



Myddelton College

Denbigh, Denbighshire, LL16 3EN

SAFEGUARDING POLICY AND PROCEDURES

This document should be read in conjunction with Myddelton College's *Anti-bullying Policy*, *Promoting Good Behaviour Policy* and *Whistle Blowing Policy*. The following documents can also be referred to; Keeping Learners Safe 2015, National Assembly for Wales Circular 34/02 Child Protection: preventing unsuitable people from working with children and young people in the education service, Safeguarding Children in whom illness is fabricated or induced 2008, National Assembly for Wales Circular 02/03 Criminal Records Bureau: basic facts for school volunteers, Details of Freedoms Act, Definitions of Supervision, Welsh Office Circular 52/95: Protecting Children from abuse – the role of the education service, Safeguarding Vulnerable Groups Act 2006: Controlled Activities in Wales and Safeguarding Children: Working together under the Children Act 2004.

All concerns are to be reported to the College's Designated Safeguarding Lead, Mr Stuart Ayres, The Senior Deputy Headteacher.

Safeguarding Personnel and Contact Numbers

Senior Deputy Headteacher (DSL)

Stuart Ayres 01745 472203

Deputy Headteacher (Deputy DSL)

Alicia Davies 01745 472201

Other identified Level 3 persons at the school (contactable through 01745 472201):

Becki Jones

Kyle Scott

Mark Roberts

External

Safeguarding Officer at Denbighshire County Council:

Mr. Wayne Wheatley

MYDDELTON COLLEGE CHILD PROTECTION AND SAFEGUARDING POLICY

The College will:

- i. Ensure that there is a member of staff designated with the lead responsibility for child protection (referred to as the “Designated Safeguarding Lead - DSL” throughout this policy) and a Deputy DSL.
- ii. Ensure that the DSLs have appropriate training on a regular basis.
- iii. Inform staff and directors of the name of the DSLs.
- iv. Have procedures in place to take forward concerns when both the DSL and Deputy DSL are unavailable. In this case the Headmaster should be contacted directly.
- v. Ensure that all members of staff are aware of the need to be vigilant for signs of abuse and that they will know how to respond to a pupil who may tell of abuse.
- vi. Ensure that parents are sent information about the College’s Safeguarding and Child Protection policy and procedures.
- vii. Provide appropriate training for staff so that they understand their personal responsibilities, know the School’s procedures, are vigilant and know how to support a pupil who tells of abuse.
- viii. Notify the social services if a pupil on the child protection register is excluded from the College for a fixed term or permanently; or if there is an unexplained absence of a pupil on the child protection register of more than two days duration, or one day following a weekend.
- ix. Maintain links with relevant agencies and cooperate as required with their enquiries regarding child protection matters including attendance at initial case conferences, core groups and child protection review conferences.
- x. Keep written records of concerns about children even when there is no need to refer the matters to social services. These records will include date, event and action taken. These records will be confidential and kept in secure, locked locations in paper form.
- xi. Ensure that all staff are CRB/DBS checked and that all new staff are checked in accordance with Welsh Assembly guidance circular “Child Protection: Preventing Unsuitable People from working with Children in the Education Sector”.
- xii. Notify the Charity Commission in the case of a serious incident, in accordance with Charity Commission guidelines

N. B. All staff will have access to this policy, which can be found on Myddelton College’s website (www.myddeltoncollege.com) and all staff will sign to the effect that they have read and understood the contents.

Policy Date	July 2016
Policy developed by:	Myddelton College Ltd
Date Adopted by Myddelton College	August 2016
Annual Review Date	Each July

1. INTRODUCTION

Myddelton College accepts that it is the responsibility of every adult to protect children from abuse. All children have a right to be protected from all forms of abuse and discrimination and to be treated equally regardless of age, gender, racial origin, culture, religious belief, language, disability or sexual identity.

This policy applies to all staff at Myddelton College, both teaching staff and support staff. It also applies to the College Directors and Stakeholders. The College wants all staff to follow correct procedures for dealing with a case, or suspected case, of abuse.

