectiveness of the school's policy.

Monitoring and Record Keeping

We acknowledge that effective monitoring and record-keeping play a vital role in cases of suspected/actual child abuse. The designated safeguarding lead is responsible for keeping records of all concerns and the responses. At St Martin's this is filed electronically using the platform, 'Safeguard My School'. All staff are trained to use this software and record concerns – copies of which are immediately sent electronically to the Safeguarding Lead. Only Safeguarding Lead / Deputy can access the 'back end.' Monitoring and recording will be ongoing until such time as the child leaves the school. Any notes will be transferred to the receiving school in a secure manner, to a named person and separate from the child's academic file. If a child who is/has been on the Child Protection Register changes school, the Designated Staff will inform the social worker responsible for the case. If the child goes abroad the LA will be informed.

Staff Training and awareness

All staff complete our Educare Safeguarding training and read the "[Keeping Children Safe in Education information for staff](#)" document and updates. They have an annual internal training session on safeguarding in September or in their first week of employment as part of our induction process. In addition to this, termly information specific to the school is shared in INSETs and regular updates are communicated when necessary via e-mail or staff meetings. Written confirmation of Child Protection Training is required for any person working with children at the school.

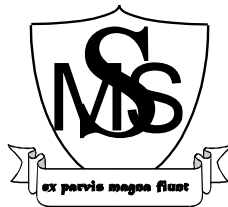
Vulnerable Children will be discussed at weekly Senior Leadership meetings and the Head Teacher (DSL) and Deputy DSL will proactively work with other agencies to further protect these children.

Contextual Safeguarding

All staff, including the DSL and their deputies, should consider the context within which safeguarding incidents and/or behaviours occur. This is known as 'contextual safeguarding' which expands the objectives of child protection systems in recognition that young people are vulnerable to abuse in a range of social contexts and should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare. Contextual safeguarding looks at how we can better understand these risks and engage with children and young people in order to help to keep them safe.

Female Genital Mutilation (FGM)

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Whilst all staff should speak to the DSL, or the deputy DSL, with regard to any concerns about FGM, there is a specific legal duty on teachers to personally report to the police cases where they discover that an act of FGM appears to have been carried out on a girl under 18. The report



should be made orally by calling 101, the single non-emergency number. It will be rare for teachers to see visual evidence, and they should not be examining pupils. If a student discloses an injury which causes concern possibly relating to FGM staff may consult the National FGM Helpline on 08000 283 550. Staff failing to report such cases will face disciplinary sanctions. It is also School policy that any member of staff, other than a teacher, should follow the above procedure where they discover an act of FGM appears to have been carried out, as this represents best practice. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the Designated Safeguarding Lead and involve Children and Family Services as appropriate. The duty does not apply in relation to at risk or suspected cases i.e., where the teacher does not discover that an act of FGM appears to have been carried out or in cases where the woman is 18 or over. In these cases, teachers should follow local safeguarding procedures.

Relationships and Sex Education

The Relationships Education, Relationships and Sex Education and Health Education Regulations (England) Regulations 2019 states that as of the summer term 2021 pupils receiving primary education must be taught Relationships Education. Health education is not compulsory for independent schools. Personal, Social, Health and Economic Education (PSHE) continues to be compulsory in independent schools. The DfE guidance gives schools freedom to deliver the content set out in the guidance in the context of a broad and balanced curriculum.

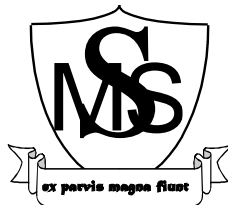
The School seeks to work in partnership with parents to enable parents to feel confident about the Relationships and Sex Education programme, and that it will be delivered sensitively and inclusively respecting backgrounds and beliefs. The draft curriculum plan and draft PSHE programme were circulated to parents in August 2020, with parents being invited to make suggestions for development as part of the School's consultation process.

