

# GRATELEY HOUSE SCHOOL

## Safeguarding & Child Protection Policy 2025-26

Policy Reviewed By	Jean North, DDL
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**Eva Pereira**  
Deputy Designated Safeguarding Lead



**Chris Bartel**  
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**Melissa Morton**  
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**Sophie Tait**  
Deputy Designated Safeguarding Lead

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## 1. 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

## 2. School Key Contacts

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

### Key County Contacts

#### Children & Families Service: Early Help

Locality Telephone Numbers: **01329 225379** (Professional's line)

#### Making a referral to the Multi-Agency Screening Team (MASH)

Inside of business hours (Monday – Friday / 9am – 5pm) please call **0300 5551384**

Outside of business hours (Monday – Friday / 9am-5pm) please call **0300 555 1373** to speak to the Emergency Duty Team.

For making a referral outside of **Hampshire authority** this **online tool** directs you to the relevant local children's social care contact number.

#### Hampshire Police constabulary

In an emergency call 999 / For all non-emergencies call 101  
Home | Police.uk ([www.police.uk](http://www.police.uk))

#### Designated Officers for Managing Allegations (LADOs)

##### Duty LADO contact details (consultations, new referrals and urgent matters)

Name: Fiona Armfield  
Referrals to be submitted to [lado@hants.gov.uk](mailto:lado@hants.gov.uk)

### 3. Introduction

This policy is written in line with the following statutory legislation and guidance:

- Department for Education' publications for schools and local authorities. Links below include:
- [Working Together to Safeguard Children \(2023\)](#)
- [Keeping children Safe in Education \(KCSiE\) \(2025\)](#)
- [Designated teacher for looked-after and previously looked-after children \(2018\)](#)
- [Human Rights Act \(1998\)](#) and [Equality Act \(2010\)](#), including the Public Sector Equality Duty
- [Data Protection Act \(2018\)](#) and [UK GDPR](#)
- [Prevent Duty Guidance \(2023\)](#)
- [NYSCP \(safeguardingchildren.co.uk\)](#)

This policy is for all staff in schools/colleges in England only.

This policy outlines a framework for all staff, at all levels, permanent or agency basis, to meet their statutory duties in relation to Safeguarding and to ensure consistency of good practice across the school/college. This policy ensures all staff have clear guidance on how to manage a concern of abuse, harm, neglect or exploitation to a child externally and internally.

Please refer to the Adult Safeguarding Policy for students over the age of 18 years.

Wider Policies support this Safeguarding/Child Protection Policy. All are numbered and are in line with KCSiE 2025 and Working Together to Keep Children Safe 2023 guidance. These policies are embedded within the school's approach to safeguarding and child protection.

1. Child on Child Abuse Policy
2. Filtering and Monitoring Policy
3. Managing Low Level Concerns Policy
4. Absent from Education Policy
5. Schools Safer Recruitment Policy
6. Managing Contextual Risks to Children
7. Online Safety Policy
8. Whistleblowing
9. Behaviour Policy
10. PREVENT Policy
11. Physical Intervention Policy
12. SEND Policy
13. Children at Risk of Child Sexual Exploitation Policy
14. Staff Behaviour Policy/Code of Conduct
15. The Role of the DSL Policy

#### 4. Aims of this policy

The aim of this policy is to ensure that:

- Staff know the difference between safeguarding and child protection
- Staff know the difference between an allegation and disclosure
- Staff know how to identify a child protection or safeguarding concern
- Staff know how to respond to an allegation/disclosure of abuse, neglect or exploitation
- The DSL team and staff are clear on their roles and can respond and record concerns effectively and promptly
- To ensure the DSL Team and staff approaches to managing risk are proportionate, child-centred and embedded within a multi-agency framework.

#### 5. Child Protection and Safeguarding – What's the difference?

Safeguarding is an overarching, **preventative** action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

- protecting children from abuse, neglect or exploitation whether that is within or outside the school/home, including online;
- preventing harm to children's health or development ensuring children grow up with the provision of safe and effective care;
- acting to enable all children and young people to have the best outcomes.