There are three main aspects within this policy:

- a) Prevention of abuse through our teaching and the pastoral support which is offered to pupils and the safeguarding measures in place to protect student welfare. (Article 5)
- b) Procedures for identifying and reporting cases, or suspected cases, of abuse. (Article 6)
- c) Support to pupils who may have been abused (Article 7)

There are 5 Child Protection and Safeguarding Procedures described in this document, they are:

- a) Protecting students from abuse and dealing with allegations of abuse (article 6.1)
- b) Allegations of abuse against staff (article 6.4)
- c) Preventing impairment of their health or development (article 5)
- d) Dealing with students who go missing or absent without leave (article 5.1)
- e) Arranging exeats (article 5.2)

2. ROLES AND RESPONSIBILITIES

2.1 THE ROLE OF THE LOCAL AUTHORITY

Denbighshire County Council can be contacted if you are concerned about the welfare or safety of a child, please contact us:

01824 712200: Monday - Thursday 9am - 5pm and Friday 9am - 4.30pm

0845 053 3116: Evenings and weekends

You can also send an email to cfsgateway@denbighshire.gov.uk

2.2 THE ROLE OF THE BOARD OF DIRECTORS/STAKEHOLDERS

The boards of Directors and stakeholders of Myddelton Education Ltd have a responsibility to ensure that:

- The College has an effective Child Protection/Safeguarding policy in place in accordance with guidance in this document.
- The policy is reviewed annually and is made available to parents and/or students on request.
- The College follows recommended procedures and guidelines for dealing with allegations of misconduct against members of staff, including child protection allegations, in line with Myddelton College Policy and Welsh Assembly Government (WAG) guidelines.
- The school operates safe recruitment procedures and ensures that all appropriate checks are carried out on all new staff and volunteers including governors in line with Myddelton College policy and WAG guidelines.
- The College has a designated senior member of staff who is appropriately trained to take lead responsibility for dealing with child protection.
- The Headmaster and all staff and volunteers (including directors and stakeholders) undertake appropriate safeguarding training.

2.3 THE ROLE OF HEADTEACHER

Headteachers have a responsibility to ensure that:

- Safeguarding/child protection policies and procedures adopted by the governing body or proprietor are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers understand the procedures for raising concerns with regard to children in their care.

2.4 THE ROLE OF THE DESIGNATED SAFEGUARDING LEAD IN MYDDELTON COLLEGE

The designated senior person for safeguarding fulfils an essential role in developing and implementing policies that help to protect children from all forms of abuse and create a safe school environment.

DSL (or his/her designated deputy) is responsible for:

- Referring a student to the relevant Local Authority (according to where they live) if there are concerns about possible abuse, and acting as a focal point for relevant staff to discuss concerns.
- Keeping written records of concerns about a student even if there is no need to make an immediate referral.

- Ensuring that all such records are kept confidentially and securely and are separate from student records, until the student's 25th birthday, and are passed on to the student's next school or college.
- Ensuring that an indication of the existence of the additional file (mentioned above) is marked on the student records.
- Liaising with other agencies and professionals.
- Ensuring that either they or the staff member attend case conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report which has been shared with the parents.
- Ensuring that any student currently with a child protection plan who is absent in the educational setting without explanation for two days is referred to their key worker's Social Care Team.
- Organising child protection induction and regular update training for all school staff.
- Providing, in consultation with the Head, an annual report for the Board of Directors/Stakeholders, detailing any changes to the policy and procedures; training undertaken by the DSL, staff and directors; number and type of incidents/cases, and number of students on the child protection register in an anonymised format.

3. TRAINING

The College will be cognizant of national and local training requirements and guidance, which will include Safeguarding Children Board guidance, advice and training opportunities.

The College will ensure that the Designated Safeguarding Lead (DSL) will have received initial training when starting their role and continued professional updates as required. Specific updates as suggested by national and local requirements will be central to the DSL's development. The Deputy DSL will be initially supported by the DSL and consideration for joint opportunities for training with the designated person will be considered.

All new staff to the college will have training in all aspects of College procedures in regard to safeguarding of young people as part of their induction programme.

