

# Grateley House School

## Safeguarding and Child Protection Procedure 2025-26

Policy Reviewed By	Jean North, DSL
Date of Review	January 2026
Date reviewed/approved by SLT	
Date of Next Review	January 2027



**Jean North**  
Designated Safeguarding Lead



**Eva Pereira**  
Deputy Designated Safeguarding  
Lead



**Chris Bartel**  
Deputy Designated Safeguarding  
Lead



**Melissa Morton**  
Deputy Designated Safeguarding  
Lead



**Sophie Tait**  
Deputy Designated Safeguarding  
Lead

## Safeguarding Management Team

Role	Name
Designated Safeguarding Lead (DSL)	Jean North
Principal & Deputy Designated Safeguarding Lead	Eva Pereira
Vice Principal and Deputy Designated Safeguarding Lead	Chris Bartel
Behaviour Support Lead & Deputy Designated Safeguarding Lead	Melissa Morton
Pastoral Support Lead & Deputy Designated Safeguarding Lead	Sophie Tait

## School Key Contacts

Role	Name	Telephone	Email
Principal	Eva Pereira	07736 615961	eva.pereira@cambiangroup.com
Chair of Governors	Andrew Sutherland	07701 314378	andrew.sutherland@caretech-uk.com
Safeguarding Governor	James Imber	07464 928305	james.imber@cambiangroup.com
Designated Safeguarding Lead	Jean North	07436 236243	Jean.north@cambiangroup.com
School Mental Health Lead	Dr Sarah-Jane Knight	07884 255723	sarah-jane.knight@cambiangroup.com
School Prevent Lead	Eva Pereira	07736 615961	eva.pereira@cambiangroup.com

<b>Key County Contacts</b>	
<b>Children &amp; Families Service: Early Help</b>	
Locality Telephone Numbers: <b>01329 225379</b> (Professional's line)	
<b>Making a referral to the Multi-Agency Screening Team (MASH)</b>	
Inside of business hours (Monday – Friday / 9am – 5pm) please call <b>0300 5551384</b> Outside of business hours (Monday – Friday / 9am-5pm) please call <b>0300 555 1373</b> to speak to the Emergency Duty Team.	
For making a referral outside of Hampshire authority this <b>online tool</b> directs you to the relevant local children's social care contact number.	
<b>Hampshire Police constabulary</b>	In an emergency call 999 / For all non-emergencies call 101 <a href="http://Home   Police.uk (www.police.uk)">Home   Police.uk (www.police.uk)</a>
<b>Designated Officers for Managing Allegations (LADOs)</b>	
<b>Duty LADO contact details (consultations, new referrals and urgent matters)</b>	Name: Fiona Armfield Referrals to be submitted to <a href="mailto:lado@hants.gov.uk">lado@hants.gov.uk</a>
<b>Safeguarding advisors / Local Authority Designated Officers (LADOs)</b>	Barbara Piddington, Fiona Armfield, Shona McMinn HCC Safeguarding Unit, 01962 876364, <a href="mailto:Child.protection@hants.gov.uk">Child.protection@hants.gov.uk</a>

Hampshire MASH  
Children's Reception Team

01329 225379

## Context

Grateley House School is committed to a whole school approach to identifying and responding to all safeguarding and child protection concerns. We recognize our moral and statutory responsibility to safeguard and promote the welfare of all children and young people. We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where both students and adults feel secure, able to talk and believe that they are being listened to. We maintain an attitude of "it could happen here" where safeguarding is concerned.

The purpose of this policy is to provide staff, volunteers and governors with the framework they need in order to keep children safe and secure in our school, and to inform parents on how we will safeguard their children whilst they are in our care. Specific guidance is available to staff within the procedure documents.

The document is based on guidance from the Hampshire Safeguarding Children Partnership (HSCP) protocols and procedures.

## Aims

- To provide staff with the procedure to promote and safeguard the wellbeing of children and in so doing ensure they meet their statutory responsibilities;
- To ensure consistent good practice across the school;
- To demonstrate our commitment to protecting children.