Child protection is part of the safeguarding process. It is **responsive** and focuses on protecting individual children identified as suffering or likely to suffer significant harm. Child protection procedures outlined within the body of this policy detail how to respond to concerns about a child.

#### 6. The Safeguarding Culture

At our school, safeguarding permeates all aspects of the school life and is everyone's responsibility; the school forms part of a wider safeguarding system. In order to fulfil our responsibilities, we adopt a child-centred approach. This means safeguarding systems and procedures are oriented around the wishes, feelings and best interests of children. We also seek to give children a 'voice', listen to what they say, take them seriously and work collaboratively in order to meet their needs. We are also aware that certain issues may impact children's ability to speak openly such as being from a SEND or LGBTQ background and work hard to ensure such children are supported to express their views and feel heard.

The school's safeguarding culture can best be described as the following:

- **Proactive**, being professionally curious to determine further information in the interests of the child. It is essential that staff exercise professional curiosity at all times, as it is likely that signs of any form of abuse including neglect will be identified when dealing with an un-associated incident. Having strong governance and leadership, raising awareness through and enhancing children's and young people's capacity around

the risks and their own safety, regular reflective supervision).

- **Reactive** (taking swift actions, reducing the risk of harm to a minimum, involving other professionals in timely manner, active listening, applying theory in practice in a methodical way).
- **Reflective** (understanding 'how we got there in the first place', completing a chronology to identify 'lessons learned' with other key professionals in order to identify ways to improve practice)

## 7. Roles and Responsibilities

### Proprietor and representative (Regional Lead)

The Proprietor has a strategic leadership responsibility for safeguarding. They facilitate a whole school approach, ensuring all relevant aspects of process, policy and systems development are in line with promoting the child's safety and welfare.

The Proprietor's representative (Regional Lead) is responsible for all strategic aspects of the policy and will ensure senior staff receive appropriate training and support to undertake their roles and that a log of their training is maintained. The Proprietor's representative will ensure through site-based reviews that all safeguarding related policies and procedures are transparent, clear and easy to understand for staff, visitors, pupils, parents and carers.

Additionally, the Proprietor's representative (Regional Lead) is responsible for receiving concerns/allegations about the and agreeing any appropriate course of action for investigation. This includes liaison with the Local Authority Designated Officer (LADO) if the matter meets the criteria for being considered as an allegation.

### Principal

The principal will support staff and governors to understand their individual roles and responsibilities by ensuring all approved safeguarding related policies and procedures are fully implemented. They liaise with the LADO and partner agencies in the event of allegations being made against a member of staff or volunteer. They ensure staff receive appropriate updated safeguarding and child protection training whilst providing support to the DSL, ensuring cover for this role in the DSL's absence. The principal also ensures that curriculum supports children to understand how to keep themselves safe alongside promoting a strong, open and positive culture of safeguarding across the school.

### Designated Safeguarding Lead (DSL) and Deputies (DDSL)

The roles and responsibilities for the DSL for this school are set out in full in KCSIE 2025 Annex C. The DSL and Deputies are responsible for ensuring multi-agency working including information sharing and attendance at all related safeguarding and child protection meetings. They are also responsible for raising safeguarding awareness throughout the school/college in addition to ensuring appropriate support and training for staff. In addition, the DSL should maintain effective recording systems of all concerns and outcomes.

Upon receipt of a concern, the DSL must pass the concern to:

- the host Local Authority Designated Officer (LADO) if the allegation/disclosure is against a staff member
- the child's Social Worker when the allegation/disclosure concerns someone other than a staff member and, where appropriate, the child's parent/carer
- If the DSL believes a crime has been committed, the police should also be informed.
- The DSL must also inform their principal and Regional Director.



The DSL must ensure immediate action is taken to ensure the child is safe. If unsure the DSL must discuss these actions with the LADO and/or child's Social Worker depending on the nature of the concern. The DSL must record the allegation/disclosure and any relevant actions on Behaviour Watch.

The LADO and/or Social Worker will inform the DSL of next steps and whether an investigation is required. If an internal investigation is required the DSL must consult with the Regional Director and the Compliance & Regulation Team.