All staff will be regularly updated during the year as appropriate from the designated person, but will receive specific awareness raising training within a 2-3 year period.

4. CHILD ABUSE

Child abuse and particularly child sexual abuse can arouse strong emotions in those facing such a situation and it is important to understand those feelings and not allow them to interfere with your professional judgement. Child abuse may come to light in a number of ways:

- A child may tell you what has happened to them
- From a third party (e.g. another child)
- Through the child's behaviour
- A suspicious, unexplained injury to the child.

4.1 TYPES OF ABUSE

Abuse and neglect are described in four categories:

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. It may also be caused by a parent or carer fabricating the symptoms of, or deliberately causing, illness in a child. Orofacial trauma occurs in at least 50% of children diagnosed with physical abuse – and a child with one injury may have further injuries that are not visible.

Emotional abuse is the persistent emotional maltreatment causing severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of the other person. It may feature

- age or developmentally inappropriate expectations being imposed on children
- interactions that are beyond the child's developmental capability
- overprotection and limitation of exploration and learning
- preventing the child participating in normal social interaction
- seeing or hearing the ill-treatment of another
- causing children frequently to feel frightened or in danger
- exploitation or corruption of children.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (for example rape, buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect is the persistent failure to meet the child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may occur in pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer:

- failing to provide adequate food and clothing, shelter
- failing to protect a child from physical and emotional harm or danger
- failure to ensure adequate supervision
- failure to ensure access to appropriate medical care or treatment neglect of, or unresponsiveness to, a child's basic emotional needs

4.2 IDENTIFYING SIGNS OF POSSIBLE ABUSE

Recognising abuse is not easy, even for individuals who have experience of working with child abuse. Most children will receive cuts, grazes and bruises from time to time and their behaviour may give reason for concern. There may well be reasons for these factors other than abuse, but any suspicion of any child protection issues, including abuse, should be raised with the Designated Safeguarding Lead without delay.

Warning signs which may alert teachers to the possibility of abuse can include:

- Unexplained bruising, cuts or burns on the child, particularly if these are on parts of the body not normally injured in accidents.
- An injury which a parent or carer tries to hide or for which they might have given different explanations.
- Changes in behaviour such as the child suddenly becoming very quiet, tearful, withdrawn, aggressive, or displaying severe tantrums.
- Loss of weight without a medical explanation.
- An inappropriately dressed or ill-kept child who may also be dirty.
- Sexually explicit behaviour, for instance playing games and showing awareness which is inappropriate for a child's age.
- Aggressive and inappropriate play.
- Running away from home, attempted suicides, self-inflicted injuries.
- A lack of trust in adults, particularly those who would normally be close to the child.
- Disturbed sleep, nightmares and enuresis particularly if a child has previously been dry.
- Eating problems, including over-eating or loss of appetite.

Remember, the above signs do not necessarily mean that a child has been abused. If you are concerned about the welfare of a child, however, you must act. Do not assume that someone else will help the child: they might not.

4.3 FGM Awareness

The All Wales Child Protocol on FGM asks schools to ensure that they raise awareness of Female Genital Mutilation (FGM). Communities particularly affected by FGM in the UK include girls from Somalia, Kenya, Ethiopia, Sierra Leone, Sudan, Egypt, Nigeria, Eritrea, Yemen, Indonesia and Afghanistan. In England and Wales, 23,000 girls under 15 could be at risk of FGM.

Key Points:

- Not a religious practice
- Occurs mostly to girls aged from 5 – 8 years old; but up to around 15
- Criminal offence in UK since 1985
- Offence since 2003 to take girls abroad
- Criminal penalties include up to 14 years in prison

Reasons for this cultural practice include:

- Cultural identity – An initiation into womanhood
- Gender Identity – Moving from girl to woman – enhancing femininity
- Sexual control – reduce the woman's desire for sex
- Hygiene/cleanliness – un mutilated women are regarded as unclean

High Risk Time

This procedure often takes place in the summer, as the recovery period after FGM can be 6 to 9 weeks. Schools should be alert to the possibility of FGM as a reason why a girl in a high risk group is absent from school or where the family request an 'authorised absence' for just before or just after the summer school holidays.