This policy should be read in conjunction with:

- Cambian Child Protection and Safeguarding Policy – Children's Services
- GHS Safeguarding and Child Protection Policy (displayed on the school website)
- Whistleblowing Policy
- Keeping Children Safe in Education. Statutory Guidance for schools and colleges All staff in a school should be familiar with the relevant sections that deal with Child-on-Child Sexual Violence and Harassment.
- Working Together to Safeguard Children 2023
- FGM Act 2003 Mandatory Reporting Guidance (2016)
- Section 175 of the education act 2002; the Education (Independent School Standards) Regulations 2014; the Non-Maintained Special Schools (England) Regulations Children Act 2004 & 1989

## Definitions

**Child protection** is an aspect of safeguarding but is focused on how we respond to children who have been significantly harmed or are at risk of significant harm. The term **staff** applies to all those working for or on behalf of the school, full time or part time, in either a paid or voluntary capacity. This also includes parents and governors.

**Child / Student** refers to all young people who have not yet reached their eighteenth birthday. On the whole, this will apply to pupils of our school; however, the policy will extend to students at Grateley House School who are older than 18 years and to visiting children and students from other establishments

**Parent** refers to birth parents and other adults in a parenting role for example adoptive parents, step-parents, carers and foster carers.

**Abuse** could mean neglect, physical, emotional or sexual abuse or any combination of these. Parents, carers and other people can harm children either by direct acts and / or failure to provide proper care. Explanations of these are given within the procedure document.

### Staff safeguarding responsibilities

All staff have a key role to play in identifying concerns early and in providing help for children. To achieve this, they will:

- Establish and maintain an environment where students feel secure, are encouraged to talk and are listened to.
- Ensure students know that there are adults in the school who they can approach if they are worried or have concerns.
- Plan opportunities within the curriculum for students to develop skills they need to recognise, assess and manage risk appropriately and keep themselves safe.
- Attend training in order to be aware of and be alert to the signs of abuse.
- Maintain an attitude of "it could happen here" with regards to safeguarding.
- Be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.
- Recognise that abuse, neglect, or other adverse childhood experiences, can have an impact on the mental health, behaviour and education of children.
- Record their concerns if they are worried that a student is being abused on Behaviour Watch for the DSL. An email will be sent to the DSL team in real time once recorded on Behaviour Watch.
- Staff should be prepared to refer directly to social care, and the police if appropriate, if there is a risk of significant harm and the DSL, a member of the DSL team or a DDSL is not available.
- Staff must follow the allegations procedures as set out in the Cambian Child Protection and Safeguarding Policy for Grateley House School if there is an allegation against a member of staff.
- Staff must follow the procedures set out by the Hampshire Safeguarding Children Partnership (HSCP) and take account of guidance issued by the DfE.
- Staff must support students in line with their Child Protection Plan.
- Treat information with confidentiality but never promising to "keep a secret".
- Notify the DSL, DSL team or DDSL of any child on a Child Protection Plan or Child in Need Plan who has unexplained absence.
- Have an understanding of 'Early Help' and be prepared to identify and support students who may benefit from this intervention.
- Liaise with other agencies that support students and provide Early Help.
- Ensure they know who the Lead DSL and members of the DSL team and the DDSLs are and know how to contact them (outlined above).
- Have an awareness of all Cambian safeguarding policies for Grateley House School as well as the Child on Child Abuse Policy for GHS and the Low-Level Concerns Policy for Grateley House School, as well as the Staff Behaviour and Code of Conduct for Grateley House School.

### Safeguarding Roles and responsibilities at Grateley House School (GHS)

**Designated Safeguarding Lead** will undertake the following responsibilities:

- Contribute to inter-agency working in line with 'Working Together to Safeguard Children 2023 guidance'.
- Provide a co-ordinated offer of early help when additional needs of children are identified.
- Ensure staff are alert to the various factors that can increase the need for Early Help.