Child on Child abuse

All staff should be aware that children are capable of abusing their peers i.e. child on child abuse. Child on Child abuse is unacceptable and will be taken seriously by the School. It can manifest itself in many ways both inside and outside of school, and online. This is most likely to include, but may not be limited to:

- Bullying (including cyberbullying, prejudice-based and discriminatory bullying).
- Abuse in intimate personal relationships between peers.
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse).
- Sexual violence (this may include an online element which facilitates, threatens and/or encourages sexual violence).
- Sexual harassment such as sexual comments, remarks, jokes and online sexual harassment.
- Causing someone to engage in sexual activity without consent, such as forcing someone to strip or touch themselves sexually.
- Consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery).
- 'Upskirting' which typically involves taking a picture under a person's clothing (not necessarily a skirt) without their permission, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is a criminal offence. Anyone of any gender can be a victim.
- Initiation/hazing type violence and rituals (including activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may include an online element).

All staff should understand that even if there are no reports in their school it does not mean child-on-



child abuse is not happening, it may be that it is just not being reported. It is important that if staff have any concerns regarding child-on-child abuse they should speak to the DSL or deputy DSL.

It is essential that all staff understand the importance of challenging inappropriate behaviours between peers, even if it appears to be relatively innocuous, as this can be an important intervention that helps prevent problematic, abusive or violent behaviour in the future. Child-on-child abuse should not be tolerated or passed off as "just banter", "part of growing up", "boys being boys" or "just having a laugh". Downplaying certain behaviours can lead to a culture of unacceptable behaviours, an unsafe environment and a culture that normalises abuse leading to children accepting it as normal and not reporting it. Staff should be aware that gender issues can be prevalent when dealing with this type of abuse i.e., that it is more likely that girls will be victims and boys perpetrators.

The threshold for dealing with such abuse is when there is reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm. Such abuse will be referred to local agencies.

Our curriculum aims to enable pupils to lead responsible, healthy and assertive lives and to develop skills and knowledge which will equip them with the ability to deal with a range of issues.

Pupils who have been subject to Child-on-Child abuse are encouraged to immediately report any concerns to any member of staff or speak directly to the DSL.

If a pupil makes an allegation of child-on-child abuse staff should follow the procedure as set out below under 'Reporting Concerns'. In response to reports of child sexual violence and/or sexual harassment the School will act in accordance with Part 5 of Keeping Children Safe in Education.

When child-on-child abuse is found to have occurred appropriate action will be taken to support both the victims and perpetrators:

- Ensure the immediate safety and wellbeing of those involved.
- Provide on-going support and counselling for the victim, including support from external services where appropriate.
- Provide on-going support and counselling (where deemed necessary) for the perpetrator, including support from external services where appropriate.
- Consider the motivation behind the behaviour and establish whether further support and/or counselling, including support from external services, are required to rectify behaviour and tackle any underlying issues which contributed to the behaviour.

The School's Behaviour Policy will apply when an allegation of abuse has occurred.

The School will take advice from Children and Family Services on the investigation of such allegations, which give reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm, and will take all appropriate action to ensure the safety and welfare of all pupils involved including the pupil or pupils accused of abuse, who are all treated as being "at risk". If it is necessary for a pupil to be interviewed by the police in relation to allegations of abuse, the School will ensure that, subject to the advice of Children and Family Services, parents are informed as soon as possible, and that the pupil is supported during the interview by an appropriate adult.

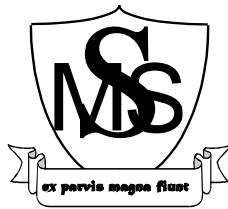
Safer use of technology & Online Safety

Pupils are taught online safety as part of a broad and balanced curriculum, which includes lessons on staying safe online as part of the Computing programme.

In the School all mobile phones are handed in to the office at the beginning of the School day and collected at the end of the day.

