

Hill House Guidance on Child Protection and Safeguarding

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 2021*)

Definition of Safeguarding and promoting the welfare of children

Protecting children from maltreatment;

Preventing impairment of children's mental and physical 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 2021)

Contents:

1.	Policy Statement	Pg.4
2.	Aims	Pg.4
3.	Principles and Values	Pg.4
4.	Children Potentially at greater risk of harm	Pg.5
5.	Multi Agency Working / Safeguarding Partners	Pg.5
6.	Strategic Leadership Responsibility	Pg.6
7.	Safer Recruitment	Pg.8
8.	Safeguarding concerns and allegations - Reporting and Managing a safeguarding concern or allegation	Pg.8
9.	Managing allegations from young people about staff / student voice	Pg.11
10.	Hampshire safeguarding reporting system	Pg.12
11.	Recording and Confidentiality	Pg.13
12.	Information Sharing	Pg.13
13.	Records Retention Schedule	Pg.14
14.	Whistleblowing	Pg.14
15.	Common Law Disclosure	Pg.14
16.	Staff Training / Raising awareness / Checking Staff understand their responsibilities	Pg.14
17.	The Curriculum and teaching about Safeguarding	Pg.16
18.	Covid – 19 / Remote Learning	Pg.16
19.	Work with parents	Pg.18
20.	External Providers	Pg.18
21.	Young person's Emergency Contact Numbers	Pg.18
22.	Indicators of abuse	Pg.18
23.	Safeguarding Vulnerable Adults	Pg.19
24.	Safeguarding Issues	Pg.19 – 30
25.	Documentation	Pg.30
26.	Monitoring and Review	Pg.31
	Annex One: Reporting a Concern or Allegation Flowchart for staff	Pg.32
	Annex Two: Protocol for Designated Team	Pg.33
	Annex Three: Protocol for Middle Managers	Pg.37
	Annex Four: Safeguarding Threshold information for each placing authority	Pg.41
	Annex Five: Hill House Hill House harmful sexual behaviours pathway	Pg. 42

1. Policy Statement

All staff have a responsibility for Safeguarding - Safeguarding is **everyone's responsibility**

Hill House take a 'Whole school' approach to Safeguarding and Child Protection

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children and we recognise that children with special educational needs and disabilities can face additional safeguarding challenges

We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where both young people and adults feel secure, able to talk and believe that they are being listened to

We maintain an attitude of 'it could happen here'

2. Aims

Safeguarding is about;

1. Providing a safe space for children
2. Providing a safe space for children to be able to learn
3. Keeping staff safe and thinking about their welfare
4. Providing staff with the framework to promote and safeguard the wellbeing of children and in so doing ensure they meet their statutory responsibilities
5. Ensuring consistent good practice across the school
6. Demonstrating 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 wider community

We acknowledge that working in partnership with other agencies protects children and reduces risk and so we 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. Children potentially at greater risk of harm

We recognise that our young people may have vulnerabilities and additional barriers may exist when recognising abuse and neglect. Children with special educational needs can face additional safeguarding challenges

All of our young people have a social worker and details of the young person's social worker is included in the admissions pack and updated on the Hill House system should any changes occur

At Hill House we work in partnership with the young person's social worker, sharing information so that decisions can be made in the best interests of the child's safety, welfare and educational outcomes

Hill House also follow Local Authority procedures for reporting a safeguarding concern. This may involve using the Local Authorities' on-line child protection referral form

5. Multi – Agency Working / Safeguarding Partners

All education establishments within the Hampshire Local Authority Area have been designated 'relevant agencies' under the 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 refer to the locally agreed multi – agency safeguarding arrangements put in place by the safeguarding partners

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 safeguarding partnership arrangements. We fully engage in working with social care, the police, health services and other services when needed in order to promote the welfare of our young people and protect them from harm

6. Strategic Leadership Responsibility

At Hill House we adopt a 'whole school approach' and we recognise the additional risk of harm that our young people may be vulnerable to

We recognise that staff's 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

Staff use their professional understanding and judgement

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 also contact

DSL is Louisa Burden and the DDSL is Kate Landells. Staff can also contact **Kirsty Marsden** and **Greg Jagger**

There are also nominated safeguarding governors; Andrew Sutherland (*Managing director*), Simon Brown (*Regional Education Lead*) and Hayley Lukaszewski, (*Regional Care Lead*) who will take leadership responsibility for safeguarding and who will receive reports of allegations against the Principal