### All School Leaders, Staff and Volunteers

All staff should have children's safety and well-being at the heart of all they do and should understand the policies and processes to follow where they suspect a child is suffering, or is likely to suffer from harm. All staff should maintain an attitude of 'it could happen here' and remain vigilant to signs and indicators of abuse and harm. Staff receive safeguarding training and are aware they must report all allegations and concerns to the DSL immediately. If staff do not feel they have relevant safeguarding skills, knowledge or experience they must inform the DSL immediately so that additional training can be sourced. Staff are familiar with the Early Help process and are in a position to identify children who may benefit from it.

## 8. Early Help

Early help is support for children of all ages that improves a family's resilience and outcomes or reduces the chance of a problem getting worse. Providing early help is more effective in promoting the welfare of children than reacting later. It is particularly important that the designated safeguarding lead (and their deputies) know what the local early help process is and how and where to access support. More information on early help is set out in Part one of KCSIE 2025 with full details of the early help process in Working Together to Safeguard Children 2023.

**Hampshire early help intervention pathway | Children and Families | Hampshire County Council**

## 9. Abuse, Neglect and Exploitation

Staff are aware that abuse, neglect and exploitation are rarely standalone events and cannot be covered by one definition or one label alone. In most cases, multiple issues will overlap.

If staff believe a child is not their 'usual self' or have reason for concern, they must report this in writing, or verbally, to the DSL or DDSL. The links and descriptors below show general indicators for the signs of abuse, neglect and exploitation.

These lists are not exhaustive:

- [Spotting the signs of child abuse | NSPCC](#)
- [Neglect is also Child Abuse: Know All About It | NSPCC](#)
- [NSPCC Child Exploitation](#)

## Abuse

Any form of maltreatment towards a child. Somebody may abuse by inflicting harm or neglect either physically, emotionally, sexually or by failing to act to prevent harm. These are categories of abuse. 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 of hearing or seeing domestic abuse. Children may be abused in a family, in institutional or extra-familial contexts (outside the home) by those known to them or by others. Abuse can also take place online, or technology may be used to facilitate offline abuse. Children may be abused by adults or children.

Some signs of abuse include:

- unexplained changes in behaviour or personality
- becoming withdrawn
- displaying anxiety
- becoming uncharacteristically aggressive
- lacks social skills and has few friends, if any
- poor bond or relationship with a parent or carer
- Educational neglect - not making sure a child receives an education
- knowledge of adult issues inappropriate for their age
- running away or going missing
- persistently choosing to wear clothes which cover their body

## Neglect

Types of neglect are:

- **Physical neglect**  
A child's basic needs, such as food, clothing or shelter, are not met or they aren't properly supervised or kept safe.
- **Educational neglect**  
A parent or carer doesn't ensure their child is given an education.
- **Emotional neglect**  
A child doesn't get the nurture and stimulation they need. This could be through ignoring, humiliating, intimidating or isolating them.
- **Medical neglect**  
A child isn't given proper health care. This includes dental care and refusing or ignoring medical recommendations.
- **Neglect in Care**  
Occurs when a person deliberately withholds, or fails to provide, suitable and adequate care and support needed by the child.

## Signs of Neglect

- Being frequently absent from school.
- Inappropriate clothing (e.g., shoes too small, clothes are ill-fitted or unsuitable for the weather conditions).
- Clothes are consistently dirty or smelly.
- Being hungry.
- Unkempt appearance and poor hygiene.
- Lacking necessary medical or dental care, including immunisations or glasses.
- Missing medical appointments.
- Health problems, including anaemia, body issues, poor muscle tone or prominent joints, regular illness or infections, repeated accidental injuries.



- Developmental problems, including poor language or social skills.
- Being underweight or losing weight.
- Begging or stealing things like money or food.
- Changes in behaviour, such as becoming clingy, aggressive, withdrawn, depressed or anxious, displaying obsessive behaviour.
- Changes in eating habits.
- Using drugs or alcohol.
- Self-harm or attempts at suicide.

## Exploitation

Child exploitation is when someone uses a child for financial gain, sexual gratification, labour or personal advantage. It often involves using cruel and/or violent treatment to force a child to take part in criminal or sexual activities often leading to physical and emotional harm to the child, to the detriment of their physical and mental health, education, and moral or social development. It involves individuals or groups taking advantage of a power imbalance to coerce or manipulate a child into taking part.

