

## Hill House Guidance on Safeguarding and Child Protection

### The Designated Safeguarding Team



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**“Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children” (*Keeping Children Safe in Education DfE 2019*)

## **Definition of Safeguarding and promoting the welfare of children**

` Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes` (*Keeping Children Safe in Education DfE 2019*)

### **Safeguarding and Child Protection are not the same**

- Safeguarding is what we do for all our students
- Child Protection is the procedures that we use for a student who is at risk or who has been harmed

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## 1. Policy Statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children

We recognise that children with special educational needs and disabilities can face additional safeguarding challenges

We recognise that Safeguarding is everyone's responsibility

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'

The purpose of this policy is to provide staff and governors with the framework they need to keep children safe and secure in the school and to inform parents how we will safeguard their children whilst they are in our care

## 2. Aims

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

## 3. Principles and Values

Children have a right to feel secure and cannot learn effectively unless they do so

All children have a right to be protected from harm

All staff have a key role in prevention of harm and an equal responsibility to act on any suspicion or disclosure that may indicate a child is at risk of harm, either in the school or in the community, taking into account `contextual safeguarding` in accordance with the guidance

We acknowledge that working in partnership with other agencies protects children and reduces risk and so we will engage in partnerships working throughout the child protection process to safeguard children

Whilst the school will work openly with parents as far as possible, it reserves the right to contact children's social care or the police without notifying parents if this is believed to be in the child's best interests

#### **4. Multi – Agency Working / Safeguarding Partners**

- All education establishments within the Hampshire Local Authority Area have been designated `relevant agencies` under the new Safeguarding Children Partnership arrangements
- Hampshire Safeguarding Children Partnership keep the designated team up to date with the work that they do, including the dissemination of resources to keep children safe
- We ensure that Hill House contributes to multi-agency working in line with statutory guidance `Working Together to Safeguard Children`
- We understand our role in the new safeguarding partner arrangements. We fully engage in the new safeguarding arrangements working with social care, the police, health services and other services when needed in order to promote the welfare of our students and protect them from harm

#### **5. Roles and Responsibilities**

- We recognise that staff anxiety around child protection can compromise good practice and so have established clear lines of accountability, training and advice to support the process and individual staff within that process

- At Hill House any individual can contact the Designated Safeguarding Lead (DSL) or the Deputy (DDSL) if they have concerns about a young person. There are also two other senior managers in the designated safeguarding team whom staff can contact
- **DSL is Louisa Burden and the DDSL is Kate Landells.** Staff can also contact **James Gemmell** and **Martyn Ball**. There is a nominated safeguarding governor, **Chris Strong** who will take leadership responsibility for safeguarding and who will receive reports of allegations against the head
- The DSL's role is based on guidance from *'Keeping Children Safe in Education' (DfE 2019)* and the *NSPCC Designated Senior Person Checklist and Briefing on the role of the Designated Senior Person*
- Governors evaluate the effectiveness of safeguarding at Hill House in a number of ways. Hill House submits weekly KPI information that includes any safeguarding concerns. The school's professional learning community scrutinise safeguarding in practise by checking staff's understanding of safeguarding procedures
- Safeguarding at Hill House is moderated through internal audits and Hampshire and other placing authority safeguarding audits.
- The designated team receive training at least every two years and also receive regular safeguarding and child protection updates as required and at least annually
- The designated safeguarding lead (DSL) receives weekly safeguarding bulletins via email from *'Andrew Hall – Specialist Safeguarding Consultant'* and a fortnightly safeguarding briefing from *'Safeguarding Network'* This information is then shared with the rest of the team
- The designated safeguarding team provide copies of policies including *'Safeguarding and Child Protection'* and the staff *'Code of Conduct'* and a copy of Part One and Annex A of *'Keeping Children Safe in Education' (DfE 2019)* as well as the Hill House Behaviour policy to all staff
- We ensure mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part One of *'Keeping Children Safe in Education' (DfE 2019)*

- The `Safeguarding and Child Protection` policy is updated at least annually and is available on the school's website
- The designated safeguarding team provide opportunities for staff to contribute to and shape safeguarding arrangements and policy so that we recognise the experience and expertise of our staff
- The designated team hold regular peer supervision meetings offering an opportunity to review practise and look at new safeguarding initiatives
- The school has a close relationship with the Hants LADO (Local Area Designated Officer) and the local adult team
- Hill House follow the Cambian policy on record keeping
- Hill House follow Safer Recruitment guidance as set out in *KCSiE 2019* and carry out the following; enhanced DBS checks, barred list check, identity check, prohibition from teaching check, section 128 direction check, further checks on staff living or working outside the UK, check of professional qualifications and check to establish a person's right to work in the UK.
- Around the school there are posters `Protocol for when a student goes missing from Hill House` These highlight what to do if a student goes missing off site. Hill House have close links with the local police who have copies of the protocol
- There are trained first aiders on site at all times as well as the school nurse during school hours
- When going out into the community, there are always trained first aiders with the students. Part of the location risk assessments also include details of public institutions' qualifications
- The Hill House High Priority Group meet each week to discuss any students who following a weekly review of risk flag up as red. A senior clinician and the school nurse attend, as well as representatives from care, education and therapy. The aim of the meetings is to ensure that the whole team are aware of concerns and can implement robust strategies for support and improvement

- Staff know to ensure that they carry a radio with them when necessary and not to isolate themselves when working with a student
- There are clear risk assessments in place to enable us to keep our students safe both at Hill House and out in the community
- Every student has an individual risk assessment and an individual E-Safety risk assessment

## 6. Reporting and Managing a safeguarding concern or allegation

### Staff

- Everyone has a responsibility to report a concern about a young person
- Staff must not assume someone else will share information / take action to protect a child
- If staff have a safeguarding concern they know to report it to the designated safeguarding lead (DSL) **within 1 hour**
- If the DSL is unavailable staff can report to the Deputy Safeguarding Lead or one of the designated team
- If the head teacher or the designated team are unavailable, staff can report a concern to any of the middle managers / duty officers at Hill House. They have all also been trained on how to manage a concern
- Any concerns about the conduct of other adults in the school should be taken to the head teacher or the designated safeguarding Lead or team. Concerns about the head teacher should be taken to the Managing Director (Chris Strong – 07736 615943 – [Chris.Strong@cambianguroup.com](mailto:Chris.Strong@cambianguroup.com))
- Concerns about the proprietor should be taken directly to the LADO
- There are posters around the school detailing the contact details of the designated safeguarding team and how to contact them after hours



- Staff are asked to complete a concern form - available on Cambianpoint
- Staff are not encouraged to confront the person that they suspect or to discuss their concern with other staff
- Once the designated person has received the concern form, they act quickly to respond
- The concern is discussed with the Head or another designated person in the team
- If the concern is a safeguarding issue then the first priority is to ensure that the student is safe. This may involve removing a staff member from working with them or the school nurse checking on the student
- The designated person then contacts either the LADO or Hants Safeguarding team
- The concern is discussed with the local team and together the next course of action is decided
- The decision from the team may be that they are happy for Hill House to investigate the concern or the decision may be that they wish to hold a meeting and investigate themselves
- The student's parents and social worker are informed of the concern and kept up to date with the investigation throughout
- The concern may also need to be referred to the student's placing authority following the threshold guidance. Links to each authorities' guidance can be found in Appendix Three
- The outcome of the investigation may reach several results. Disciplinary procedures may be involved, supervision targets may be set or there may be no case to answer

- Once an outcome has been reached, the person/s who raised the concern always receives feedback from two members of the designated team. At this meeting the designated team confirm that the person/s are happy with the outcome

### **Students**

- Hill House has a complaint system in place for all students
- Individual debrief and talk time sessions are also scheduled to enable our students to talk about any concerns or worries that they may have

### **Visitors**

- Hill House provides an information leaflet to all visitors. This gives details of what to do if they have any concerns or worries during or after their visit to the school
- All visitors are asked to wear a visitors badge and are accompanied throughout their visit

### **Parents**

- All parents receive a copy of the Hill House Safeguarding policy before their child starts at the school
- All parents receive a copy of the Prevent Duty information leaflet
- Hill House produce a regular safeguarding newsletter for parents keeping them up to date with current initiatives at the school as well as National guidance

## **7. Managing allegations from students about staff**

At Hill House we are aware that some students may have made allegations against staff in the past and may make an allegation again

During the initial assessment we will specifically ask providers about any known history of a student making an allegation. If this has been known then information will be recorded as part of the student's impact assessment and also recorded on their individual risk assessment

If a student does make an allegation against a staff member then we take this very seriously and expect staff to report this in the same way as any safeguarding concern

The allegation will be looked at by the designated team and will also be reported to the LADO for guidance as well as reported to the student's social worker

Each individual situation will be investigated carefully and we will always aim to strike a balance between the need to protect our students from abuse and the need to protect staff from any false or unfounded allegations

For students who may display this behaviour on a regular basis, a risk assessment and recording form will be implemented in agreement with the student's social worker

## **8. Hampshire safeguarding reporting system**

We usually only need to refer concerns to the LADO as often situations at Hill House are concerning an allegation against a member of staff

There may be situations when we need to report other child welfare or safeguarding concerns and this is the process that we follow;

- All immediate safeguarding concerns should be made initially by telephone on the Children's Services Professionals line 01329 225379 or by email to [csprofessional@hants.gov.uk](mailto:csprofessional@hants.gov.uk)
- Calls to the Children's Services Professionals line number will be automatically redirected to the Out of Hours Service outside normal office hours
- As endorsed by the Hampshire and the Isle of Wight Safeguarding Children Board, all referrals to Children's Services must now be submitted via an `Inter Agency Referral Form (IARF)` which can be easily accessed through the following link:

[Inter agency referral form](#)

- This form is secure and will be prioritised over all other contacts. Once completed, these forms will be automatically forwarded to the Children's Reception Team and an acknowledgement will be sent to your email address.
- These forms can also be found via [www.hants.gov.uk](http://www.hants.gov.uk) web pages by searching for Inter Agency Referral Form.
- Use of the IARF will ensure that Children's Services have all the relevant information which will assist in your referral being managed quickly and efficiently. The only exception will be requests for information to assist with enquiries for the court.

- If you have a query relating to a section 47 (Child Protection) referral please contact the Children's Reception Team on 01329 225379 or if a child is in immediate danger please call the police on 999.

## **9. Recording and Confidentiality**

- Once a concern is deemed to be a safeguarding issue, a safeguarding tracking pack is opened. A log of all conversations and documentation is recorded on the log. This is kept electronically and securely
- The LADO may require Hill House to complete a LADO notification form
- An Ofsted notification is completed within 24 hours
- Once an investigation has been completed and an outcome reached, the safeguarding tracking pack is completed and Ofsted are informed
- All concerns logged include an outcome and feedback is provided to the person who raised the concern
- A protocol is in place for the designated team to follow please see Appendix One
- All middle managers are trained to be able to also follow this protocol in the absence of anyone from the designated team. Please see Appendix Two
- Written information is completed in a timely manner and is kept securely
- All documentation is kept secure with only the designated team having access to any record of concerns
- Please refer to the Information sharing policy

## **10. Information Sharing**

‘The Data Protection Act 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe’  
(KCSIE 2019)

‘This includes allowing practitioners to share information without consent’  
(KCSIE 2019)

## **11. Records Retention Schedule**

- If a student moves to another school, we ensure that any safeguarding information for an individual student is always transferred to their new placement
- The information is transferred separately to the main school file
- We ensure that there is secure transit and the information is either hand delivered or sent via secure delivery. We always ask for receipt of delivery
- If any information is sent electronically then this is always encrypted

## **12. Whistleblowing**

The procedure for raising and responding to a whistleblowing concern is set out in the Hill House Whistleblowing policy

In the first instance staff are expected to speak to their line manager or one of the designated team should they have a concern. However where the matter is more serious or staff feel that their line manager has not addressed the concern or when staff prefer not to raise their concern with someone within Cambian, staff can contact the confidential, independent external telephone hotline. The hotline is run on a 24 hours, seven days a week basis by Expolink Europe Limited, an independent specialist provider of whistleblowing services.

## **13. Common Law Police Disclosure**

- Where there is a public protection risk, the police will pass information to Hill House upon charge or arrest of a member of staff
- As a school we are informed by the police directly and then it is our responsibility to contact our local safeguarding officer

#### **14. Staff Training / Checking staff understand their responsibilities**

- As part of the Hill House induction all staff receive an introduction session on safeguarding. This ensures that staff understand what their responsibilities are and that they feel confident with knowing what to do if they want to report a concern
- All staff are asked to complete a safeguarding quiz at the end of their training in order to check understanding
- All staff complete an ACHIEVE module on `*Child and Adult Safeguarding*` and a module on `*Dealing with concerns*` There is a quiz at the end of each module to ensure staff have understood the training
- All new staff receive a copy of the Hill House Safeguarding and child protection policy and Prevent strategy information leaflet in their induction pack
- All staff receive a copy of the staff `*Code of Conduct*` booklet in their induction pack as well as the following policies; Whistleblowing, Use of IT, Behaviour, Children going missing and On – Line safety
- Whole school training takes place on an annual basis. This includes training on the Prevent Duty. Staff also receive regular safeguarding and child protection updates as required
- All staff receive regular E-Safety training

- The designated team are trained by Hants and accredited to deliver safeguarding training
- Safeguarding is included on every meeting agenda and also on every staff supervision agenda. This provides the opportunity for staff to have a refresher on procedures and to discuss any safeguarding concerns that they might have. Staff are quizzed on their knowledge and understanding of current legislation and on safeguarding issues, this ensures that staff have not only read the information that is given to them but that they understand it
- All staff receive a copy and sign for the most current National Statutory Guidance including; *‘Keeping Children Safe in Education’ (DfE 2019) – Part One and Annex A ‘Working Together to Safeguard Children’ (HM Government 2018) and ‘What to do if you’re worried that a child is being abused’ (HM Government March 2015)* We check staff’s understanding of the documentation by delivering update training and discussing safeguarding information during team meetings
- All staff also receive copies of any current Hampshire guidance which is sent to the Designated Safeguarding Lead on a regular basis
- Hill House provides a safeguarding newsletter for all staff and parents, this enables current National, local and school initiatives to be shared with everyone
- The designated lead sends out a weekly *‘Safeguarding Email’* to all staff containing key questions and answers focussed on safeguarding issues

## **15. The curriculum and work with our students**

- At Hill House we teach our students about safeguarding as part of our broad and balanced curriculum
- The Hill House curriculum promotes SMSC
- The Hill House curriculum includes RSE and health education
- Keeping safe is referenced throughout the *‘Hill House Total Linked Curriculum’* covering such topics as; E-Safety, Mate Crime, how to say no, good and bad secrets, who you can talk to and Radicalisation – Keeping safe
- Keeping safe runs throughout each subject area but is particularly promoted throughout PSHE, SRE and Computing

- Hill House hold regular E-Safety and an Anti-bullying day s
- Students are consulted on a regular basis to find out how safe they feel at Hill House and if there is anything staff can do to make them feel safer, for example students are supported to complete a questionnaire
- Students are supported to feel safe following a spell of feeling anxious e.g. offered a debrief
- Special events are organised to cover key issues such as bullying as well as the celebration of achievement and successes

## **16. Work with parents**

- Hill House provides a safeguarding newsletter for parents that is sent out regularly and is also available on the school website. This provides up to date information on National, local and school initiatives and also provides useful links for websites and organisations where parents can go to learn more about what they can do to support their child to stay safe

## **17. External Providers**

- Hill House invite all external providers to come and complete the safeguarding training
- A copy of the Hill House Safeguarding newsletter is sent to all external providers
- Students are always accompanied by staff during any activity run by an external provider
- A copy of their DBS and a form of identification is taken before an activity can be implemented
- Hill House has a written statement from all external providers that they have carried out all vetting checks on all their staff
- We ensure that there is a risk assessment in place for any visitors to the school for example drama companies

## **18. Student Emergency Contact Numbers**



At Hill House we ensure that we hold three emergency contact numbers for all students. This means that we should always be able to contact someone in event of an emergency

## **19. Categories of Abuse**

*(`Keeping Children Safe in Education` DfE 2019)*

1. **Physical abuse** - `A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child`
2. **Emotional abuse** - `The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development`
3. **Sexual abuse** - `Involves forcing or enticing a child to take part in sexual activities.`
4. **Neglect** - `The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development`

## **20. Safeguarding Vulnerable Adults**

In addition to the categories of abuse, the following may apply to those young people who are 18 years or over;

1. Psychological abuse
2. Discrimination
3. Financial
4. Institutional
5. Self-neglect

## **21. Safeguarding issues**

*(`Keeping Children Safe in Education` DfE 2019)*

Child missing from education

Child missing from home or care

Child sexual exploitation (CSE)

Bullying including cyber bullying

Domestic violence / abuse

Drugs

Fabricated or induced illness

Faith abuse

Female Genital Mutilation (FGM)

Forced Marriage

Gangs and youth violence

Gender-based violence / violence against women and girls (VAWG)

Hate

Mental health

Private fostering

Preventing radicalisation

Sexting

Teenage relationship abuse

Trafficking

Peer on peer abuse

Sexual Violence and Sexual Harassment between children

So called `Honour based violence`

Forced Marriage

Witchcraft

Vulnerabilities of students with SEN

County Lines

Children and the court system

Children with family members in prison

Homelessness

Upskirting

## Peer on Peer abuse - Managing allegations against other students

Peer on Peer abuse can take on different forms:

- Sexual Violence and Harassment
- Physical abuse
- Sexting
- Initiation / hazing type violence and rituals

At Hill House we believe that all students have a right to attend school and learn in a safe environment. Students should be free from harm by adults in the school and other students.

Individual behaviour support plans and risk assessments along with the carefully planned environment ensure that students are able to spend time with others in a safe and managed way.

We support all our students by teaching them key information about keeping safe within the Hill House curriculum, PSHE and within SMSC

As part of the pre-admission process, a thorough risk assessment of any new student who may be coming to the school is always carried out to ensure that they would not pose any potential risk to the other young people at Hill House and would not negatively affect any students' wellbeing or learning.

If a student were to present a safeguarding risk to other students then an individualised risk management plan would be implemented immediately to ensure that other students are kept safe and that they themselves are not laid open to any malicious allegations. There is a need to balance the tension between privacy and safeguarding.

We recognise that allegations could be made against students by others in the school and that students could try and harm others. Safeguarding issues raised in this way may include physical abuse, emotional abuse, sexual abuse and sexual exploitation. It is likely that to be considered a safeguarding allegation against a student, some of the following features will be found;

The allegation:

- is made against an older student and refers to their behaviour towards a younger student or a more vulnerable student
- is of a serious nature, possibly including a criminal offence
- raises risk factors for other students in the school
- indicates that other students may have been affected by this student

If an allegation was made by a student against another student the following procedures would be followed;

- The DSL is informed
- A decision is made to establish if the allegation or complaint raises a safeguarding concern
- If the allegation or complaint is not a safeguarding concern then a plan will be put in place to deal with the complaint and feed back to the student who raised it, ensuring that they feel listened to
- If the allegation or complaint is a safeguarding concern then a member of the designated team will contact Hampshire Safeguarding to discuss the case. The DSL will follow through the outcomes of the discussion.
- The DSL will make a record of the concern, the discussion and any outcome
- If the allegation indicates a potential criminal offence has taken place, the police will be contacted at the earliest opportunity and parents informed (of both the student being complained about and the alleged victim)
- In situations where neither Hampshire Safeguarding or the police accept the complaint, a thorough school investigation will take place
- A risk assessment will be implemented for all individuals involved

Students are supported to know who they can go to should they have a concern. Students are supported using symbol based social stories for example

At Hill House we follow guidance from the Hants model policy and procedure - `Managing allegations against other pupils`

## Sexual Violence and Sexual Harassment between children

Sexual violence and harassment can occur between two children of any sex. They can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children

Harmful sexual behaviours can occur online and offline

We need to remember that sexual violence and sexual harassment is not acceptable

Children with special needs are especially vulnerable

The document `Sexual Violence and Sexual Harassment between children` (DfE May 2018) provides advice on what sexual violence and sexual harassment is, how to minimise the risk of it occurring and what to do when incidents occur

Safeguarding procedures would be followed if we were to have any concerns about an individual being at risk from sexual violence or sexual harassment by another student or group of students

## Upskirting

`Upskirting` typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification or cause the victim humiliation, distress or alarm. It is now a criminal offence. (Keeping Children Safe in Education 2019)

## Sexting

- Hill House follow guidance set out in `UKCCIS Guidance: Sexting in schools and colleges, responding to incidents and safeguarding young people` (2017)
- This document states that there is no clear definition of sexting however its advice covers `sharing of sexual imagery by young people`
- At Hill House we would respond to what the document refers to as `Youth produced sexual imagery` in line with our safeguarding and child protection policy
- Any incidents would be referred to the DSL immediately
- An initial meeting with staff would then be held followed by interviews with students where appropriate. Parents would always be informed unless it is believed that they are involved in some way
- If there were any concerns that a student may have been harmed or is at risk of being harmed, this would be referred to children's social care or the police immediately

## Child Criminal Exploitation / Serious Violence

We recognise that children can be exploited in many ways, including being trafficked, sexually exploited and used to run drugs. All of these come under the banner of child criminal exploitation. Staff at Hill House are aware of the associated risks and understand the measures in place to manage these

## Mandatory reporting of FGM

- `FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs` (KCSIE 2019)
- FGM – (Female Genital Mutilation) is illegal in England and Wales under the FGM Act 2003. `It is a form of child abuse and violence against women`
- FGM mandatory reporting duty is a legal duty provided for in the FGM Act 2003 - **Teachers must personally report to the police cases where they discover that an act of FGM appears to have been carried out**
- Legislation requires regulated health and social care professionals and teachers to make a report to the police of any known cases of FGM
- Any cases of `at risk` follow the normal safeguarding reporting procedures
- Indicators that a student has been subject to FGM may come to light following the disclosure of information or via visual indicators
- There are no circumstances in which staff examine a student
- Hill House follow guidance from two documents which can be found on the [www.gov.uk](http://www.gov.uk) website - `FGM: Multi-Agency Practise Guidelines` and `Mandatory Reporting of FGM – procedural information`

### Signs of FGM

- A long holiday abroad or going 'home' to visit family
- Relative or cutter visiting from abroad
- A special occasion or ceremony to 'become a woman' or get ready for marriage
- A female relative being cut – a sister, cousin, or an older female relative such as a mother or aunt.
- Have difficulty walking, standing or sitting
- Spend longer in the bathroom or toilet
- Appear withdrawn, anxious or depressed
- Have unusual behaviour after an absence from school or college
- Be particularly reluctant to undergo normal medical examinations
- Ask for help, but may not be explicit about the problem due to embarrassment or fear

### Effects of FGM

- Severe pain
- Shock
- Bleeding
- Infection such as tetanus, HIV and hepatitis B and C
- Organ damage
- Blood loss and infections that can cause death in some cases
- 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.

## Children Missing Education (CME)

- We recognise that a child missing from education could be at risk of being a victim
- If there were any instances of unauthorised absences we would liaise directly with the student's placing authority and where necessary follow our safeguarding procedures were we to have any concerns
- The Hill House admission register is kept up to date and is accurate
- We ensure that we have at least two emergency contacts for each student

## Private Fostering

"Private fostering occurs when a child under the age of 16 (under 18, if disabled) is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or a relative in their own home. A child is not privately fostered if the person caring for and accommodating them has done so for less than 28 days and does not intend to do so for longer. Such arrangements may come to the attention of school staff through the normal course of their interaction, and promotion of learning activities, with children" (KCSIE 2019)

- We understand that there is a mandatory duty to inform the local authority of children in such arrangements

## So-called `honour based` violence (HBV)

`So-called `honour based violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage and practises such as breast ironing. All forms of so called HBV are abuse regardless of the motivation) and should be handled and escalated as such` (KCSIE 2019)

Safeguarding procedures would be followed if we were to have any concerns about an individual being at risk of HBV or already having suffered HBV.

## Child Sexual Exploitation (CSE)

The statutory definition of Child Sexual Exploitation:

*`Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology`*

(Child Sexual Exploitation – definition and a guide for practitioners, local leaders and decision makers working to protect children from sexual exploitation DfE 2017)

Potential indicators of child sexual exploitation include;

- Acquisition of money, clothes, mobile phones etc.. without plausible explanation
- Gang association and/or isolation from peers/social networks
- Exclusion or unexplained absences from school
- Leaving home/care with explanation and persistently going missing or returning late
- Excessive receipt of texts/phone calls
- Returning home under the influence of drugs/alcohol
- Inappropriate sexualised behaviour for age/sexually transmitted infections
- Evidence of/suspicions of physical or sexual assault



- Relationships with controlling or significantly older individuals or groups
- Multiple callers (unknown adults or peers)
- Frequenting areas known for sex work
- Concerning use of internet or other social media
- Increasing secretiveness around behaviours
- Self-harm or significant changes in emotional well-being

Child Sexual Exploitation could affect a child in the following ways;

- Physical (including sexual) and mental health and well-being
- Education and training and therefore future employment prospects
- Family relationships
- Friends and social relationships, current and as adults
- Their relationship with their own children in the future

Safeguarding procedures would be followed if we were to have any concerns about an individual

## County Lines

‘County lines’ is the police term for urban gangs supplying drugs to suburban areas and market and coastal towns using dedicated mobile phone lines or ‘deal lines’. It involves child criminal exploitation (CCE) as gangs use children and vulnerable people to move drugs and money. Gangs establish a base in the market location, typically by taking over the homes of local vulnerable adults by force or coercion in a practice referred to as ‘cuckooing’.

County lines is a major, cross-cutting issue involving drugs, violence, gangs, safeguarding, criminal and sexual exploitation, modern slavery, and missing persons; and the response to tackle it involves the police, the National Crime Agency, a wide range of Government departments, local government agencies and VCS (voluntary and community sector) organisations. County lines activity and the associated violence, drug dealing and exploitation have a devastating impact on young people, vulnerable adults and local communities.

The national picture on county lines continues to develop but there are recorded cases of:

- Children as young as 12 years old being exploited by gangs to courier drugs out of their local area; 15-16 years is the most common age range
- Both males and females being exploited

- White British children being targeted because gangs perceive they are more likely to evade police detection
- The use of social media to make initial contact with children and young people
- Class A drug users being targeted so that gangs can take over their homes (known as 'cuckooing')

A typical county lines scenario is defined by the following components:

- A group (not necessarily affiliated as a gang) establishes a network between an urban hub and county location, into which drugs (primarily heroin and crack cocaine) are supplied.
- A branded mobile phone line is established in the market, to which orders are placed by introduced customers. The line will commonly (but not exclusively) be controlled by a third party, remote from the market.
- The group exploits young or vulnerable persons, to achieve the storage and/or supply of drugs, movement of cash proceeds and to secure the use of dwellings (commonly referred to as cuckooing).
- The group or individuals exploited by them regularly travel between the urban hub and the county market, to replenish stock and deliver cash.
- The group is inclined to use intimidation, violence and weapons, including knives, corrosives and firearms.

Safeguarding procedures would be followed if we were to have any concerns about an individual being at risk of County Lines

## On-line Safety

- On-line safety is integrated into safeguarding at Hill House
- We teach our students, staff and visitors about on-line at Hill House
- E-Safety is promoted throughout our curriculum
- Every student has an individual E-Safety risk assessment
- We ensure that there are appropriate filters and monitoring systems in place at Hill House to safeguard students from potentially harmful and inappropriate online material. However we understand that our filters should not over block internet use
- Our E-Safety guidance covers the following topics;

How our students can keep safe and learn to evaluate Internet content

Access to Computers

E-mail Usage

Published content and the school website

Staff Use of mobile technologies

Social networking

Authorising Internet Access

How our students and staff are supported to understand that Internet use will be monitored

Acceptable use by Parents/guardians and carers

Acceptable use by visitors, contractors and others

Security and Software Licensing

Security on the Internet

Downloading Material from the Internet

## The PREVENT Duty

Hill House has a duty under the Counter Terrorism and Security Act 2015 (The Prevent Duty)

Prevent aims to stop people becoming terrorists or supporting terrorism. It is part of the Government's Counter Terrorism Strategy

All staff are fully aware of their duty in assessing the risk of our young people being drawn into terrorism including support for terrorism ideology fundamental to which are extremist ideas. In accordance with our e-safety policy we are vigilant in ensuring our young people are safe from extremist and terrorist material when accessing the internet. We take into account Hampshire Safeguarding Board's arrangements to fulfil its *Prevent* duties. We follow the '*Prevent duty – Departmental advice for schools and childcare providers*' DfE June 2015' and work with Hampshire Police to ensure that we are kept up to date with all National and local advice and guidance

We support our students in making positive choices about their lives and endorse the Channel early intervention scheme for young people who could be at risk of radicalisation. We use Channel for co-ordinated advice and guidance as appropriate depending upon individual needs

All staff receive regular Prevent and WRAP (Workshop to raise awareness of prevent) training

## Preventing and Tackling Bullying

- Hill House complies with the *Equality Duty (2011)* which covers;

Age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

- It aims to;

‘Eliminate unlawful discrimination, harassment, victimisation...’

- Any suspected bullying is reported immediately and Hill House liaise closely with the local safeguarding team
- All students are supported to communicate any concerns they may have through a range of methods including the student complaint box and ‘talk time’ sessions
- Prevention is key and is promoted through the Hill House ‘Total Linked Curriculum’, Anti-bullying days (involving links with the local police), through regular staff training and by celebrating achievements and successes
- Hill House continuously strives to promote a positive climate, a safe and calm environment for the students to live and work in and an ethos which is inclusive at all times

## Domestic abuse

The cross-government definition of domestic violence and abuse is:

‘Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological;
- physical;
- sexual;
- financial; and
- emotional’

*(KCSIE 2019)*

Advice on identifying children who are affected by domestic abuse and how they can be helped is available at:

[NSPCC- UK domestic-abuse signs symptoms effects](#)

[Refuge what is domestic violence/effects of domestic violence on children](#)

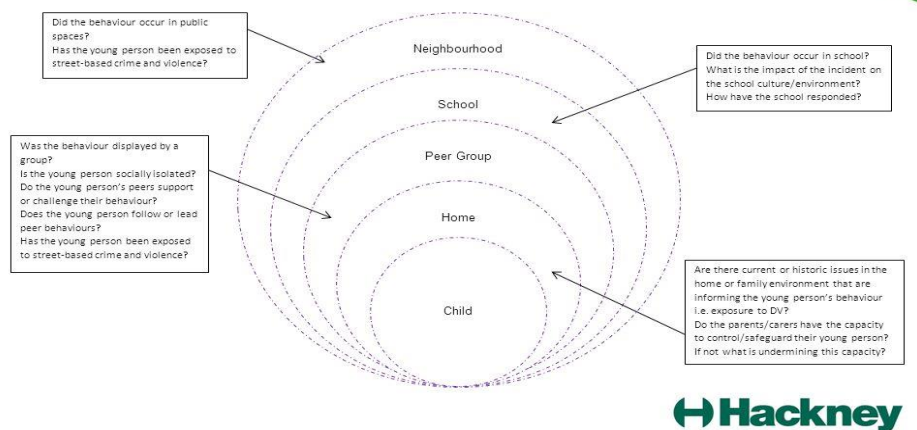
[Safelives: young people and domestic abuse](#)

## Contextual Safeguarding

The importance of considering wider environmental factors in a child's life that may be a threat to their safety and / or welfare is known as 'Contextual Safeguarding' and is referred to in 'Working Together to Safeguard Children' (2018) and 'Keeping Children Safe in Education' (2019)

Dr Firman's cycle of Contextual Safeguarding:

## Firman's Contextual Circles of Safeguarding



## 22. Documentation

Hill House follows the following National guidance –

- 'Keeping Children Safe in Education' (DfE 2019)
- 'Working Together to Safeguard Children' (HM Government 2018)
- 'What to do if you're worried a child is being abused – advice for practitioners' HM Government (March 2015)
- 'It doesn't happen to disabled children' (NSPCC 2003)
- 'Inspecting safeguarding in early years, education and skills settings' - Ofsted (August 2015)
- 'Preventing and Tackling Bullying: Advice for schools, staff and governing bodies' (DfE July 2017)
- 'Prevent duty – Departmental advice for schools and childcare providers' - (DfE June 2015)
- 'FGM: Multi-Agency Practise Guidelines' - [www.gov.uk](http://www.gov.uk) (2014)

- `Mandatory Reporting of FGM – procedural information` - Home Office
- `Sexting in schools and colleges, responding to incidents and safeguarding young people` (UKCCIS Guidance 2016)
- `Sexual Violence and Sexual Harassment between children` (DfE May 2018)
- Child Sexual Exploitation (DfE 2017)
- Staff Code of Conduct
- Hill House Behaviour Policy
- Hill House Policy for Children going missing

## **23. Monitoring and Review**

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

Head of Hill House; Kate Landells  
 Hill House School, Boldre, Lymington, Hants. SO41 8NE  
 Tel: 01590 672147  
 Email: [kate.landells@cambianguroup.com](mailto:kate.landells@cambianguroup.com)

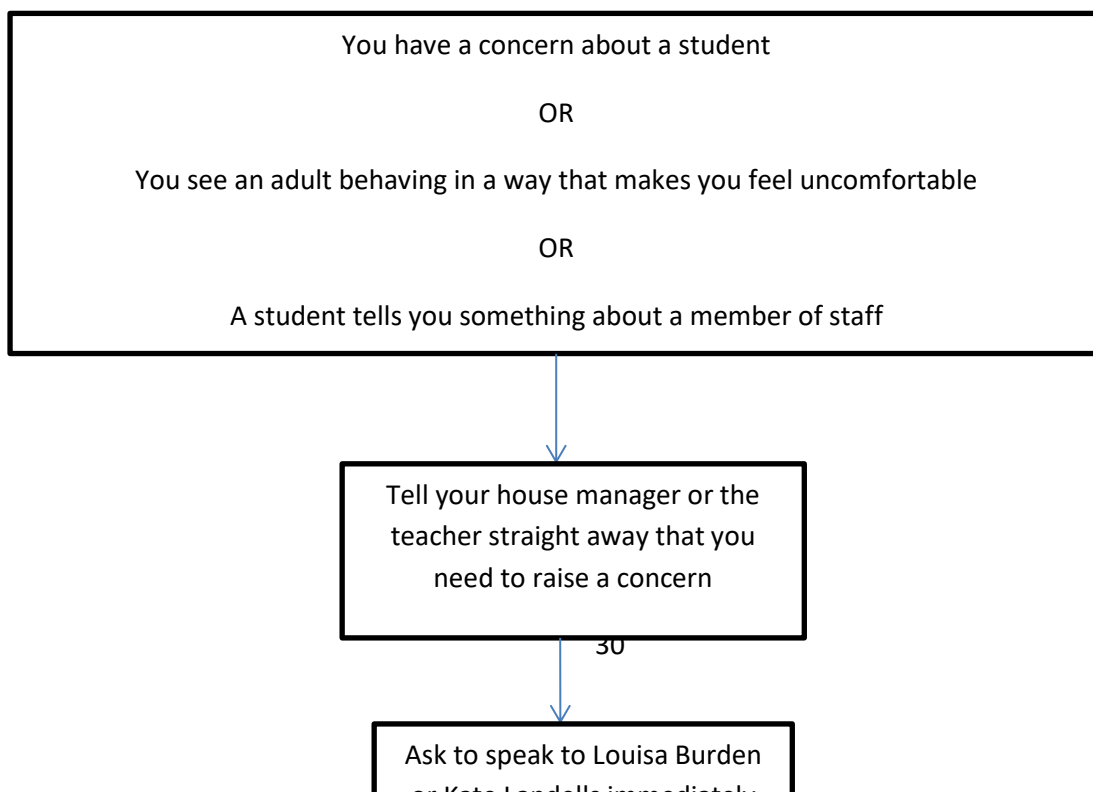
Managing Director of Education, Chris Strong  
 Tel: 07736 615943  
 Email: [Chris.Strong@cambianguroup.com](mailto:Chris.Strong@cambianguroup.com)

October 2019

Review Date: October 2020

### Appendix One

#### **REPORTING A CONCERN OR ALLEGATION**



Appendix T

Allegation – Decision to report to  
Local Designated Safeguarding  
Officer / Police

**CONCERN / SAFEGUARDING PROTOCOL FOR DESIGNATED TEAM**

- Staff reporting must complete and sign a **Concern Form**
- Discuss with another manager if this needs to be referred as safeguarding.

**A concern –**

- Log concern on the central log. Scan and save in concern folder and file a hard copy in the current safeguarding folder.
- All concerns must be followed up. This may be through an investigation / talking to staff / raising issues in supervision.
- Record actions and outcomes on the form and complete a concern outcome form (SMT / Safeguarding / Concern forms) and include copies

of any evidence. Feedback needs to be given to the staff member who reported the concern.

### **Safeguarding -**

- You need to stop what you are doing and act fast.
- **Make sure the student is safe** – this may involve removing the staff member and asking someone else to take over. Check on the student yourself or ask the school nurse to see them.
- Start an electronic **Safeguarding Tracking Pack** (SMT/ Safeguarding / tracking packs) keeping a log of all conversations including dates and times and full names of who you speak to.
- Phone Kate or another member of the designated team.  
**Kate – 07834 328501**                      **Louisa – 07584 020825**  
**James – 07736 617177**                      **Martyn - 07702 718114**
- Scan and send the front cover to Lauren Mountstevens

### **Reporting an allegation against staff -**

- Report to LADO –  
**Mark Blackwell – 01962 876364**  
**Fiona Armfield – 01962 832037 / 07540 930259**  
They will tell you what your next steps are. They may ask you to complete a **LADO Notification Form** which they will email to you. You need to save this in the safeguarding folder.
- Phone social worker or out of hours. They will advise you regarding phoning parents
- Try to keep parents informed throughout

### **Reporting suspected abuse -**

If the student is under 18 –



- Phone Children's services – **0300 555 1384** / Childrens Services
- Professionals line – **01329 225379**
- Out of hours – **0300 555 1373**. You will speak to the CRT (Childrens Reception Team)
- Email: [csprofessional@hants.gov.uk](mailto:csprofessional@hants.gov.uk)

You may be asked to complete an on line form. This can be found on the Hantsweb website - [Inter Agency Referral Form \(IARF\)](#)

If the student is over 18 –

- For all emergency situations call **999**
- Adult Services – **0300 555 1386**
- Email - [asprofessional@hants.gov.uk](mailto:asprofessional@hants.gov.uk)
- Online form to report a concern - [www.hampshiresab.org.uk](http://www.hampshiresab.org.uk)

(calls will automatically be redirected to the Out of Hours Service outside normal office hours)

- Other numbers: **0300 555 1384**
- Out of hours: **0300 555 1373**

\*If a student is of `LAC Status` they may stay with children's services until they are 25

### **Remember -**

- Be professional, objective and factual
- Be aware that anything you share can be made available to parents
- You cannot be an anonymous referrer as a professional
- If the line is engaged you will be put through to an answer phone. Leave your name and number and they will get back to you as soon as they can.

- The CRT will make a decision as to whether the information you give needs to be reviewed and assessed by MASH (Multi-Agency Safeguarding Hub)
- If not they will offer advice and close the case.
- If progressed MASH will begin information gathering

### **If more urgent –**

- If more urgent phone the police on **999** or **101**. Ask to speak to the duty sergeant on the Child Abuse Investigation Team (CAIT)
- It would be appropriate to contact the police directly when it is clear that;
  - ❖ A crime that has harmed a child has been committed
  - ❖ A child is at immediate risk of significant harm
  - ❖ Evidence could be lost if not gathered imminently
- Any referral made directly to the police must be followed up with a referral to Children's Social Care

### **Other useful numbers–**

- Hants Safeguarding under 18 - **01329 225379 / 0845 600 4555**
- Hants direct – If under 18 - **0845 6035620**
- Hants Safeguarding over 18 – **01329 225378**
- New Forest Disability Team – **02380 877703**
- Southampton social services – if over 18 - **0845 6035630**
- Hants Police – **08450454545**
- NSPCC helpline – **0800 0280285** – [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### **Remember–**

- DO NOT interview staff or start an investigation.
- Ask for email confirmation of any advice from everyone you speak to.

- If the situation reaches the criteria to report to Ofsted, complete **online OFSTED Notification Form** (SMT / Safeguarding / Ofsted Notifications) **within 24 hours** . Number it at the top (HHS/number/year)
- Authority Notification if required (We have some forms in the Safeguarding file e.g. Herts)
- Put all paperwork into safeguarding file and notification file and record log number on front contents page

### **Final Outcome –**

- Complete the final page of the tracking pack and scan
- Complete outcome box on Safeguarding Index
  - Inform LADO and social worker of final outcome
  - Refer to **DBS – 01325 953795** If:
    - Staff member has been dismissed
    - Staff member resigns part way through investigation
    - Staff member receives a caution
    - If staff member is potential risk in the future

### **Common Law Police Disclosure**

- Where there is a public protection risk, the police will pass information to us upon the charge or arrest of a member of staff
- If you have been informed by the police that there has been a situation involving a member of staff, you need to contact the LADO as soon as possible and provide them with the details. They will advise on what action to take

**All paperwork MUST stay in the locked cupboard in LB's office at HHS. Do not take any information home**

**ALL DOCUMENTATION IS ALSO KEPT ELECTRONICALLY IN SMT / SAFEGUARDING**

**See checklist below**

### **CHECKLIST**

**Tick to ensure all steps have been followed and paperwork completed**

1.	Concern form completed	
2.	Individual made safe and staff member moved	
3.	Electronic Safeguarding Tracking Pack started	
4.	Concern logged on electronic index	
5.	Another member of the Designated Team Informed	
6.	Kate Landells informed	
7.	If an allegation against staff – contact LADO ( Mark Blackwell / Fiona Armfield) informed	
8.	If suspect abuse – contact the CRT	
9.	LADO Notification form completed if requested	
10.	Police informed if required and reference number taken	
11.	Social Worker / out of hours informed	
12.	Parents informed	
13.	Scan and send front page of tracking pack	
14.	OFSTED Notification form completed <u>within 24 hours</u>	
15.	Authority Notification if required	
16.	All names and times of conversations recorded	
17.	All paperwork logged in safeguarding / notification file before I leave the site	
	IF HAVE OUTCOME -	
1.	Final page of safeguarding tracking pack completed. Scan and send	
2.	Inform LADO / Social worker of outcome	
3.	Complete final outcome box on Safeguarding Index	
4.	DBS informed if appropriate	
5.	All paperwork to be saved electronically	

Appendix Three

**CONCERN / SAFEGUARDING PROTOCOL FOR MIDDLE MANAGERS**

- Staff reporting must complete and sign a **Concern Form**
- Contact one of the designated team. If you are unable to contact anyone then discuss with another manager whether the concern needs to be referred as safeguarding

If there is any potential risk to students or other staff then deem the concern a safeguarding matter

**A concern –**

- Sit with the member of staff and talk through their concern
- You may be able to resolve the concern immediately or you may need to follow it up
- Contact Kate, Louisa James or Martyn (if not on site then phone and leave a message and send them an email)
- If out of hours then contact the on call (if it is not urgent then send them an email)
- All concerns need to be taken seriously
- Keep the concern form safe (do not take it home) and pass to Kate, Louisa, James or Martyn so that it can be logged
- All staff receive feedback from their concern

### **Safeguarding -**

- You need to stop what you are doing and act fast. Allocate your DO responsibility to another member of staff
- **Make sure the student is safe** – this may involve removing the staff member and asking someone else to take over. Check on the student yourself or ask the school nurse to see them.
- Start an electronic **Safeguarding Tracking Pack** (Data/ House Managers/Safeguarding) keeping a log of all conversations including dates and times and full names of who you speak to.
- Phone Kate / Louisa / James/ Martyn (all designated people)

**Kate – 07834 328501**

**Louisa – 07584 020825**

**James – 07736 617177**

**Martyn - 07702 718114**

**If you are unable to contact the designated team or on-call, you may need to report the safeguarding concern yourself.**

### **Reporting an allegation against staff -**

- Report to LADO – **Mark Blackwell – 01962 876364 / Fiona Armfield – 01962 832037 or 07540 930259**

They will tell you what your next steps are. They may ask you to complete a **LADO Notification Form** which they will email to you.

- Phone social worker or out of hours. They will advise you regarding phoning parents
- Try to keep parents informed throughout
- If the student is over 18 the LADO may refer you to the New Forest Disability Team

### **Reporting suspected abuse -**

If the student is under 18 –

- Phone Children's services – **0300 555 1384** / Childrens Services
- Professionals line – **01329 225379**
- Out of hours – **0300 555 1373**. You will speak to the CRT (Childrens Reception Team)
- Email: [csprofessional@hants.gov.uk](mailto:csprofessional@hants.gov.uk)

You may be asked to complete an on line form. This can be found on the Hantsweb website - [Inter Agency Referral Form \(IARF\)](#)

If the student is over 18 –

- For all emergency situations call **999**
- Adult Services – **0300 555 1386**
- Email - [asprofessional@hants.gov.uk](mailto:asprofessional@hants.gov.uk)
- Online form to report a concern - [www.hampshiresab.org.uk](http://www.hampshiresab.org.uk)

(calls will automatically be redirected to the Out of Hours Service outside normal office hours)

- Other numbers: **0300 555 1384**

- Out of hours: **0300 555 1373**

\*If a student is of `LAC Status` they may stay with children's services until they are 25

### **Remember -**

- Be professional, objective and factual
- Be aware that anything you share can be made available to parents
- You cannot be an anonymous referrer as a professional
- If the line is engaged you will be out through to an answer phone. Leave your name and number and they will get back to you as soon as they can.
- The CRT will make a decision as to whether the information you give needs to be reviewed and assessed by MASH (Multi-Agency Safeguarding Hub)
- If not they will offer advice and close the case.
- If progressed MASH will begin information gathering

### **If more urgent –**

- If more urgent phone the police on **999** or **101**. Ask to speak to the duty sergeant on the Child Abuse Investigation Team (CAIT)
- It would be appropriate to contact the police directly when it is clear that;
  - ❖ A crime which has harmed a child has been committed
  - ❖ A child is at immediate risk of significant harm
  - ❖ Evidence could be lost if not gathered imminently
- Any referral made directly to the police must be followed up with a referral to Children's Social Care

### Other useful numbers–

- Hants Safeguarding under 18 - **01329 225379 / 0845 600 4555**
- Hants direct – If under 18 - **0845 6035620**
- Hants Safeguarding over 18 – **01329 225378**
- New Forest Disability Team – **02380 877703**
- Southampton social services – if over 18 - **0845 6035630**
- Hants Police – **08450454545**
- NSPCC helpline – **0800 0280285** – [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### Remember–

- DO NOT interview staff or start an investigation.
- Ask for email confirmation of any advice from everyone you speak to.
- Keep all paperwork safe and do not take it home with you

See checklist below

### CHECKLIST

Tick to ensure all steps have been followed and paperwork completed

1.	Concern form completed	
2.	Individual made safe and staff member moved	
3.	Electronic Safeguarding Tracking Pack started	
4.	Senior Management / member of the designated team informed	
5.	If an allegation against staff – contact LADO (Mark Blackwell/Fiona Armfield) informed	
6.	If suspect abuse – contact the CRT	
7.	LADO Notification form completed if requested	
8.	Social Worker / out of hours informed	
9.	Parents informed	
10.	All names and times of conversations recorded	
11.	All paperwork kept safe	





## Appendix Four

### Safeguarding Threshold Information for each placing authority

<i>Authority</i>	<i>Link to safeguarding threshold information /form</i>
Hampshire	<a href="http://www.documents.hants.gov.uk/childrens-services/thresholdchart">www.documents.hants.gov.uk/childrens-services/thresholdchart</a>
Kent	<a href="http://www.kscb.org/uk">www.kscb.org/uk</a>
Wiltshire	<a href="http://www.wiltshirelscb.org/thresholds">www.wiltshirelscb.org/thresholds</a>
Devon	<a href="http://www.devonsafeguardingchildren.org/thresholdtool">www.devonsafeguardingchildren.org/thresholdtool</a>
Bournemouth	<a href="http://www.proceduresonline.com">www.proceduresonline.com</a>
Bromley	<a href="http://www.bromleysafeguarding.org/thresholds">www.bromleysafeguarding.org/thresholds</a>
Hertfordshire	<a href="http://www.hertsscb.proceduresonline.com">www.hertsscb.proceduresonline.com</a>
Tower Hamlets	<a href="http://www.towerhamlets.gov.uk/safeguarding">www.towerhamlets.gov.uk/safeguarding</a>
Staffordshire	<a href="http://www.staffsscb.org.uk/thresholds">www.staffsscb.org.uk/thresholds</a>
Surrey	<a href="http://www.surreyscb.org.uk">www.surreyscb.org.uk</a>
West Sussex	<a href="http://www.westsussexscb.org/ourprocedures">www.westsussexscb.org/ourprocedures</a>
Guernsey	<a href="http://www.gov.gg">www.gov.gg</a>
Bath and North East Somerset	<a href="http://www.bathnes.gov.uk/safeguarding">www.bathnes.gov.uk/safeguarding</a>
Berkshire	<a href="http://www.sabberkshirewest.co.uk">www.sabberkshirewest.co.uk</a>
Newham	<a href="http://www.families.newham.gov.uk">www.families.newham.gov.uk</a>
Thurrock	<a href="http://www.thurrocklscp.org.uk//lscb">www.thurrocklscp.org.uk//lscb</a>