- Working with Hampshire Children's Social Care (HSCP) or the Children's Social Care in the county of residence, staff should support their assessment and planning processes including the school's attendance at conference and core group meetings.
- Provide support and advice on all matters pertaining to safeguarding and child protection to all staff at GHS regardless of their position within the school.
- Treat any information shared by staff or students at GHS with respect and follow agreed policies and procedures.
- Ensure that allegations or concerns against GHS staff are dealt with in accordance with guidance from Department for Education (DfE) and the Hampshire Safeguarding Children Partnership (HSCP) procedures.
- Determine if a concern about a member of staff is a 'low level concern' or an allegation<sup>1</sup> with guidance from the GHS Low Level Concerns policy.
- Refer cases to social care, and the police where appropriate, in a timely manner avoiding any delay that could place the students at more risk.
- Attend appropriate training and demonstrate evidence of continuing professional development to carry out the role.
- Ensure every member of staff knows who the DSL team are and what their position is within the team. Staff should have an awareness of the DSL role and know how to contact them.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns about a student to the DSL and concerns about an adult to the Principal.
- Ensure that those staff that need to know, are aware of those children who have experienced, or are experiencing abuse in order to promote their educational outcomes and provide the appropriate support.
- Ensure whole school training occurs regularly with at least annual updates so that staff and volunteers can fulfil their responsibilities knowledgeably.
- Keep records of child protection concerns securely on Behaviour Watch which is password protected. Hard copies are stored in a secure filing cabinet which has coded entry. They are separate from the main students file and use these records to support the assessment and likelihood of risk.
- Ensure that safeguarding records are transferred accordingly (separate from student files) and in a timely fashion when a child transfers school, including in-year transfers.
- Ensure that where a student transfers school and is on a child protection plan or is a child looked after, their information is passed to the new school immediately and that the child's social worker is informed. Consideration is given to a transition meeting prior to moving if the case is complex or on-going.
- Be aware of the training opportunities and briefings provided by HSCP to ensure staff are aware of the latest local guidance on safeguarding.
- Develop, implement and review procedures in the school that enable the identification and reporting of all cases, or suspected cases, of abuse.
- Meet any other expectations set out for DSLs in KCSIE 2025.

## Training

All staff in our school are expected to be aware of the signs and symptoms of abuse and must be able to respond appropriately. Training is provided annually both face to face and with mandatory training modules on Myrus. Staff are required to complete and pass the end of course assessments on the following:

- Safeguarding Children 2025
- Keeping Children Safe in Education 2025 knowledge check.

Refresher safeguarding training updates are provided each term of the academic year, including training in Prevent. Staff receive safeguarding newsletters half-termly outlining important safeguarding topics.

The DSL team will ensure that their training is updated at least every other year to enable them to be suitably trained and to fulfil their role.

Any update in national or local guidance will be shared with all staff in briefings and then captured in the next whole school training. Effectiveness of the GHS safeguarding and child protection policies will be monitored by the DSL team and staff surveys used as a means of measurement. Procedure will be updated during the year to reflect any changes brought about by new guidance that becomes available.

### Designated Safeguarding Lead Referral Procedure

- Following any concern/s raised, the DSL will assess the information which is uploaded as a cause for concern (CFC) on Behaviour Watch.
- The DSL will assign a Level of concern from Level 1 (Initial Informal Internal investigation, Level 2 (Internal Management investigation) and Level 3 (External investigation).
- The DSL will consider if significant harm has happened or there is a risk that it may happen. If the evidence suggests the threshold of significant harm, or risk of significant harm has been reached, or if it is not clear if the threshold is met, the DSL will contact Children's Social Care and, if appropriate, the police.
- If the DSL, a member of the DSL team or one of the DDSLs is not available, or there are immediate concerns, the staff member will refer directly to Children's Social Care and the police if appropriate. We will use the guidance from NPCC to determine when to contact the police.
- Generally, the DSL will inform the parents prior to making a referral. However, there are situations where this may not be possible or appropriate, particularly when informing parents, may place the child at further risk

*N.B. The exception to this process will be in those cases where there is a mandatory requirement for the teacher to report directly to the police. The DSL should also be made aware and a CFC raised in accordance with process and procedure.*

### Confidentiality

We maintain that all matters relating to child protection are to be treated as confidential and only shared as per the 'Information Sharing Advice for Practitioners' (DfE 2015) guidance. There is a lawful basis for child protection concerns to be shared with agencies who have a statutory duty for child protection. Information will be shared with individuals within the school who 'need to know'. All staff are aware that they cannot promise a child to keep a disclosure confidential. Safeguarding records and the actions taken that are recorded on Behaviour Watch are confidential and accessed only by the DSL team and the DDSLs.

**As a school we will educate students to recognise when they are at risk and how to get help when they need it through:**

- The content of the curriculum, in particular PSHCE.
- A school ethos which helps students to feel safe and able to talk freely about their concerns, believing that they will be listened to and valued.
- Every student having access to a 'trusted adult' in the school. Some students are allocated 1:1 supervision.
- Tutor support and supervision.
- Visiting speakers and workshops on safeguarding topics.
- Online safety education and assemblies on online safety.
- Safeguarding posters providing information about the DSL team and Childline posters with contact details are displayed in all classrooms.