Signs a child may be exploited:

- Being frequently absent from school
- Staying out late or overnight
- Unexplained gifts/new possessions
- Drugs and alcohol misuse
- Secretive behaviour
- Inappropriate or sexualised behaviour
- Friendship or relationships with older adults
- Significant changes in mood or behaviour changes in appearance (clothes, hygiene, etc).
- Becoming withdrawn or isolated, poor mental health/self-harm etc.
- Lots of time spent on social media talking to 'friends' they haven't met or that you don't know.
- Unexplained injuries
- They own a second mobile phone from which they are receiving a high volume of calls or need to leave urgently after receiving a text/call
- Self-harm or attempts at suicide

Signs that a staff member could be causing harm to a child:

- Using restraint when it's not needed
- Having favourites
- Giving treats, presents or money to individuals without permission from manager
- Finding ways to spend time with an individual perhaps by working longer hours
- Finding ways to spend time alone with a particular individual
- Inviting an individual to their own house without permission from a manager
- Being over-friendly with certain individuals, parents or guardians
- Taking photos of individuals that aren't for work purposes
- Trying to make private contact with an individual by text, email, mobile phone, online or in letter
- Finding ways to have physical contact, like play-fighting or tickling
- Keeping collections of toys or other items that might attract children or people at risk
- Controlling behaviour
- Narcissistic characteristics
- Bullying
- Humiliation
- Constant yelling and shouting

- The threat or use of violence
- Destroying personal items
- Accusing the child/young person (the victim) of committing abuse against them

## 10. Mind of My Own

Mind of My Own is available to support all children and young people in the day school sector across Care Tech Children's Services. This is used via an app or computer log in and enables a child's views, wishes and feelings to be shared digitally as well as, or, instead of verbally. To access Mind of My Own, young people can set up their own account and this can be supported by the use of staff 'Practitioner Accounts'.

Mind of my own is not an emergency service and should a concern arise staff need to follow the reporting in this policy and should not rely on the app to perform this role. Regarding child protection, young people have the opportunity to raise concerns if they wish. More specifically the One App has a function called 'Safety Link' which is triggered if a young person mentions or chooses the words 'unsafe', 'scared' or 'unhappy'. Portal admins are instantly notified of such statements, which then provides opportunity to discuss directly with the young person when they next meet. As already mentioned above if young people raise any safeguarding concerns, this information needs to be treated exactly the same as any other form of safeguarding concern and reported as per the procedures within this policy.

Mind of My Own enhances our ability to hear and listen to a child's voice and does not replace any existing methods that are already working for our young people. All we know is that sometimes even when we have a good positive relationship with a young person, they can find it difficult to share their true thoughts, feelings and emotions. By sending a statement via Mind of My Own young people have the opportunity to share those thoughts, feelings and emotions without the need for face-to-face interaction and when they feel ready not when we are asking. Our children felt able to tell adults via Mind of My Own of their concerns if they did not feel comfortable talking to adult's face to face.

## 11. Child on Child abuse

The school is aware that children are capable of abusing other children and maintain an attitude of 'it could happen here'. All staff understand the Child-On-Child Abuse policy with regard to child-on-child abuse. Please refer to the link below.

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## 13. Children Absent from Education

Staff recognise that a child who is absent from education could be at risk of harm, abuse and exploitation, particularly those who are absent frequently or for prolonged periods of time. All staff understand the Missing from Education Policy and are aware of the processes to follow in such circumstances.

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## 14. Preventing Radicalisation – The PREVENT Duty

*‘Children are vulnerable to extremist ideology and radicalisation. Similar to protecting children from other forms of harms and abuse, protecting children from this risk is a part of a schools safeguarding approach’* (Keeping Children Safe in Education) The School adopts the PREVENT policy and procedures in the event of related concerns.

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## 15. Online Safety

The school adopts a whole school approach to online safety which enables the protection and education of young people and staff in the use of technology. There are mechanisms in place to identify, intervene in and escalate any concerns. The school recognises technology may be a significant feature in safeguarding/child protection issues and that children can use this forum to abuse other children. The school also ensures appropriate filters and monitoring systems are in place. Please refer to the links below for the school’s online and filtering/monitoring policies.

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## 16. Special Education Needs & Disabilities

As a provider of specialist education and care services it is imperative all staff are aware that individuals with special educational needs (SEN) and disabilities:

- Are more likely to be abused or neglected;
- May display behaviour, mood and/or injury, which may relate to possible abuse and not just their SEN or a particular disability.
- Have a higher risk of peer group isolation.
- Can be disproportionately impacted by things like bullying without outwardly showing any signs.
- Experience communication barriers and difficulties in overcoming these barriers.

Please refer to the SEND Policy.

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## 17. Staff management of allegations and concerns

This part of the guidance should be followed where it is alleged that anyone working in the school or a college that provides education for persons under 18 years of age, including supply teachers, volunteers and contractors has:

- behaved in a way that has harmed a child, or may have harmed a child and/or possibly committed a criminal offence against or related to a child, and/or;

- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children and/or;
- behaved or may have behaved in a way that indicates they may not be suitable to work with children - including behaviour that may have happened outside of school or college.

This policy will guide staff in how to record and pass information quickly to prevent the child from risk of further harm.

#### Staff should not:

- Investigate or ask leading questions.
- Make assumptions or offer alternative explanations.
- Promise confidentiality - the person/persons should be advised that the concern will be shared on a 'need to know' basis.
- Share information outside of the reporting process.

#### Staff should make sure the child is safe

- Stay calm.
- Listen to and take seriously any disclosure or information.
- Try not to show signs of shock or disbelief.
- Do not express feelings or judgements.
- Allow the child to talk freely and avoid asking leading questions (TED questions are advised – tell me, explain and describe).
- Reassure the child and explain that they have done the right thing in telling you.
- Explain to the child, what you have to do next and who you have to contact.
- Record the information / disclosure immediately in the child's 'own words.'
- Record the facts and do not put your own judgement within the record. Always record who was present, date, time, the questions you asked and what the child has said in their own words.
- Immediately report to the DSL.
- Immediately report to Police if the child is at risk of imminent significant harm.
- Reassure the child they will be supported and kept safe.
- Be aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. This must not prevent staff from having a professional curiosity and speaking to the DSL if they have concerns about a child.

## 18. Child Protection Process - Timescales for staff sharing an allegation/concern

#### Immediately

- Staff to report allegation to the DSL or DDSL if DSL not available.
- Staff to ensure the child is kept safe from immediate danger and risk.
- Staff to call Police if the child is in immediate danger.
- If allegation is about the DSL, staff to report allegation to Principal.

#### Throughout the processes

- Staff fully support any investigative processes undertaken by police or social services.
- Staff keep the child and the child's circumstances under review and should make the DSL aware if concerns escalate.
- Staff adhere to the communication strategies outlined in this policy and are aware that attempts to ask probing or leading questions may hamper any potential police/social services investigations.

## 19. Child Protection Process - Timescales for DSL/ /Principal when dealing with an allegation/concern

### At the earliest opportunity/end of the working day

- DSL completes LADO initial referral/notification form (if allegation relates to staff member and merits referral) or refers to social services (if required).
- DSL informs Principal.
- If allegation is about the principal, the DSL informs the Regional Lead.
- If required, Principal informs HR (if allegation relates to a staff member).
- Principal considers whether SUI should be completed.
- If LADO/social services referral not required, DSL considers actions such as pastoral support, early help referral and monitoring.

### Within 24 hours

- DSL attempts to communicate with LADO regarding potential safeguards required to keep child safe (if allegation relates to a staff member) and in all other circumstances communicates with social services. LADO to implement any necessary risk assessment/risk management plans that arise from discussions.
- DSL attempts to ascertain feedback from LADO and/or social services as to whether a s47 is required.
- If required, Principal completes sections 1, 2 AND 3 of SUI and sends to Managing Director.
- If appropriate, DSL completes a 'check in' with the child and records this as part of the concern pack
- DSL ensures identified actions to keep the child safe have been implemented.
- In the event of a police or section 47 investigation, the DSL and Principal take guidance from police and/or social services regarding their approach to any management investigation as direct. communication with the child about the allegation may impact the outcome of any investigations. DSL and/or Principal issues appropriate guidance to staff about this also.

### Within 5 days

- Principal commences Management Investigation (if appropriate and no S47).
- Principal consults HR as part of the process, if required.
- DSL or Principal pursues all agencies for dates of any up-and-coming investigative meetings and facilitate these on-site if required.

### If a S47 remains ongoing

- DSL or Principal attempts to pursue agencies every 3-5 days for updates.
- Principal updates SUI inbox and Regional Director of any significant updates.

### Within 30 days

- If there is no outcome after 30 days, DSL or Principal attempts to pursue outcome of any social services investigations.
- Principal updates Regional Director with outcomes and lessons learned.
- Principal updates Compliance & Regulation Team of the above.
- Principal sends email to Head of Quality and Head of Policy regarding any gaps in staff practice which will lead to a revision of policy.

### Upon conclusion of S47

- Principal updates the Regional Director and Compliance and Regulation Team with outcomes and lessons learned.
- DSL to communicate with identified staff members to ensure child's plans including risk assessments of children involved are updated.
- Principal to e-mail to Head of Quality and Head of Policy of any gaps in staff practice which will lead to a revision of policy.



- If a member of staff has been found guilty of gross misconduct on a safeguarding issue, the manager must inform DBS and the regulatory body with the outcome of any disciplinary action.
- If the member of staff leaves their post prior to completion of disciplinary process then the hearing will continue in their absence in line with the disciplinary policy with DBS and the regulatory body still being informed.

See appendix 1 for a flow chart of the above process

## 20. When to call the police

Guidance from NPCC (National Police Chief's Council Guidance) – 'When to call the Police' helps the team to understand when they should consider calling the police and what to expect. It also ensures that any contact with the police is appropriate and timely. Please refer to the link below.

[When-to-call-the-police--guidance-for-schools-and-colleges.pdf](#)

## 21. Allegations against the DSL or Principal

Where the Principal is the subject of an allegation, the report should be made directly to Regional Lead. Where the DSL is the subject of an allegation, the report should be made directly to the Principal.

## 22. Managing concerns or allegations that do not meet the harm threshold

As part of our whole school approach to safeguarding, our school promotes an open and transparent culture in which all concerns about all adults working in or on behalf of the school (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately. In doing this we aim to:

- identify inappropriate, problematic or concerning behaviour early
- reduce the risk of abuse, neglect or exploitation
- ensure that adults working in or on behalf of the school/college are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the school/college

All concerns must be reported to the DSL immediately. The DSL will need basic information to decide on how to escalate, this information will include, the names of the child/children involved, their age, a description of the allegation and any factors which could place the child at further risk.

The DSL will then discuss with the principal and the rest of designated team to decide whether this can be managed as a low-level concern or will require a referral to an external agency such as LADO and/or child's Social Worker.

The school takes all concerns seriously no matter how small and just because a concern may be deemed as 'low level' it does not mean that it is insignificant and should not be taken seriously.



A 'low level' concern is still a concern and should be addressed effectively as set out in Section 2 of Part Four of KCSIE 2025 and in line with local multi-agency safeguarding arrangements. Staff should familiarise themselves with multi-agency safeguarding arrangements for their respective area and ensure they adhere to these. For example, what may be considered a 'low level' concern in one area may constitute a safeguarding concern requiring LADO/Social worker involvement in another.

Please refer to the Managing Low Level Concerns link below for further guidance.

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## 23.Serious and Untoward Incident Process (SUI)

The Serious and Untoward Incident process (SUI) is an important component of the safeguarding process and must be completed where it is deemed necessary. A SUI is an event resulting in, or posing the risk of, significant harm, distress, or death. It could also have been a 'near miss' where an event could have led to a serious incident but was averted.

The SUI process is one which promotes the immediate safety of those harmed, allows for a timely investigation of the circumstances surrounding the incident, ensures post-incident actions are undertaken in addition to creating opportunities for review and evaluation.

Furthermore, the process enables serious incidents to be communicated to relevant heads of service about issues including potential financial risk (e.g., potential insurance claims), reputational risk (e.g., media coverage) in addition to alerting the Director of Safeguarding who upon receipt of the SUI form will provide guidance and support to schools throughout any child protection/safeguarding processes.

The SUI Reference Form outlines 5 risk categories that would merit the completion of an SUI Form. Staff refer to this for guidance about what incidents would require to be dealt with under the SUI process and ensure the form is completed within set timescales. Please refer to the SUI Reference Form and SUI Briefing Form links below for further guidance

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## 24. Safer Recruitment

Our school complies with part three of Keeping Children Safe in Education 2025 and takes steps to prevent people who pose a risk of harm from working with children. We do this by adhering to statutory responsibilities to check staff who work with children, by carrying out the required checks and verifying the applicant's identity, qualifications and work history. The school will take proportionate decisions on whether to ask for additional checks beyond what is required whilst ensuring volunteers are appropriately supervised. Please refer to Safer Recruitment Policy link below.

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## Monitoring and Review

This policy will be subject to continuous monitoring, refinement and audit by the principal.

The Proprietor undertakes an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Signed:



Andrew Sutherland  
**Operations Director - Education Services**  
January 2026

Signed:



Eva Pereira  
**Principal**  
January 2026

## Appendix 1 – Child Protection Process – Staff sharing an allegation/concern

### Immediately

- Staff to report allegation/concern to DSL or Deputy DSL
- Staff to ensure the child is kept safe from immediate danger/risk
- Staff to call police if child is in immediate danger
- If allegation/concern is about DSL, staff to report allegation to Principal
- If allegation/concern is about Principal, staff to report allegation/concern to Regional Lead.

### Throughout the Process

- Staff to fully support any investigative processes by police/social services
- Staff keep the child's circumstances under review and report to DSL if concerns escalate
- Staff adhere to communication strategies outlined in policy

## Appendix 2-Child Protection Process –DSL/Head Teacher/Principal dealing with allegation/concern

Earliest Opportunity/End of Working Day

- DSL completes LADO/social services referral/notification form (if required)
- DSL informs Principal/Principal
- Head Teacher/Principal informs HR (if required and allegation about staff)
- Head Teacher/Principal considers whether SUI form required
- DSL considers Early Help, Pastoral Care etc

Within 24 hours

- DSL attempts to communicate with LADO or social services about safeguards and whether s47 investigation is required
- Head Teacher/Principal completes SUI - Section 1, 2 and 3 (if required)
- If appropriate DSL completes and records 'check in' with child
- DSL ensures actions to keep child safe have been implemented
- DSL/Head Teacher/Principal takes advice from police and social services regarding their approaches towards management investigation
- Head Teacher/Principal to consider referral to regulatory body

Within 5 days

- Head Teacher/Principal commences Management Investigation (if appropriate and no S47)
- Head Teacher/Principal consults HR if required
- If section 47 required -attempts to pursue agencies for potential investigation and facilitates meetings on-site if required

If a S47 remains ongoing

- DSL or Head Teacher/Principal attempts to pursue agencies every 3-5 days for updates
- Head Teacher/Principal informs SUI inbox and Regional Director of any significant updates

Within 30 days

- DSL or Principal/Principal attempts to pursue outcomes of any social services investigations
- Head Teacher/Principal updates Regional Director with outcomes and lessons learned
- Head Teacher/Principal updates Compliance & Regulation Team
- Head Teacher/Principal sends email to Head of Quality and Head of Policy regarding any gaps in staff practice which will lead to a revision of policy

Upon conclusion of S47

- Head Teacher/Principal updates Regional Director & Compliance and Regulation Team with outcomes and lessons learned
- DSL to communicate with identified staff to update the child's plans including risk assessments of children involved
- Head Teacher/Principal to E-mail Head of Quality and Head of Policy of any gaps in practice
- Head Teacher/Principal to inform DBS and regulatory body of any staff gross misconduct and the outcome of any disciplinary action
- If a member of staff leaves before completion of any disciplinary process the hearing will continue in their absence and DBS/regulatory body will be informed of outcome