The DSL's role is based on guidance from 'Keeping Children Safe in Education' (DfE 2021) and the *NSPCC Designated Senior Person Checklist* and *Briefing on the role of the Designated Senior Person*

The DSL helps to promote educational outcomes by working closely with teachers, sharing information where appropriate. The DSL also liaises closely with the well - being practitioner at Hill House as well as the Clinical Psychologist and Health Care Manager, particularly where safeguarding concerns could be linked to mental health

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, the Hampshire Safeguarding annual audit and other placing authority safeguarding audits

The designated team receive regular and on – going training

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 school team

The designated safeguarding team provide staff with copies of the relevant sections from *‘Keeping Children Safe in Education’* / *‘Staff Code of Conduct / Behaviour policy / E-Safety Policy’* as well as copies of the *‘Child Protection and Safeguarding’* policy

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 2021)

This 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

Around the school there are posters *‘Protocol for when a young person goes missing from Hill House’* These highlight what to do if a young person goes missing off site. Hill House have close links with the local police who have copies of this protocol

There are trained first aiders on site at all times as well as the health care manager during school hours

When going out into the community, there are always trained first aiders with the young people. Part of the location risk assessments also include details of public institutions’ qualifications

The Hill House High Priority Group meet to discuss any young people who following a weekly review of risk flag up as red. A senior clinician also attends, 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 young person

There are clear risk assessments in place to enable us to keep our young people safe both at Hill House and out in the community and every young person has an individual risk assessment and an individual E-Safety risk assessment

7. Safer Recruitment

Hill House follow Safer Recruitment guidance as set out in Part Three - *KCSIE 2021* and ensure that all those involved in recruitment and employment have received safer recruitment training

At Hill House we create a culture that safeguards and promotes the welfare of our children. We have robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for a job at Hill House

Hill House recognise that there have been changes to recruitment after the UK left the EU. The changes are included in the *‘Keeping Children Safe in Education 2021’*

Please refer to Hill House policy on *‘Safer Recruitment’* for further information

8. Safeguarding concerns and allegations - Reporting and Managing a safeguarding concern or allegation

We recognise that there may be two types of concerns;

1. Concerns that meet the harms threshold
2. ‘Low level’ concerns that don’t necessarily meet the harms threshold

At Hill House we take all concerns seriously 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

We believe that the welfare of the child always comes first

At Hill House the designated team take prompt and proportionate action when required

We follow Part Four *‘Keeping Children Safe in Education 2021’* guidance in situations where anyone working at the school could pose a risk of harm and has;

‘Behaved in a way that has harmed a child; or may have harmed a child; Possibly committed a criminal offence against or related to a child; Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or Behaved or may have behaved in a way that indicates they may not be suitable to work with children’ (*Keeping Children Safe in Education 2021*)

This also includes behaviour that may have happened outside of Hill House and an examination of transferable risk to children will always take place

Low Level Concerns

At Hill House we encourage an open and transparent culture where concerning, problematic or inappropriate behaviour is identified early. This enables us to minimise the risk of harm and abuse. All staff receive a copy of the *Staff code of conduct* and are clear about professional boundaries

Early Help

If early help is required, the DSL will liaise with other agencies and partners and the situation will be under constant review

Staff

Everyone has a responsibility to report a concern about a young person and 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 Principal or the designated team are unavailable, staff can report a concern to any of the middle managers / duty officers at Hill House who will know how to respond

Any concerns about the conduct of other adults in the school should be taken to the Principal or the designated safeguarding Lead or team. Concerns about the Principal should be taken to the Managing Director Andrew Sutherland - Andrew.sutherland@cambiangroup.com – (0141 587 2710)

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 young person is safe. This may involve moving a staff member from working with them or the health care manager checking on the young person

We would also seek to complete a `check in` with the young person, giving them the opportunity to communicate how they are feeling

The designated person then contacts either the LADO or Hants Safeguarding team and will also liaise with safeguarding partners and work with other agencies. 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

A risk assessment for any staff members involved may be implemented following discussions with Cambian's HR department

The young person's parents and social worker may be informed of the concern and kept up to date with the investigation throughout

The concern may also need to be referred to the young person's placing authority following the threshold guidance

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. From every concern outcome there are always lessons learnt and these are documented

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

When to call the police

The Hill House designated team will liaise with the safeguarding partners and also work with other agencies in line with *`Working Together to Safeguard Children`*