## Inclusion and Diversity

GHS values the individuality of each student. All students are required to treat each other with tolerance and respect and to accept each other's differences. They are expected to adhere to the school's value of 'Be Kind.' Issues of prejudice relating to racism, gender, transgender and LGBQT are dealt with as child on child abuse concerns. All concerns which reach level 3 are referred on to the local authority.

### Procedure for dealing with allegations against staff

- If a concern is raised about the practice or behaviour of a member of staff, this information will be recorded on Behaviour Watch under the 'Staff' section and investigated by the Principal.
- The Principal will make an assessment to determine if the matter is a 'low level concern' or an 'allegation'.
- A risk assessment to be written following any allegation in the form of a single supervision document, where a member of staff is able to continue to work with the young person.
- The Local Authority Designated Officer (LADO) will be contacted for all allegations which meet the threshold and the relevant guidance will be followed.
- If the Principal needs advice or guidance they will contact the LADO. If the allegation is against the Principal, the person receiving the allegation will contact the LADO or Regional Education Lead directly.

### Procedure for dealing with allegations against students

- If a concern is raised that there is an allegation of a student abusing another student within the school, the 'Child on Child Abuse' guidance as set out in the Grateley House School Child on Child Abuse policy and the Cambian Child Protection Safeguarding Policy for Grateley House School will be followed and the behaviour assessed against Hackett's (2010) table of behaviours.
- A CFC must be raised and assigned a Level 3 by the DSL.
- A referral must be made to HSCP or the appropriate Local Authority or if necessary, the police.
- The IRA/BSP must be updated.

### Staff Safeguarding and Child Protection Procedures at Grateley House School

The following procedures apply to all staff working in the school and will be covered by the training outlined above to enable staff to understand their role and responsibility. The aim of our procedures is to provide a robust framework which enables staff to take appropriate action when they are concerned that a student is being harmed or is at risk of harm.

The prime concern at all stages must be for the interests and safety of the child. Where there is a conflict of interest between the child and an adult, the **interests of the child** must be paramount.

All staff must be aware that very young children, those with disabilities, special needs, certain medical conditions or with language deficit/English as a second language may have more difficulty in communicating concerns or feelings. They may be more likely to communicate concerns with behaviours rather than words.

Additionally, staff will question the cause of knocks and bumps in student who have limited mobility, which will include children (for example younger siblings) visiting the site in addition to pupils.

**If a member of staff suspects abuse, spots signs or indicators of abuse, or they have a disclosure of abuse made to them they must:**

1. Fill in a cause for concern (CFC) on the safeguarding student section of Behaviour Watch. (See Annex 1)
2. A real time email will go out to the DSL team as soon as the concern is submitted.
3. The DSL will consider if there is a requirement for immediate medical intervention. Urgent medical attention should not be delayed if the DSL is not immediately available.
4. Make an accurate record on Behaviour Watch (which may be used in any subsequent court proceedings) as soon as possible and within 24 hours of the occurrence. Include everything that has happened, including details of:
  - Dates and times of observations
  - Dates and times of any discussions in which they were involved
  - Any injuries
  - Explanations given by the student
  - What action was taken
  - Any actual words or phrases used by the student
  - Anyone else who was present
5. The records must show the name of the person making the concern, the time and the date.
6. In the absence of the DSL, a member of the DSL team or one of the DDSLs, staff must be prepared to refer directly to Children's Social Care (and the police if appropriate) if there is the potential for immediate, significant harm. Flow charts and phone contact details for MASH and for the police are displayed on the Staff Safeguarding Noticeboard in the staffroom.

**Following a report of concerns the DSL must:**

1. Decide whether or not there are sufficient grounds for suspecting significant harm, in which case a referral must be made to Children's Social Care and the police if it is in keeping with the National Police Chiefs Council "When to call the Police" guidance. The rationale for this decision should be recorded by the DSL.
2. Normally the school should try to discuss any concerns about a child's welfare with the family and where possible seek their agreement before making a referral to Children's Social Care. However, in accordance with DfE guidance, this should only be done when it will not place the child at increased risk or could have an impact on a police investigation. Where there are doubts or reservations about involving the child's family, the DSL should clarify with Children's Social Care or the police whether the parents should be told about the referral and, if so, when and by whom. This is important in cases where the police may need to conduct a criminal investigation. The child's views should also be taken into account when appropriate.
3. If there are grounds to suspect a child is suffering, or is likely to suffer, significant harm the DSL (or Deputy) must contact Children's Social Care via the Inter-Agency Referral Form (IARF), making a clear statement of:
  - the known facts
  - any suspicions or allegations
  - whether or not there has been any contact with the child's family.