Guidance to parents and staff on use of cameras in school is also set out as follows:

- In the EYFS setting, staff must not bring electronic devices with imaging and sharing capabilities, including mobile phones and cameras into the EYFS setting (classroom, bathrooms or designated play areas).
- Parents may bring electronic devices with imaging and sharing capabilities, including mobile phones and cameras onto the premises but may only take photographs during events such as plays, concerts or



sporting events for personal use. Parents should be reminded that the publications of such images (including on personal social networking sites even where access to the image may be limited) is not permitted.

- Staff may bring electronic devices with imaging and sharing capabilities, including mobile phones and cameras onto the premises but should not take photographs of pupils on their personal devices. Staff should only use equipment provided or authorised by the School when taking photographs of pupils for official School purposes.

The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- content: being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.
- contact: being subjected to harmful online interaction with other users; for example, peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.
- conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images e.g., consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying.
- commerce: risks such as online gambling, inappropriate advertising, phishing and/or financial scams.

The School will do all it reasonably can to limit pupils' exposure to the above risks when using the School's IT systems by having in place a filtering system to safeguard pupils from potentially harmful and inappropriate material online without "over blocking" or imposing unreasonable restrictions as to what pupils can be taught through online teaching.

The designated safeguarding lead should take lead responsibility for safeguarding and child protection including online safety and understanding the filtering and monitoring systems and processes in place. The Designated Safeguarding Lead receives email alerts relating to filtering and monitoring software (relating to all network users).

In relation to the DfE filtering and monitoring standards, the School has software installed that monitors all PCs and school devices for key words and phrases. All software used on the PC/laptop or device is monitored by keyboard strokes not just internet browsing. In the event of a key word or phrase being used the user, date, time and context are logged. The list of key words and phrases can be amended and different actions taken depending on the severity.

Staff must not give their personal contact details including personal e-mail addresses, home or mobile telephone numbers etc. to pupils. Staff must not have personal contact details for pupils on their personal phones.

Staff should be aware that the School's filtering monitoring software is effective on school devices both inside and outside of school. School's expectation is that use of a staff member's school device should be predominantly for schoolwork rather than for personal use. When a device is being used for personal purposes, professional standards are demanded at all times. School reserves the right to discuss a member of staff's activity on a school device, both inside and outside of school, with them.

Pupils are responsible for their actions, conduct and behaviour on the internet, mobile and smart technology. Their use of technology must be safe, secure, responsible and legal. If a pupil is aware of or experiences misuse, harassment, bullying or abuse, via mobile or smart technology by other pupils, they should immediately talk to a member of staff. Where a pupil breaches any of the School rules, practices or procedures the Headteacher will apply sanctions that are appropriate and proportionate to the breach including, in the most serious cases, those in line with the School's Behaviour Policy.



Reporting concerns

Anyone with concerns or knowledge of possible suspected child abuse must pass the information **immediately** to the designated staff, do not wait until the next break/day. The reporting person should record their concerns on the 'Safeguard my School' platform accessed via the webpage or the QR code. In addition, should the child have visible marks, complain of pain or report a bodily injury as a result of something untoward, you must use a body chart diagram to record the precise location of these.

Reporting technology safeguarding concerns

If the concern relates to inappropriate contact via communication technologies:

- Advise the child how to terminate the communication and save all evidence.
- Discuss with the safeguarding lead who will:
 - Contact the parents.
 - Contact CEOP <http://www.ceop.gov.uk>.
 - Consider the involvement of Police and Social Services.
 - Inform LA e-safety officer.

In the event of a disclosure

Receive Make time to hear what children want to say. Listen carefully to exactly what they say.

Reassure Let them know they have done the right thing by telling you and that you will help them with their situation by telling someone who can help more.

Respond Empathise by saying something like "That must be a very difficult thing for you to go through," but NEVER promise to keep it a secret.

Record the disclosure on 'Safeguard My School'– using the QR code in the staffroom or the URL below in as much factual detail as possible. Include the child's words and make your concerns clear.