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

Agency staff

Hill House follow a very clear process when it comes to managing allegations against an agency staff member and we do not simply cease to use that member of staff. We advise the agency of our own process to manage the allegation and ensure that ownership is retained and that a process akin to the disciplinary policy is followed

Young people

Individual reflections and `check ins` are scheduled to enable our young people to talk about any concerns or worries that they may have

Visitors and Contractors

All visitors and contractors are asked for ID

Hill House provides an information leaflet to all visitors and contractors. 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 visitor's badge and are accompanied throughout their visit

Parents

All parents receive a copy of the Hill House *Child Protection and Safeguarding policy* before their child starts at the school and 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 information about National guidance

9. Managing allegations from young people about staff and Student Voice

At Hill House we are aware that some young people 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 young person making an allegation. If this has been known then information will be recorded as part of the impact assessment and also recorded on their individual risk assessment

If a young person 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 young person'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 young people from abuse and the need to protect staff from any false or unfounded allegations

For children 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

Our systems operate with the best interests of the child at heart

Concerns are always treated seriously and we believe that it is important that all our young people feel that they have been heard

10. Hampshire safeguarding reporting system

We liaise closely with our LADO and always contact them to talk through any situation where a concern about a young person has been raised

There may also 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

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 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

Other Local Authorities also have their own referral systems for reporting a child safeguarding / child protection concern. We ensure that we are aware of these and use any on line Local Authority referral system

11. Recording and Confidentiality

All records include a clear and comprehensive summary of the concern. This includes how a concern is followed up and resolved, the action taken and decisions reached. Records also include the outcome and lessons learnt / how practice can be improved

Our recording systems are reviewed regularly and discussed during DSL supervision meetings

Child Protection files are kept up to date and are kept securely and confidential

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 and an Ofsted notification may need to be 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

Written information is completed in a timely manner and is kept securely

All documentation is kept securely with only the designated team having access to any record of concerns

Please refer to the *Information sharing policy*

12. Information Sharing

We recognise the importance of information sharing when necessary and liaise with our safeguarding partners and other agencies when required

We follow Part Two of KCSIE where it states;

The Data Protection Act 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children`

(Keeping Children Safe In Education 2021)

13. Records Retention Schedule

If a young person moves to another school, we ensure that any safeguarding information is always transferred to their new placement

The information is transferred separately to the main school file and 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

14. 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 hour, seven days a week basis, by Navex Global, an independent specialist provider of whistleblowing services.

15. Common Law Police Disclosure

Where there is a public protection risk, the police or the LADO will pass information to Hill House upon charge or arrest of a member of staff

16. Staff Training / Raising awareness and checking staff understand their responsibilities

All staff are aware of the Safeguarding systems at Hill House. This includes; *the child protection policy / behaviour policy / staff behaviour policy* and *code of conduct / safeguarding responses to children who go missing* and the *role of the designated team*

All staff know what to do if a child tells them they are being abused

- As part of the Hill House induction all staff receive an introduction session on safeguarding. This includes awareness of the different types of abuse and neglect. It also includes what to do if they have a concern about a young person and how to respond to a

report of abuse and how best to support the young person. Safeguarding during induction also includes on – line safety. This is reinforced and integrated through regular updates and is part of a `whole school` approach

All staff are asked to complete a safeguarding quiz at the end of their training in order to check their understanding

All staff complete an on - line 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 *Child Protection and Safeguarding 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*

We refer to the document `*Guidance for Safer Working Practice 2020*` - <https://www.saferrecruitmentconsortium.org/GSWP%20COVID%20addendum%20April%202020%20final-2.pdf> (copy and paste link into your browser)

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

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 2021) `*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

17. The curriculum and teaching about Safeguarding

As part of a whole school approach to safeguarding, we teach our young people about safeguarding, including online safety as part of our broad and balanced curriculum

Our curriculum is contextualised and personalised for our young people to enable them to access learning

Keeping safe runs throughout each subject area but is particularly promoted throughout PSHE, RSE and Computing. The Hill House curriculum promotes SMSC

Relevant issues are covered through Relationships and Sex Education (RSE) as part of a broad and balanced curriculum. See the [Statutory guidance for RSE](#)

Online safety is also taught as part of the Hill House curriculum. See [DfE advice for schools about online safety](#)

Hill House hold regular themed days throughout the year such as an `E- Safety` day and an `Anti – Bullying` day. There are also regular `Keeping Safe` sessions held each week