Although, it is difficult to identify girls before FGM takes place, where girls from these high risk groups return from a long period of absence with symptoms of FGM, advice should be sought from the police or social services.

Post-FGM Symptoms include:

- difficulty walking, sitting or standing
- spend longer than normal in the bathroom or toilet
- unusual behaviour after a lengthy absence
- reluctance to undergo normal medical examinations
- asking for help, but may not be explicit about the problem due to embarrassment or fear

Longer Term problems include:

- difficulties urinating or incontinence
- frequent or chronic vaginal, pelvic or urinary infections
- menstrual problems
- kidney damage and possible failure
- cysts and abscesses
- pain when having sex
- infertility
- complications during pregnancy and childbirth
- emotional and mental health problems

At Myddelton College we believe that all our pupils should be kept safe from harm. Female Genital Mutilation affects girls particularly from North African countries, including Egypt, Sudan, Somalia and Sierra Leone. Although our College has few children from these backgrounds and consider girls in our school safe from FGM, we will continue to review our policy annually.

5. PREVENTION

Abuse is more likely to be prevented or reported quickly if pupils have high self-esteem, confidence, supportive friends and open lines of communication with trusted adults.

The Welsh Government has seven core aims around safeguarding children. They aim to make sure that all children:

- have a flying start in life

- have a comprehensive range of education and learning opportunities
- enjoy the best possible health and are free from abuse, victimisation and exploitation
- have access to play, leisure, sporting and cultural activities
- are listened to, treated with respect, and have their race and cultural identity recognised
- have a safe home and a community which supports physical and emotional wellbeing
- are not disadvantaged by poverty

At Myddelton College we will:

- Maintain an ethos where pupils feel secure and are encouraged to talk and where they believe adults and prefects will listen.
- Ensure students know of the identity of the College's Designated Safeguarding Leads and feel able to approach them directly with their concerns. Students should also know and feel able to approach any other member of the Staff with their concerns. In order to achieve this, students should be informed of the identities and responsibilities of the relevant Designated Safeguarding Lead as part of their induction.
- Include in the curriculum and in activities and Personal, Social and Health Education (PSHE) lessons opportunities for pupils to gain self-esteem and confidence so they gain the skills to stay safe and to know to whom to turn for help.
- Include in the curriculum material which will help pupils to gain a supportive and caring attitudes to others.

In order to help protect pupils from possible harm, members of staff are asked to take any adult who is looking for a pupil to the School Reception.

5.1 DEALING WITH STUDENTS WHO GO MISSING OR ABSENT WITHOUT LEAVE

Absence from morning registration

House tutors should inform the school office of any absences if no good reason for a student's absence is known. The teacher on duty in conjunction with Head of Boarding will visit missing boarders' rooms, investigate any absences and update staff. Internal e-mails will be used to share information with relevant staff (such as House Parents & House/Registration Tutors, Members of SLT.) Parents of absent day students should be contacted by phone to check on the health and whereabouts of day students.

Absence from lessons

The same procedure as outlined above should be followed.

Unauthorised absence at bedtime

House Parents should check with a student's close friends in order to ascertain a reason for absence, then inform Head of Pastoral and Head of Boarding immediately.

Overnight absence

If a student cannot be located quickly, then Head of Boarding and the Headmaster will undertake a risk assessment and this might well result in them:

- notifying parents

- informing local Police and Social Services as necessary

5.2 ARRANGING EXEATS

The House Master/Mistress should consider the age of the student when approving exeats as follows:

The College's concern for the welfare of its students and duty of care means that the written permission of parents/ guardian is essential for each specific occasion when a student is to leave the campus overnight. It is important that the College knows as much as possible about where they are going/ what they are doing/ who they are staying with. This information should be contained in the e-mail/ letter/fax giving parental permission and also obtained from the student concerned and written down. There are special exeat forms available for students Under 16 who are requesting permission to go on exeat. They require the student to undertake some careful planning prior to their trip and to discuss the potential risks involved with the member of staff giving permission. If the student does not return from the overnight absence at the expected time, this written record could have very real practical and legal implications for finding the student and confirming that the College has taken "the actions of responsible parents".