- If there is indication that the child is suffering significant harm, a call will also be made to Children's Reception Team (CRT) on **0300 555 1384** or the professional line on **01329 225379**. (Out of Hours on **0300 555 1373**)
- If a child is in immediate danger and urgent protective action is required, the police must be called. The DSL must then notify Children's Social Care of the occurrence and what action has been taken.

4. When a student needs *urgent* medical attention and there is suspicion of parental abuse causing the medical need, the DSL or their Deputy should take the child to the accident and emergency unit at the nearest hospital and inform Children's Social Care. Advice should be sought from Children's Social Care about informing the parents, remembering that parents should normally be informed that a child requires urgent hospital attention.
5. If there is not a risk of significant harm, the DSL will either actively monitor the situation or consider the Early Help process.
6. In cases of allegations against staff or low-level concerns, the HSCP procedure or the school Low Level Concerns Policy (LLC) procedure will be followed.

### GHS Procedure for a missing student

If a student goes missing, staff should ensure they follow the procedure outlined below:

- Radio staff to ask if anyone has knowledge of the student's whereabouts.
- Make a careful note of the time of going missing and any circumstances surrounding the disappearance in order to help the police as much as possible with their investigations should they be required.
- If the student is not located immediately, a wider search will be necessary. Staff are to check the road in both directions. Meanwhile, a more detailed search of the site and grounds is to be undertaken by staff.
- CCTV must be checked and referenced to establish if the student can be identified as either being on site or as having left the site.
- If a student is still missing after 30 minutes parents and/or those with legal responsibility should be informed and the police notified.
- If a student has absconded, when they return to school a full investigation should be carried out and appropriate action taken. The form of action will be dependent on the reason for the absconding but whatever the reason, the student must be made aware that this behaviour is, in no circumstances, acceptable behaviour.

## Annex 1

Below is a screenshot of the Behaviour Watch cause for concern sheet. The DSL section is confidential and stored securely on a password protected device. This section can only be accessed by the DSL team. All actions are recorded by the DSL.

 behaviourwatch News: Spring Census 2022 guide

Mr D Tresman Contact Student Achievements Compliments Incident Sanctions Complaints (Student) Complaints (Other) Gift Log **Concern/SG Student Staff Student and Staff Other**

- Slip

Student

Description

Status  Location

Date  Date Time

- Key Information

Please use the Student dropdown at the top of this slip to record the name of the Student you are concerned about.  
The above Description should be completed by the DSL ONLY.

- Staff Confirmation

I confirm I have changed the name in the above Staff dropdown to the person I have a concern about

- Care or Education DSL

Care DSL  Education DSL

- Have You Reported the Concern Verbally?

Yes - The report has been completed verbally  
 No - The report has not been completed verbally

- Name of the Staff Member Completing the Slip

Staff Member Completing the Slip

- Category of Person Raising Concern

<input type="checkbox"/> Agency	<input type="checkbox"/> Member of public	<input type="checkbox"/> Staff
<input type="checkbox"/> Child/Young Person/Young Adult	<input type="checkbox"/> Parent/Guardian	<input type="checkbox"/> Other visitor
<input type="checkbox"/> Contractor	<input type="checkbox"/> Social Worker	

- 1. Person concerned

1. Name of person concerned  
 1. Status/Role  
 1. Add another concerned person

- 1. Other Person Present

1. Name of person present  
 1. Status/Role of Person  
 1. Add another present person

- The Concern Is

The Concern is

- Specific Safeguarding Issue/Concern

<input type="checkbox"/> Discriminatory	<input type="checkbox"/> Modern slavery/Trafficking	<input type="checkbox"/> Radicalisation
<input type="checkbox"/> Domestic	<input type="checkbox"/> Neglect/Act of omission	<input type="checkbox"/> Self-neglect
<input type="checkbox"/> Drug use	<input type="checkbox"/> Online/Digital	<input type="checkbox"/> Sexual violence and sexual harassment
<input type="checkbox"/> Emotional/Psychological	<input type="checkbox"/> Organisational	<input type="checkbox"/> Unknown Marks
<input type="checkbox"/> Financial/Material	<input type="checkbox"/> Peer on peer abuse	<input type="checkbox"/> Other safeguarding issue/concern
<input type="checkbox"/> Missing from care	<input type="checkbox"/> Physical	<input type="checkbox"/> CCE and CSE