18. Covid – 19 and Remote Learning

Covid – 19 is an on – going reality and at Hill House, we are prepared to adapt to the changes that are needed in order to keep everyone safe. This includes the ability to adapt to home – based learning and remote learning if needed

Staff will continue to follow the Child Protection procedure and advise the safeguarding leads immediately about concerns they have about any child, whether in school or not. We believe that COVID-19 means a need for increased vigilance due to the pressures on services, families and young people, rather than a reduction in our standards

Should a child in the school's view be at risk of significant harm and local agencies are not able to respond, we will immediately follow the safeguarding children partnership escalation procedure

At Hill House we recognise that keeping young people and teachers safe during remote education is a priority. The teacher delivering remote education online will be aware that the

same principles set out in the school's staff code of conduct and their responsibilities around KCSIE will apply to any remote curriculum delivery

We have clear reporting routes so that children, teachers, parents and carers can raise any safeguarding concerns in relation to remote online education

Delivering the curriculum remotely and teaching from home is different from teaching in the classroom. The teacher will deliver the remote lessons from a designated classroom and will be sensitive to the surroundings of the children, parents or carers

The teacher responsible for the delivery of remote learning will underline the importance of a safe online environment and encourage parents and carers to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. The teacher will also use these opportunities as well as follow up daily calls to reinforce the importance of children staying safe online

The teacher responsible for remote learning will ensure that parents and carers are aware of what their children are being asked to do, including; the type of curriculum their child will be accessing; the targets they will be set; sites they will be asked to use; the expectations of work to be done outside of the live on - line lessons; the staff and other young people that their child may interact with

Our best endeavours are to ensure that the remote learning complies with the GDR. The teacher responsible for remote learning will; communicate within school hours as much as possible; communicate through the school channels approved by the senior leadership team; use school email accounts (not personal ones); use school devices; will not share personal information; take care not to share contact details when emailing multiple people; be careful when sharing usernames and other personal data for access to online resources; provide access to school data systems safely

All live lessons are recorded in order to capture evidence and progress and can be used for quality assurance and parents will have a daily follow up call post the live lesson to check for understanding and plan with the parents/carers the next steps for learning

It is expected that parents/ carers will accompany their child and support them to access the daily live online lessons

Regarding Attendance – we follow the [attendance guidance issued by government](#)

19. 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

20. External Providers

Hill House invite all external providers to come and complete 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 and 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 and we ensure that there is a risk assessment in place for any visitors to the school for example drama companies

21. Young Person's 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

22. Indicators of Abuse and Neglect

(Keeping Children Safe in Education` DfE 2021)

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`

23. 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

24. Safeguarding issues

(Keeping Children Safe in Education` DfE 2021)

Child on child abuse

Child on Child Sexual Violence and Sexual Harassment

Upskirting

Child abduction and Community Safety Incidents

Children and the court system

Child missing from education

Children with family members in prison

Child Criminal Exploitation (CCE) and Child sexual exploitation (CSE)

County Lines

Modern Slavery and the National Referral Mechanism

Cyber crime

Domestic Abuse

Homelessness

So called 'Honour based abuse' (including Female Genital Mutilation and Forced Marriage)

Preventing radicalisation

Child on Child abuse - Managing allegations against other students

'Children can abuse other children, this is referred to as peer on peer abuse' *(Keeping Children Safe In Education 2021)*

At Hill House we recognise that even if there are no reported cases of child – on – child abuse, such abuse or inappropriate interactions may still be taking place. We always believe that 'it could happen here' and understand that such risks could take place in school, outside of school or on – line

We have a zero - tolerance approach to abuse and recognise that some inappropriate behaviours may put children at risk

All staff understand the procedures with regard to child on child abuse

Child on Child abuse can take on different forms:

Bullying (including cyberbullying, prejudice – based and discriminatory bullying)

Abuse in intimate personal relationships between young people

Consensual and non – consensual sharing of nudes and semi – nudes – UKCIS Education

Group Guidance: <https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people>

Causing someone to engage in sexual activity without consent

Upskirting

Sexual Violence and Harassment

Initiation / hazing type violence and rituals

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

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

As part of the pre-admission process, a thorough risk assessment of any young person 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 young peoples' wellbeing or learning.