(<https://edukeyapp.com/safeguard/stmartinsnw7>)

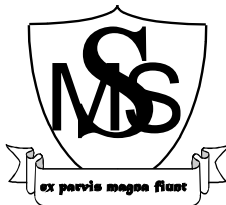
Refer Your referral will be passed electronically immediately to a Safeguarding Officer; please also speak to them in person.

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 DSL.

Confidentiality

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

- All staff in school, both teaching and non-teaching, have a responsibility to share relevant information about the protection of children with other professionals, particularly the investigative agencies of The Children's Service and the Police.
- If a child confides in a member of staff /volunteer and requests the information is kept secret, the member of staff/volunteer MUST tell the child sensitively that s/he has a responsibility to refer cases of alleged abuse for the child's own sake. The child should be reassured that the information will ONLY be disclosed to people who need to know.
- Staff/volunteers who receive information about children and their families should share that information strictly within the appropriate professional contexts.



- Parents and members of the wider community who are in receipt of information which may cause concern may speak directly with Children's services or with designated staff in school who will follow agreed procedures.

The designated people are:

Mr Gideon Zucker – Designated Safeguarding Lead (DSL) and single point of contact for Prevent – Headteacher

In his absence - Daniel Guyster – Deputy Designated Safeguarding Lead - Deputy Headteacher. Where the Safeguarding Lead and Deputy are absent, the Proprietor or next most senior teacher will always contact them, and then work through the procedures. Mobile phone contact numbers are in the school office. If the designated people are not available, establish the facts and details and contact the relevant social services.

Designated Local Authority Staff:

BARNET MASH TEAM 020 8359 4066

Herts Safeguarding Children Partnership **0300 123 4043**

Brent Safeguarding Children Partnership **020 8937 4300**

Essex Safeguarding Children Board **0345 603 7627**

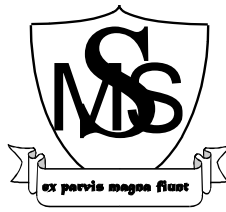
If unable to access the phone numbers above for any reason, Phone Barnet Council (0208 8359 2000) and ask for Social Services; duty social worker. Also:

- Check to see if the family are known to Social Services.
- Discuss the situation and ask for advice.
- A social worker may come to school to talk to the child.
- Establish who will be responsible for informing the parents if appropriate and advised to do so.
- Social services will contact the police as necessary.
- If action is taken, follow up with an online referral.

Allegations of Abuse/Suspected Abuse Involving a Member of Staff including the Deputy DSL

If an allegation of abuse is made against a member of staff/volunteer, the person receiving the allegation must take it seriously and immediately inform the Headteacher. They should also make a record of the concern on the online platform including noting anyone else who witnessed the incident/alleged incident. The Head Teacher will recognise the need to act in a careful, measured way, bearing in mind that, for an innocent person to be subjected to a lengthy period of suspension and investigation is a serious ordeal, which can result in long-term damage to health and career. All attempts will be made to keep the damaging effects of all allegations to a minimum, whilst at the same time not compromising child protection. It is essential that the following process is actioned immediately in the interests of the child and the member of staff concerned:

- It is the responsibility of the Headteacher to immediately inform the Directors of Harwil Education so that staff members can be supported through the process and inform the Local Authority: **Mr Rob Wratten – 020 8359 4066. Outside of office hours you can contact the emergency duty team on 020 359 4066. If you believe a child is at immediate risk of harm, please call the Police on 999.**
- The Head Teacher will investigate the allegation in consultation with the Deputy DSL taking detailed written statements from the person alleging the incident, member of staff involved and all witnesses.
- It may be necessary to discuss appropriate steps to ensure other children are not at risk.
- The allegation will be investigated in accordance with Barnet Safeguarding Children Partnership procedures. Once the appropriate LA officer board have become involved, it is likely that a Strategy Meeting will be called to decide whether there is substance in the allegation. This will be



attended by one of the designated staff. The substantive decision on whether to investigate under local Safeguarding Procedures will rest with the LADO.

Allegations against the Head Teacher / Designated Safeguarding Lead

Any such allegations must be reported to the Deputy Designated Safeguarding Lead and Proprietor. The appropriate Local Authority Safeguarding Officer to be contacted is: **Rob Wratten – 020 8359 4066. Outside of office hours, you can contact the emergency duty team on 020 359 4066. If you believe a child is at immediate risk of harm, please call the Police on 999.**

Next Steps

If a child shows an indicator of abuse, it will be investigated. It will be the responsibility of the designated persons to decide what course of action to take including investigating further through actions such as a further conversation with the child, speaking with siblings, discussing allegations with parents etc. At all times the interests of the child will be put first.

At this point the decision may be made to take no further action immediately, but rather to continue to monitor the child and keep regular notes (see section on Monitoring and Record keeping). Where there is no clear-cut evidence of child abuse, but suspicions are aroused, the designated person will seek the advice of the Multi Agency Safeguarding Hub (MASH) to assess whether a referral needs to be made. If the designated person believes that there are reasonable grounds for suspicion that a child has, or is being abused, they will immediately contact the Social Services Area Duty Team Manager (MASH). The phone number for the Area Office is 0208 359 4066/4097 [mash@barnet.gov.uk]. Social Services have the statutory responsibility to investigate, will consider the information passed to them and decide whether to proceed with an investigation. Once an official Referral has been made to the Social Services MASH team, the procedures to be followed will be as laid down in locally agreed procedures. At all stages the School will contribute to the process in any way which will ensure the minimum of trauma to the child and the family, whilst recognising that such situations are always distressing for all concerned.

Confidentiality will be maintained between the designated staff and those directly involved. The school will supply any information/reports required and attend any meetings where school representation is requested. The school will expect to be kept informed at all stages. It is to be noted that although the involvement of Social Services/MASH team may be temporary, the school must continue working with both child and parents. Whatever the outcome of a disclosure or investigation, the school will ensure a normal, friendly, non-judgmental attitude, and maintain a normal school-home relationship with them. Particular attention will be paid to the attendance and development of any child about whom the school has concerns, or who has been made subject of a child protection plan.

Statutory Framework

This policy has been developed in accordance with the principles established by:

- The safeguarding duty of schools and colleges set out in section 175 of the Education Act 2002.
- The Education (Independent School Standards) Regulations 2014.
- The Department for Education (DfE) (2019) Independent school standards guidance.
- The Department for Education (DfE) (2024) Keeping children safe in education.
- The Department for Education (DfE) (2024) Working together to safeguard children.
- The Department for Education (DfE) (2023) Prevent Duty Guidance.
- Multi-Agency statutory guidance on Female Genital Mutilation (2020 update)
- The Department for Education (DfE) (2015) What to do if you're worried a child is being abused. Advice for practitioners.



Further Information

Reporting:

Local Authority Designated Officer (LADO): **0208 359 4066**

Barnet Children's Services – Multi Agency Safeguarding Hub (MASH) **020 8359 4066/4097**

Herts Safeguarding Children Partnership **0300 123 4043**

Brent Safeguarding Children Partnership **020 8937 4300**

Essex Safeguarding Children Board **0345 603 7627**

Police Child Abuse Investigation Team **020 8733 5070**

CEOP (Child Exploitation and Online Protection Centre) www.ceop.gov.uk

If unable to access the phone numbers above for any reason, Phone Barnet Council (**0208 8359 2000**)
Ask for Social Services; duty social worker.

Other useful contacts:

Crimestoppers **0800 555 111**

NSPCC **0808 800 5000**

Childline **0800 1111**

Kidscape Bullying Helpline **020 7730 3300**

Samaritans **116 123**

NAPAC – National Association for People Abused in Childhood www.napac.org.uk **0800 085 3330**

NSPCO whistleblowing helpline **0800 028 0285**

Written by: Mr Zucker

Policy date: September 2024

Ratified by: Governors

To be reviewed: September 2025