- Body Map (If Applicable)

Body Map (If Applicable)

- Confirmation

I confirm that this information is, to the best of my knowledge, a true record of the concern raised

**Annex 2 - Recording form (To be used only in the event of Behaviour Watch CFC access not being available)**

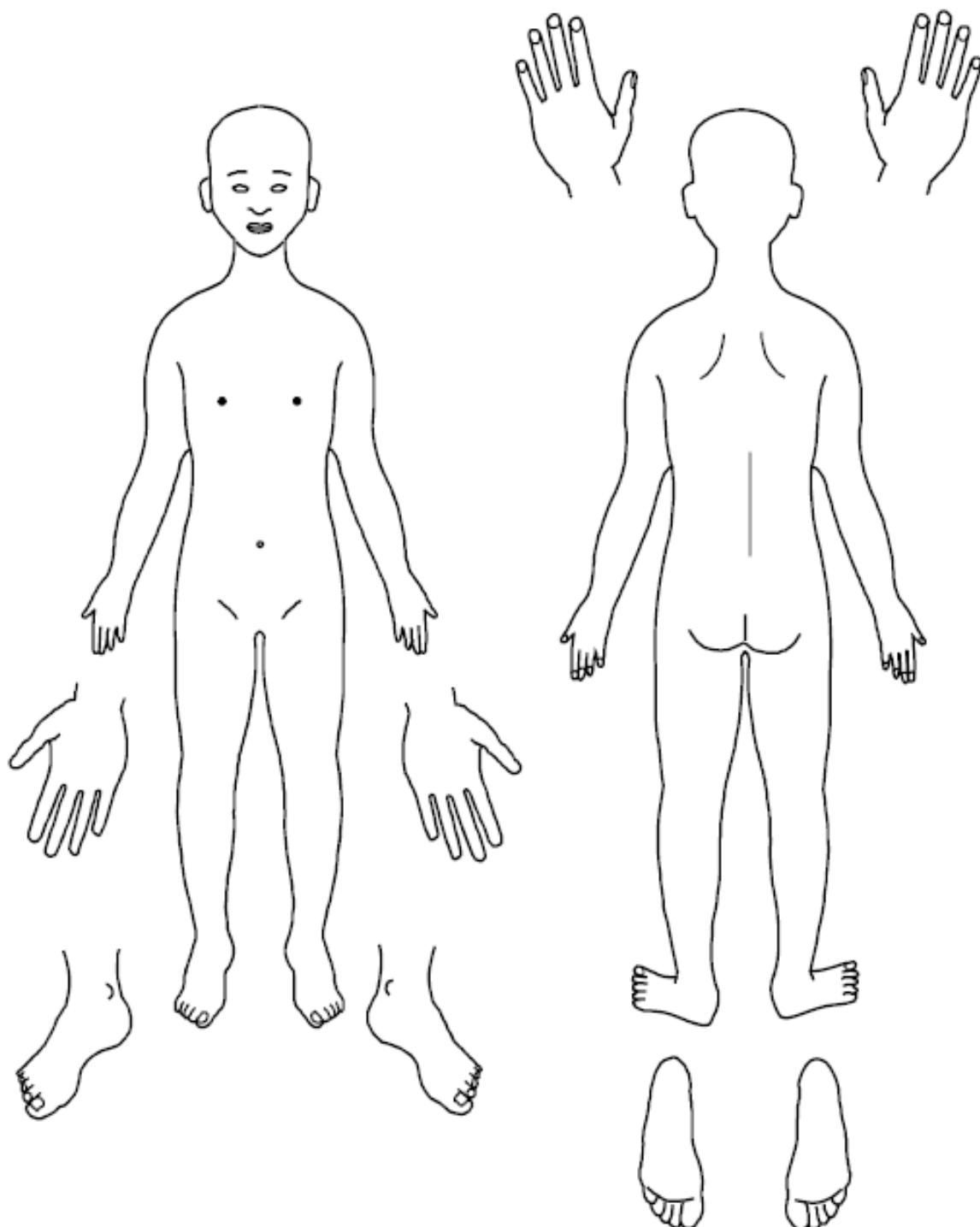
Child's name:			
Date and time:	D.J.:		
Name and role of person raising concern:			