If a young person were to present a safeguarding risk to other young people then an individualised risk management plan would be implemented immediately to ensure that everyone is 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 young people by others in the school and that some young people 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 young person, some of the following features will be found;

The allegation:

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

All concerns are taken seriously and victims are supported throughout. At Hill House we take a reflective approach and regularly review decisions and actions

We also recognise and take into consideration the developmental stages of the children involved

If an allegation was made by a young person against another young person 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 and both the victim and perpetrator will be supported

Young people are supported to know who they can go to should they have a concern and they 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*

At Hill House our reporting systems are well promoted and easily accessible for staff

Young people are supported to be able to communicate how they are feeling and raise a concern. This takes place through regular `check ins` and reflection sessions. Young people are encouraged to use their Talk Pad devices to let others know how they are feeling and they also have the opportunity to take part in regular `Keeping Safe` sessions where they learn about staying safe

Child on Child Sexual Violence and Sexual Harassment

`Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children` (*Keeping Children Safe In Education 2021*)

Harmful sexual behaviours can occur online and offline

We understand that sexual violence and sexual harassment is not acceptable and maintain an attitude that `it could happen here` We adopt a `whole school approach`

We maintain a zero-tolerance approach and never `normalise` these behaviours

We take into consideration the children's developmental stages and also understand that our young people may face additional barriers to telling someone because of their vulnerability

Part Five of KCSIE along with the following DfE document *`Sexual Violence and Sexual Harassment between children in school and colleges`* – 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

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999239/SVSH_2021.pdf

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 young person or group of young people

In order to support staff to understand the topic of Child on Child abuse and Child on Child Sexual Violence and Sexual Harassment, Hill House have produced a training video called `In conversation with....` This is a Q&A based session between two Cambian Clinical Psychologists and provides an accessible resource for staff to help them to understand what this topic could mean for our young people at Hill House

Please also refer to the Hill House guidance on Child on Child abuse and Child on Child sexual violence and harassment. This includes the Hill House harmful sexual behaviours pathway which can also be found in Annex Five below

Up skirting

The Voyeurism (offences) act commonly known as the *`Up skirting Act`* came into force in April 2019

`Up skirting` is where someone takes a picture under a person's clothing without their permission or knowledge, 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..... Anyone of any gender can be a victim` (*Keeping Children Safe in Education 2021*)

Child abduction and Community Safety Incidents

Child abduction is the “unauthorised removal or retention of a minor from a parent or anyone with legal responsibility for the child”

Child abduction can be “committed by parents or other family members, by people known but not related to the victim and by strangers” (*KCSIE 2021*)

At Hill House we are aware of keeping our children safe at all times and concerns would be raised if an unknown adult approached one of our young people

Children and the Court system

“Children are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed” (*Keeping Children Safe In Education 2021*)

We recognise that this would be very challenging for our young people due to their levels of cognitive ability and communication difficulties

If such a situation arose, we would work with all partners to determine whether this would be in the young person’s best interests

Children Missing from Education

We recognise that a child missing from education could be at risk of being a victim and there is potential for children to be exploited

If there were any instances of unauthorised absences we would liaise directly with the young person’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 and we ensure that we have at least two emergency contacts for each young person

Children with family members in prison

We recognise the importance of accepting support and guidance should a parent of a child in our care be sent to prison. We would ensure that we worked hard to mitigate any negative consequences for the child

Child Criminal Exploitation (CCE) and Child Sexual Exploitation (CSE)

“CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity” (*Keeping Children Safe In Education 2021*)

Please refer to KCSIE 2021 for the indicators of CCE

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

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*)

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

County Lines

“County Lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas using dedicated mobile phone lines or other forms of “deal Line” (*Keeping Children Safe In Education 2021*)

“Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move (or store) drugs and money” (*Keeping Children Safe In Education 2021*)

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

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

See [Home office guidance](#)

Modern Slavery and the National Referral Mechanism

“Modern Slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour” (*KCSIE 2021*)

Further information can be found at <https://www.gov.uk/government/collections/modern-slavery>

Cybercrime

“Cybercrime is criminal activity committed using computers and / or the internet” (*KCSIE 2021*)

We are aware of the “Cyber Choices” programme whom we would refer any concerns to

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” (*Keeping Children Safe In Education 2021*)

We recognise the implications of the “*Domestic Abuse Act 2021*” and also recognise that any child can witness and be affected by domestic abuse

OPERATION ENCOMPASS

Operates in the majority of police forces across England. It helps police and schools work together to provide emotional and practical help to children. Advice on identifying children who are affected by domestic abuse and how they can be helped is available at:

National Domestic Abuse Helpline – 0808 2000 247

NSPCC- UK domestic-abuse signs symptoms effects

Refuge what is domestic violence/effects of domestic violence on children

Safelives: young people and domestic abuse

So-called 'honour based' abuse (HBA)

'So-called 'honour - based abuse (HBA) encompasses incidents and 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 HBA are abuse regardless of the motivation) and should be handled and escalated as such' (*Keeping Children Safe In Education 2021*)

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

FGM and Mandatory reporting

'FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs' (*Keeping Children Safe In Education 2021*)

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**

See ['Mandatory reporting of Female Genital Mutilation'](#) procedural information from the Home Office

Legislation requires regulated health and social care professionals and teachers to make a report to the police of any known cases of FGM and 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 also follow guidance from the document which can be found on the www.gov.uk website - 'FGM: Multi-Agency Practise Guidelines'

Preventing Radicalisation

'Children are vulnerable to extremist ideology and radicalisation' (*Keeping Children Safe In Education 2021*)

We recognise our duty to protect all our young people from these risks. These involve;

Extremism: 'The vocal or active opposition to our fundamental values'

Radicalisation: 'The process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups'

Terrorism: 'An action that endangers or causes serious violence to a person / people; causes serious damage to property or seriously interferes or disrupts an electronic system'

(Keeping Children Safe In Education 2021)

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 training

Hill House are aware of and would follow local procedures for making a PREVENT referral

Hampshire *PREVENT* Partnership Board;

Hampshire

Children: 0300 555 1384

Adults: 0300 5551386

Information and advice is also available from:

Anti-Terrorist Hotline: 0800 789321

Crime Stoppers: 0800 555111

Channel

“A voluntary, confidential support programme which focuses on providing support at an early stage to people who are vulnerable to being drawn into terrorism” (*Keeping Children Safe In Education 2021*)

PREVENT referrals may be passed to a multi – agency CHANNEL panel. See [Channel guidance](#) from HM Government

Additional Safeguarding Issues

Mental Health

We understand that mental health issues may be an indicator of abuse, neglect or wider safeguarding risks

We recognise that we have an important role to play in supporting the mental health and well – being of all our young people and our staff

We have clear systems and processes in place to identify a young person’s needs and to consider if it is a safeguarding concern

At Hill House we have a well – being practitioner who supports everybody’s well being

On-line Safety

“The use of technology has become a significant component of many safeguarding issues including; CSE, Radicalisation and Sexual Predation” (*Keeping Children Safe In Education 2021*)

On-line safety is integrated into safeguarding at Hill House and we work hard to protect our young people from on line risks

We teach our young people, staff and visitors about on-line safety at Hill House and this is promoted throughout our curriculum

Every student has an individual E-Safety risk assessment

In order to limit the risks, 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 young people 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 young people 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

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...'

At Hill House measures are in place to prevent bullying including cyberbullying, prejudice – based and discriminatory bullying

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 SMARTBOX and 'talk time' sessions

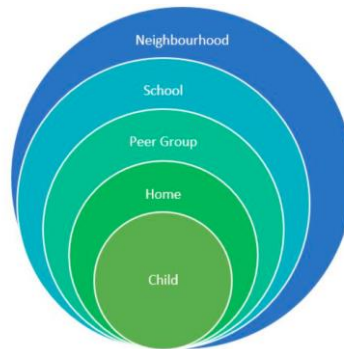
Prevention is key and is promoted through the Hill House Curriculum, Anti-bullying days (involving links with the local police) , through regular staff training and by celebrating achievements and successes

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

Extra familial harm

We recognise that children may be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation and serious youth violence

Within our risk assessments, we take into consideration contextual concerns in our area



25. Documentation

Hill House recognise the following National guidance;

‘Keeping Children Safe in Education’ (DfE 2021)

‘Working Together to Safeguard Children’ (HM Government 2018)

‘Sexual Violence and Sexual Harassment between children in schools and colleges’ (DfE 2021)

‘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 (2014)

‘Mandatory Reporting of FGM – procedural information’ – Home Office

‘Sexting in schools and colleges, responding to incidents and safeguarding young people’ (UKCCIS Guidance 2016)

Child Sexual Exploitation (DfE 2017)

Staff Code of Conduct

Hill House Behaviour Policy

Hill House E-safety Policy

Hill House Policy for Children going missing

NPCC When to call the Police – Guidance for Schools and Colleges

Teaching online safety in school (*DfE June 2019*)

Relationships Education, Relationships and Sex Education (RSE) and Health Education (*DfE Sept 2020*)

Safer Recruitment Consortium GSWP COVID Addendum April 2020

26. Monitoring and Review

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

Principal of Hill House: Kate Landells
Hill House School,
Boldre,
Lymington,
Hants. SO41 8NE
Tel: 01590 672147
Email: kate.landells@cambiangroup.com

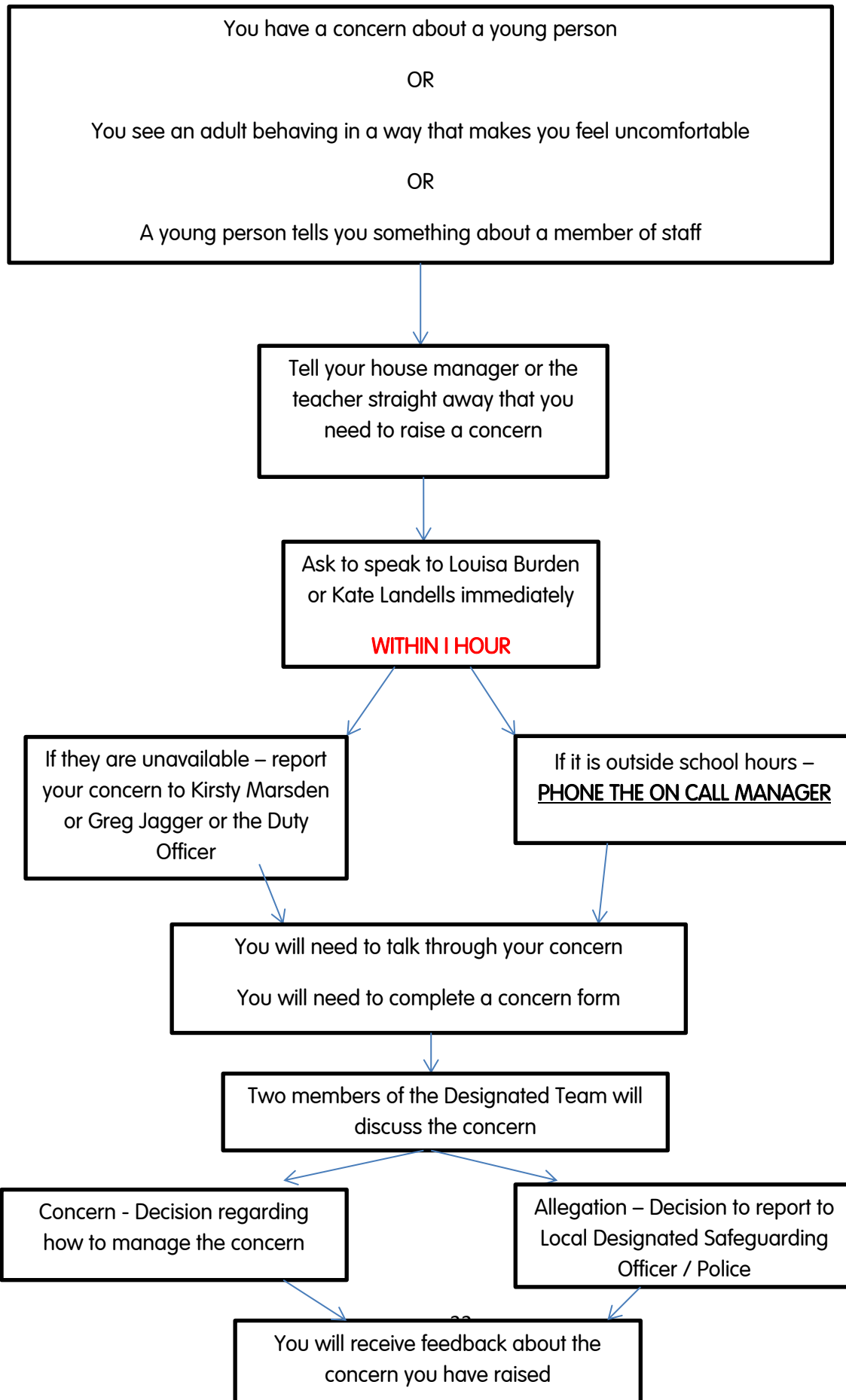
Managing Director of Education; Andrew Sutherland
Tel: 0141 587 2710
Email: andrew.sutherland@cambiangroup.com

March 2022

Review Date: September 2022 or as required

Annex One

REPORTING A CONCERN OR ALLEGATION



Annex Two

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 moving the staff member and asking someone else to take over. Check on the student yourself or ask a manager 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
Kirsty – 07917 152596 Greg - 07917 653701

Reporting an allegation against staff -

- Report to LADO –
Mark Blackwell – 01962 876364 / 01962 847005 (direct line)
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 either email to you or you can use the eForm [link](#)

- You can also use the following email address to make a referral;
child.protection@hants.gov.uk
- 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

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
- Online form to report a concern - 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
Link to the Online Safeguarding forms for Adults Health and Care;

For all contact with Adults Health and Care (including Safeguarding referrals) please use our online forms which are available for public and professionals here:

<https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/contact>

For information about Health and Care Services visit Connect to Support Hampshire, <https://www.connecttosupporthampshire.org.uk/>

Hants Direct: 0300 555 1386

Textphone: 0300 555 1390

Out of Hours Service: 0300 555 1373

Adult.MASH@hants.gov.uk

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

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 the Vice Principal's. 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.	OFSTED Notification form completed <u>within 24 hours</u>	
14.	Authority Notification if required	
15.	All names and times of conversations recorded	
16.	All paperwork logged in safeguarding / notification file before I leave the site	
	IF HAVE OUTCOME -	
1.	Final page of safeguarding tracking pack completed	
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	

Annex 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, Kirsty, or Greg (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, Kirsty or Greg 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 / Kirsty / Greg (all designated people)

Kate – 07834 328501

Louisa – 07584 020825

Kirsty – 07917 152596

Greg – 07917 653701

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 / 01962 847005 (direct line)
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 either email to you or you can use the eForm [link](#)
- You can also use the following email address to make a referral;
child.protection@hants.gov.uk
- 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

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
- Online form to report a concern - 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

Link to the Online Safeguarding forms for Adults Health and Care;

For all contact with Adults Health and Care (including Safeguarding referrals) please use our online forms which are available for public and professionals here:

<https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/contact>

For information about Health and Care Services visit Connect to Support Hampshire, <https://www.connecttosupporthampshire.org.uk/>

Hants Direct: 0300 555 1386

Textphone: 0300 555 1390

Out of Hours Service: 0300 555 1373

Adult.MASH@hants.gov.uk

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

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	

Annex Four

Safeguarding Threshold Information for each placing authority

Authority	Link to safeguarding threshold information /form
Hampshire	www.documents.hants.gov.uk/childrens-services/thresholdchart
Kent	www.kscb.org/uk
Wiltshire	www.wiltshirelscb.org/thresholds
Devon	www.devonsafeguardingchildren.org/thresholdtool
Bournemouth	www.proceduresonline.com
Bromley	www.bromleysafeguarding.org/thresholds
Hertfordshire	www.hertsscb.proceduresonline.com
Tower Hamlets	www.towerhamlets.gov.uk/safegaurding
Staffordshire	www.staffsscb.org.uk/thresholds
Surrey	www.surreyscb.org.uk
West Sussex	www.westsussexscb.org/ourprocedures
Guernsey	www.gov.gg
Bath and North East Somerset	www.bathnes.gov.uk/safeguarding
Berkshire	www.sabberkshirewest.co.uk
Newham	www.families.newham.gov.uk
Thurrock	www.thurrocklscb.org.uk/lscb
Portsmouth	www.portsmouthscb.org.uk/wp-content/uploads/PSCB-Threshold-Document
Essex	www.whatdotheyknow.com/request/110784/response
Cornwall	www.cornwall.gov.uk/media/34382614/multi-agency-threshold-guidance.pdf
Brighton and Hove	www.bhscp.org.uk/safeguarding-partnership-documents/thresholds/
City of London	Thresholds-of-need-WEB-030915 Redacted.pdf (chscp.org.uk)
Milton Keynes	1.1 MK Levels of Need Milton Keynes Inter-Agency Safeguarding Children (procedures.org.uk)
Haringey	Haringey Safeguarding Children Partnership - Guidance & Legislation (haringeyscp.org.uk)
Harrow	When there is an immediate need to protect a child because they are being harmed or at risk of harm, Local Authority Children's Social Care and/or Police must be contacted by telephone referral (harrowlscb.co.uk)

Annex Five

Hill House harmful sexual behaviours pathway