6. PROCEDURES

Myddelton College prides itself on respect and mutual tolerance. We will never ignore an allegation of child abuse and will investigate any concerns thoroughly. Open communications are essential.

6.1 PROTECTING STUDENTS FROM ABUSE AND DEALING WITH ALLEGATIONS OF ABUSE

Below are the procedures relating to the care of students. If anyone wishes to report a concern, the following procedure will be followed:

1. The welfare of the child is the paramount consideration. Does the child require immediate removal to a "place of safety" or does the child require urgent medical attention?
2. *The Police must be informed if a Child Protection allegation involves a case of serious harm. Dial 999 or contact North Wales Police on 0300 330 0101.*
3. All concerns are to be reported to the College's Designated Safeguarding Lead (DSL), Senior Deputy Headteacher, Mr Stuart Ayres.

However, any member of staff has the option of directly contacting external agencies themselves and "blowing the whistle".

If contact with the relevant College's Designated Safeguarding Lead is not possible, then the reporting member of staff can proceed to points 4 and 5 of the procedure below.

4. A written statement is to be completed by the person raising the concern and a written record is to be kept by the Designated Safeguarding Lead dealing with the matter.
5. On the information received, the following options are to be considered:

The College's Designated Safeguarding Lead, or any other person wishing to report a concern should make contact with:

- i) Denbighshire County Council's Safeguarding Officer, Wayne Wheatley
- ii) Conwy Social Services
During office hours* tel. 01492 575111
out-of-hours tel. 01492 515777
*Office hours 8.45am to 5.15pm
- iii) Denbighshire Social Services
During office hours* tel. 01824 712 200
out-of-hours tel. 0845 053 3116
*Office hours 8.30am to 5.00pm Mon- Thu, 8.30am to 4.30pm Fri.
email: cfsgateway@denbighshire.gov.uk

If staff are unable to make contact with any of the above the organisations listed below should be approached.

- Police tel. 0845 607 1002
If you need Police assistance in an EMERGENCY, you should always dial 999
- NSPCC tel. 0808 800 5000
- Childline on 0800 1111

An investigation will be carried out as necessary by the relevant individuals and organisations concerned. All relevant agencies will be kept informed and regularly up-dated. An open and honest culture is necessary to ensure the paramount need for the protection of the student is met.

6.2 LISTENING TO THE CHILD

- Don't make promises which you may not be able to keep. Don't promise to keep what you have been told a secret as you have a responsibility to disclose information to those who need to know and they may be able to help.
- Remember that the child's welfare is paramount and this must be the most important consideration.
- Listen carefully to any complaint or allegation by the child and tell and show the child that you are taking them seriously.
- Keep questions to a minimum but make sure you are absolutely clear about what a child has said so that you can pass on this information to professionals who are trained and experienced in investigating possible child abuse. Do not prompt or ask leading questions.
- Acknowledge how difficult and painful it must have been for them to confide in you and reassure the child, stressing that they are never to blame.
- Stay calm: don't take hasty or inappropriate action.

- As soon as possible after talking with the child make a written record of what the child said, how they were behaving, and what you did in response. Use their exact words if possible.
- Note the date, time, place and names of those present and then sign the record and take it to the Designated Safeguarding Lead. Appendix 1 gives a template form.
- If the allegation is made against a staff member this should be reported directly to the Head Teacher.
- If an allegation is made against the DSL this should be reported directly to the Head Teacher or reported

6.3 TALKING TO THE PARENTS AND CARERS

When reading this section it must be remembered that the safety of the child must be paramount.

It is possible that a relationship with parents and carers will have been established and as a general principle it is important to be open and honest when dealing with them.

There may be circumstances, however, when it is not appropriate for parents to be informed immediately of the concerns you have, as this may prejudice any investigation and may place the child at even greater risk. Always discuss your concerns first with the Designated Safeguarding Lead. In such cases contact with parents should be delayed until advice has been sought from one of the professional agencies who have been notified.

Responding to Child Abuse: What to do if you are Concerned

- Remember that it is not your responsibility to decide if child abuse has occurred, but it is your responsibility to take action, however small your concern.
- In cases of suspected abuse the Designated Safeguarding Lead will take responsibility for seeking any additional advice and for contacting the local Social Services Department or the police who are trained to deal with such situations and have the necessary legal power to protect the child.
- If the Designated Safeguarding Lead, or Deputy Designated Safeguarding Lead is not available, or concerns for the child remain, then you should contact the Becki Jones, Student Welfare & Pastoral Manager. If all of these staff are unavailable you must contact the Safeguarding Officer at Denbighshire County Council yourself. There will be immunity from retribution or disciplinary action against staff for “whistle blowing” in good faith.
- The agency receiving your referral will take responsibility for ensuring that appropriate investigations are undertaken and the child protected. The contact details are found on page 1 of this document.

6.4 ALLEGATIONS OF ABUSE AGAINST STAFF MEMBERS

If an allegation is made against a member of residential staff, the College will make arrangements for the member of staff to be accommodated off campus until matters are resolved.

Members of staff likely to receive allegations against members of staff are: the Head, the Board of Directors and the Head of Pastoral. The 3 criteria for such allegations to be reported to the LADO (Local Authority Designated Officer) are as follows:

- i) Behaved in a way that has harmed a child or may have harmed a child; or
- ii) Possibly committed a criminal offence against, or related to , a child; or

iii) Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

The following points are from the Welsh Government circular no 009/2014, issued in April 2014, "Safeguarding children in education: handling allegations of abuse against teachers and other staff" and they outline the procedure for how Myddelton College will deal with allegations of abuse made against its staff members.

i) The Headteacher must be informed of any allegation of abuse made against a staff member and will inform the LADO, unless the Headteacher is the subject of the allegation, in which case the Directors and Senior Deputy Headteacher must be informed and will inform the LADO. In the case that an allegation is made against one of the Directors, the Senior Deputy Headteacher must be informed and will inform the LADO.

ii) Parents/carers of a pupil should be informed of an allegation as soon as possible and kept informed of the progress of any investigation.

iii) If an allegation is found to be malicious, details of the allegation will be removed from the personnel file of the member of staff who was the subject of the allegation.

iv) Where an allegation of abuse against a member of staff is substantiated and the member of staff resigns, this must not prevent a referral being made to the Disclosure and Barring Service (DBS).

v) In the case of a substantiated allegation of abuse against a member of staff a "compromise agreement" between the member of staff and the school will not be reached.

vi) Welsh Assembly Government target timescales are that 80% of cases should be resolved within one month, 90% within three months and all but the most exceptional cases within 12 months. Should there be an allegation of abuse made against a staff member at Myddelton College we will work to this timescale.

POINTS TO NOTE:

- Safe recruitment and induction procedures are followed at Myddelton College (including DBS, references, identity, qualifications, right to work in the UK) and appropriate training is given to staff involved in staff recruitment. All College staff receive information about safeguarding and child protection as part of their induction. As part of this, new members of staff are given and required to read Keeping Learners Safe 2015) and the "Staff Code of Conduct" document contained in the Staff Handbook and the National Assembly for Wales Circular 34/02 Child Protection.

- All College staff receive refresher safeguarding training every three years. All staff should watch for signs of abuse and know how to raise concerns by familiarising themselves with the procedures outlined above.

- All Boarding Staff need:

1. Knowledge and training in recognising abuse which College undertakes to provide suitable training for
2. To be vigilant for signs of abuse (particularly after weekends, exeats and holidays)

3. To be particularly familiar with the procedures for reporting concerns as outlined in this document.

7. SUPPORTING PUPILS AT RISK

Myddelton College recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth or view the world as a positive place. This school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, whilst at school their behaviour may still be challenging and defiant or they may be withdrawn.

Myddelton College will support pupils through:

- i) The curriculum to encourage self-esteem and self-motivation.
- ii) The school ethos which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.
- iii) The implementation of a good behaviour policy.
- iv) A consistent approach which will ensure the pupil knows that some behaviour is unacceptable but that she is valued.
- v) A commitment to develop productive, supportive relationships with parents.
- vi) The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in child protection situations.
- vii) Recognition that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. Members of staff who work in any capacity with children with profound and multiple disabilities, sensory impairment and / or emotional and behavioural problems will need to be particularly sensitive to signs of abuse.
- viii) Recognition that in a home environment where there is domestic violence, drug or alcohol abuse, children are vulnerable and in need of considerable support and/or protection.

8. RECORDS AND RECORD KEEPING

Well-kept records are essential in situations where it is suspected that a child may be at risk of harm.

All establishments, organisations and services in Wales are required to maintain accurate and relevant child protection records. These records must be kept in a secure place and separate from all other records pertaining to the child. These Safeguarding Records should be accessed and maintained by the Designated Safeguarding Lead only. Records should be clear, accurate, timed and dated with all actions and decisions recorded.

All Staff should be familiar with the college system available for passing on and recording Safeguarding concerns as follows:

1. "Record of Concern Form – Safeguarding" **Pink Form** - (appendix 1)² for recording signs of abuse and/or suspicion of actions taken by another student or member of staff.

2. Record of Concern Form – Safeguarding pink form to be handed to DSL (or Deputy DSL if DSL is unavailable).

9. The Prevention of Radicalisation

Radicalisation is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind.

Extremism is defined as the holding of extreme political or religious views.

Myddelton College has a zero tolerance approach to extremist behaviour for all college community members. We rely on our strong values to steer our work and ensure the pastoral care of our children protects them from exposure to negative influences.

The College is fully committed to safeguarding and promoting the welfare of all its children. As a school we recognise that safeguarding against radicalisation is no different from safeguarding against any other vulnerability. At Myddelton College all staff are expected to uphold and promote the fundamental principles of British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

- Children are encouraged to adopt and live out our Core Values. These complement the key “British Values” of tolerance, respect, understanding, compassion and harmonious living.
- Children are helped to understand the importance of democracy and freedom of speech, through the SEAL (Social, emotional aspects of learning) assemblies and through the elected School Council members
- Children are taught how to keep themselves safe, in school and when using the internet.
- Children participate in local community events so that they appreciate and value their neighbours and friends who may not share their faith background.
- Children’s wellbeing, confidence and resilience is promoted through our planned curriculum and extra curricular learning opportunities.
- Children are supported in making good choices from a very young age, so they understand the impact and consequences of their actions on others.

THE ROLE OF THE CURRICULUM

Our curriculum promotes respect, tolerance and diversity. students are encouraged to express themselves through discussions, debates and consultations. The RE (Religious Education), PSHE (Personal, Social and Health Education), Citizenship and SMSC (Spiritual, Moral, Social and Cultural) provision is embedded across the curriculum, and underpins the ethos of our school. Students learn about all major faiths and visit places of worship wherever possible. They are also taught about how to stay safe when using the internet.

It is important for us to be constantly vigilant and remain fully informed about the issues which affect the region in which we teach. Staff are reminded to suspend any professional disbelief that instances of radicalisation ‘could not happen here’ and to refer any concerns through the Safeguarding Lead Teachers.

10. REVIEWING THIS POLICY

This policy and the procedures described and the efficient discharge of related duties will be reviewed annually by the Senior Management Team.

Version history:

Version	Status	Author	Date	Comments
1	Initial Draft	Jemima	July/2015	Initial draft for discussion
2	First review	AJH	Sept/2015	Cross-checked for inspection preparation
3	Review	LHU	Oct/2016	
4	Review	MWR	Dec 2016	Changes of staffing
5	Review	SWA	Oct 2018	Changes of staffing & current practice
6	Review	SWA	Feb 2019	Updated CPO to DSL, corrected lines of reporting.
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List of Appendices

Appendix 1 – Record of Concern Form (Safeguarding)



RECORD OF CONCERN (Safeguarding)

Child's Name:	
Year Group:	House:
Date and time of concern:	
Your account of the concern:	
Your Name:	
Your Signature:	
Action and response of DSP/Deputy DSP/Headmaster:	
Signed:	Date:.....