Details of concern (where? when? what? who? behaviours? Use child's words)
--

<b>Actions taken</b>			
Date	Person taking action	Action taken	Outcome of action

**Name:**
**Designation:**

Annex 3 - Skin map



Name of Child: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Date of recording: \_\_\_\_\_

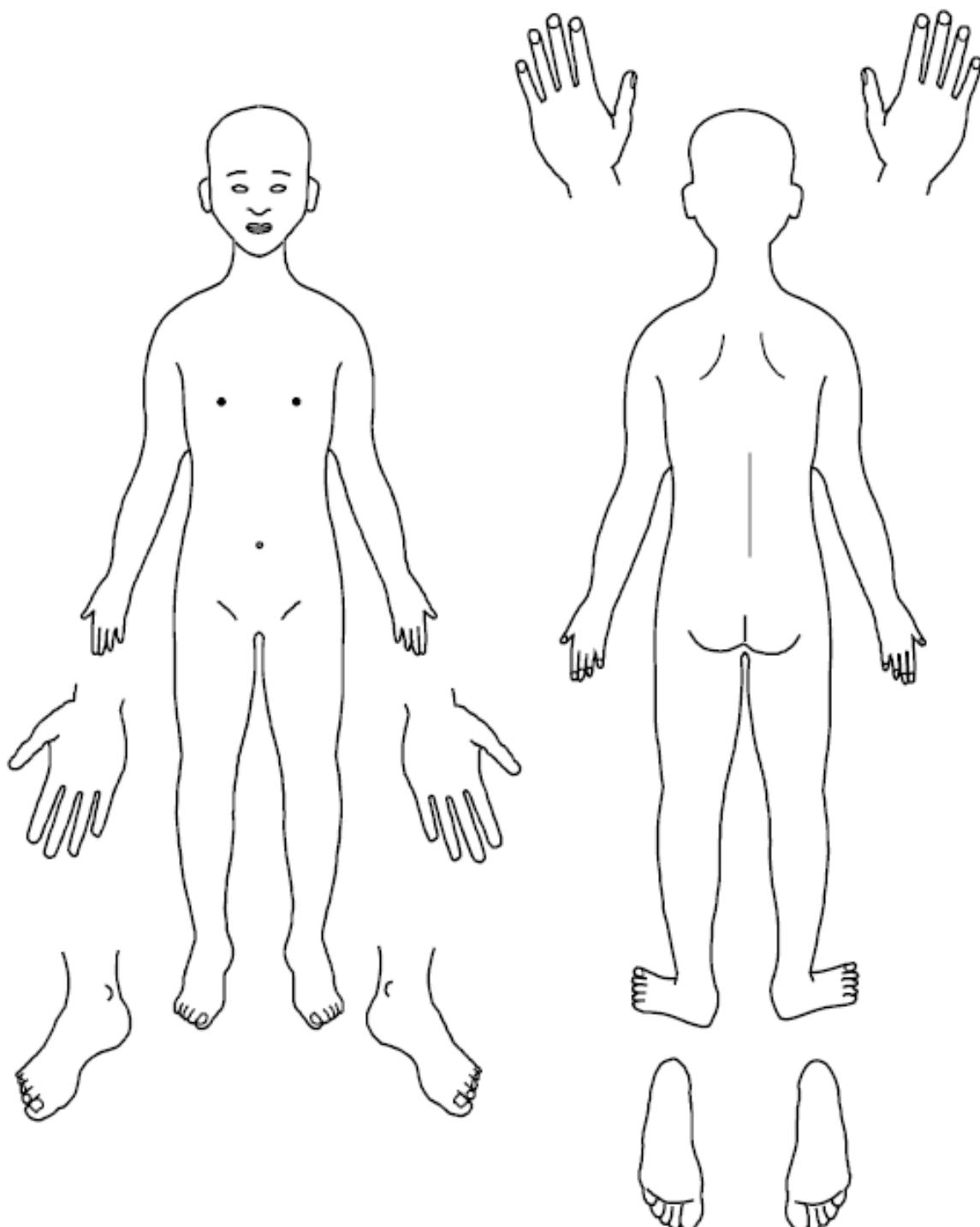
Name of completer: \_\_\_\_\_

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Name:

Designation:

Annex 3 - Skin map



Name of Child: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Date of recording: \_\_\_\_\_

Name of completer: \_\_\_\_\_



Any additional information: