



## **Safeguarding Children**

At KBM Tutors our aim is to provide an environment where our children are safe and feel safe, where they are encouraged to talk and are listened to when they have a worry or concern. We require all staff and volunteers to share this commitment.

Parents and Carers may also contact us when they have concerns about the welfare or safety of a child or children.

We are committed to doing everything in our power to protect children, promote their welfare and support their families. We work closely with other professionals, including Children's Services, Police and Health Authority staff.

We endeavour to work in an open and transparent way and, unless the welfare of a child is believed to be at risk, we would share any concerns with parents before sharing them with other professionals.

If you have any concerns about Safeguarding and Child Protection, or if you have any concerns about a child, please speak with one of our Safeguarding Leads.

Our Designated Safeguarding Leads (DSLs) is:

Our Safeguarding – Child Protection Policy is reviewed annually and can be found here.

Safeguarding and Child Protection Policy Sept18 ([Link](#))

## KBM Tutors

### Cause for Concern Form

Child Name:

Gender:

Age:

Reported by:

Role:

Date:

**Briefly describe the context of the incident:** (e.g. where, when, who was there, ...)

**Please describe what caused you to be concerned:** ( Try to factual as possible, reporting exactly what happened or what was said.)

Name and signed:

Action(s) taken:

Feedback to person who reported the concern: Yes/No

Name and signed:

Role:

Date:

Please do NOT photocopy this form- hand straight to a Designated Safeguarding Officer.  
DO NOT leave this form lying around or in view of others.

## 1.0 Statement of Commitment

The staff of KBM Tutors fully recognise the contribution it makes to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm.

All staff and Governors believe that our school should provide a caring, positive, safe and stimulating environment which promotes their mental health and wellbeing, social, emotional, physical and moral development of the individual child.

## 2.0 Purpose of this Policy

- To support the child's development in ways that will foster security, confidence and independence;
- To raise the awareness of all staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse and of children in need;
- To provide a systematic means of monitoring, recording and reporting children known or thought to be at risk of harm;
- To emphasise the need for good levels of communication between all members of staff;
- To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse;
- To develop and promote effective working relationships with other agencies, especially Social Care Services and Police;
- To ensure that Safer Recruitment Procedures are operated.

## 3.0 Definitions

Safeguarding and promoting the welfare of children is the process of:

- 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;
- Taking action to enable all children to have the best life chances.

Child Protection is the process of protecting individual children identified as suffering or at risk of suffering significant harm as a result of abuse or neglect.

Types of abuse are categorised as:

- Physical abuse
- Emotional abuse
- Neglect
- Sexual abuse (including Female Genital Mutilation, ChildSexual

### Exploitation and Peer on Peer Sexual Abuse)

We recognise that technology offers increasing opportunities and is constantly evolving. Access is becoming universal, increasingly mobile and pupils use technology at an early age. 'E'-safety is a vital aspect of safeguarding children and is the responsibility of all staff, both in terms of keeping children safe and teaching children to assess and manage risks for themselves.

### Radicalisation and Prevent Duty

The Counter-Terrorism and Security Act 2015, places a duty on school staff to have due regard to the need to prevent children from being drawn into terrorism; this is known as the Prevent Duty. We recognise that protecting children from the risk of radicalisation is part of our safeguarding duties, similar in nature to protecting children from other forms of abuse.

Radicalisation is the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to extremist ideology. It can happen in many different ways and settings.

School staff receive training and must be aware of the risks and indicators of radicalisation. Staff should use professional judgement in identifying children who might be at risk of radicalisation or extremism and should report any concerns to a Designated Child Protection Lead.

#### The Channel Panel

Our school will closely follow any locally agreed procedure as set out by the Local Authority and/or our Safeguarding Children Board's agreed processes and criteria for safeguarding individuals vulnerable to extremism and radicalisation. In the event of concerns about a person becoming radicalised consideration will be given to using the LA

Channel process. Channel is a bespoke panel which meets to address issues of individuals who have been identified as being at risk of radicalisation but have not committed any terrorism offence. The Channel Panel meets when a referral has been made and referrals can be made by anyone.

'Channel' is a voluntary Government funded programme which aims to safeguard children and adults from being drawn into terrorist activity. 'Channel' can provide a support plan and specific interventions to protect people at risk, including mentoring support or an ideological or theological intervention. If you want to find out more about

'Channel' <https://www.gov.uk/government/publications/channel-guidance> or call 101 to discuss your concerns.

#### 4.0 Legislative Framework

We recognise our legal responsibility to safeguard children and promote their welfare. We will therefore act within the framework set by the Children Act 1989, the Children Act 2004, the Children and Social Work Act 2017, What to do if you are Worried A Child is Being Abused 2015 and Keeping Children Safe in Education 2018. We will also follow the Working Together to Safeguard Children 2018 guidance.

#### 5.0 Procedures

These are set out in a separate document and must be understood and adhered to in conjunction with this policy.

We will ensure that:

- We have designated senior members of staff (Designated Safeguarding Leads) who undertake regular inter-agency training and refresher training every 2 years;
- We have deputy designated senior members of staff (Deputy Designated Safeguarding Leads) who also undertake regular inter-agency training and refresher training every 2 years;
- All members of staff develop their understanding of the signs and indicators of abuse and have training annually;
- All members of staff know how to respond to a child who discloses abuse;
- All parents / carers are made aware of the responsibilities of staff members with regard to child protection procedures and the policy is made available to them.

Our policy and procedures will be reviewed annually and updated.

All new members of staff will receive a copy of the Safeguarding and Child Protection Policy and

procedures as part of their induction.

## 6.0 Responsibilities

### Designated Safeguarding Leads and Deputy Designated Leads (DSLs)

The Designated Safeguarding Leads are responsible for:

- Adhering to the London Child Protection Procedures and school procedures with regards to referring a child if there are concerns about possible abuse or child in need;
- Ensuring that staff are familiar with the school policy and procedures and providing/facilitating training for all staff;
- Co-ordinating action within the school and liaising with social care and other agencies over cases of abuse and suspected abuse;
- Making Child Protection referrals (Multi-Agency), recording and reporting accordingly;
- Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- Ensuring that all such records are kept confidentially and securely and are separate from pupil records;
- Provide appropriate feedback to members of staff as appropriate;
- Liaising with external agencies about individual cases;
- Organising child protection training within school.

### **School Staff**

School Staff should:

- Be alert to the signs and symptoms of abuse;
- Follow the school's agreed Child Protection Procedures;
- Consult with a designated Child Protection Lead (or Senior Member of Staff) if in any doubt as to how to proceed;
- Ensure that their behaviour and actions do not place pupils or themselves at risk of harm or allegations of harm to a pupil (e.g. inappropriate electronic communication with a pupil).

If a member of staff has concerns about a child, they should make a decision on how to act.

This would usually involve a conversation with the DSL about what action to take, including whether a referral needs to be made, though any member of staff can make a referral.

## 7.0 Supporting Children

We recognise that a child who is abused or witnesses domestic violence / abuse may find it difficult to develop and maintain a sense of self-worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self-blame.

We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.

We accept that research shows that the behaviour of a child/young person in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

Our school will support all children/young people by:

- Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying;
- Promoting a caring, safe and positive environment within the school;
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children;
- Notifying Social Care as soon as there is a significant concern;

- Providing continuing support to a child about whom there have been concerns who leaves the school by ensuring that their child protection record is forwarded, under confidential cover, to the child's new school as soon as possible. (Copy retained).

### **8.0 Relationships with Parents**

The school has a commitment to working with parents. Parents and children's rights to privacy and confidentiality should be respected. However, the priority is the needs and wellbeing of the child and effective action and liaison is crucial to this.

It should be recognised that families from different backgrounds and cultures will have different approaches to parenting. These differences should be acknowledged and respected but must not place the child at risk of harm.

Where possible school staff should work with and share information with parents. Permission for information sharing and liaison with outside agencies should be sought unless this places the child at risk.

### **9.0 Confidentiality**

We recognise that all matters relating to Child Protection are confidential.

The Headteacher or Designated Safeguarding Leads (DSLs) will disclose any information about a child to other members of staff on a need to know basis.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets.

### **10.0 Supporting Staff**

We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.

We will support such staff by providing an opportunity to talk through their anxieties with the Designated Safeguarding Lead and to seek further support as appropriate.

### **11.0 Allegations against staff**

We understand that a child may make an allegation against a member of staff.

If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher.

The Headteacher on all such occasions will discuss the content of the allegation with the Designated Officer for the Local Authority (DOLA)

If the allegation made to a member of staff concerns the Headteacher, the Chair of Governors will immediately be informed and will in turn notify the DOLA.

The school will follow the LA procedures for managing allegations against staff, a copy of which will be readily available in the school. (See LBBB Safeguarding Children Guidance –The Green Book).

### **12.0 Whistleblowing**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. (See 'Whistleblowing' Policy)

### **13.0 Physical Intervention**

Our policy on physical intervention / positive handling by staff is set out in a separate policy –

Positive Handling - and acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person.

We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

#### **14.0 Bullying**

Our policy on bullying is set out in a separate policy – Behaviour and Anti-bullying Policy – and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

#### **15.0 Racist and Homophobic Incidents**

Our policy on racist and homophobic incidents is set out in a separate policy – Behaviour and Anti-bullying Policy - and acknowledges that repeated racist / homophobic incidents or a single serious incident may lead to consideration under child protection procedures.

#### **16.0 Prevention**

We recognise that the school plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection.

The school community will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty
- Include in the curriculum opportunities for PSHE which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

#### **17.0 Health & Safety**

Our Health & Safety and Educational Visits policies, set out in separate documents, reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits.

Date for Review September 2019