

**Last Reviewed: June 2017
Next Review: June 2018**

THE BRIT SCHOOL COMMITMENT

The BRIT School, is committed to providing a safe and secure environment for children, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others.

Our policy applies to all staff, governors and volunteers working in the school and takes into account statutory guidance provided by the Department for Education and local guidance issued by the Croydon Safeguarding Children Board.

We will ensure that all parents/carers are made aware of our responsibilities with regard to child protection procedures and how we will safeguard and promote the welfare of their children through the publication of this school safeguarding and child protection policy.

The school's Child Protection policy draws upon duties conferred by S27 Children Act 1989, S175 of the 2002 Education Act and the guidance contained in "Working Together to Safeguard Children" (Feb 2017), "Keeping Children Safe in Education" (Sept 2016) "Reporting and acting on child abuse and neglect" (July 2016), "Protecting children from radicalisation: the Prevent duty" (August 2015) and the related guidance (DfES/2044/2055), as well as procedures produced by the London Area Child Protection Committee (ACPC) and Croydon LA. The Policy is in line with Ofsted guidance relating to safeguarding released in September 2016. It conforms to the publication 'Safeguarding Children and Safer Recruitment in Education. The policy is applicable to all on and off-site activities undertaken by students whilst they are the responsibility of The BRIT School.

RELATED POLICIES

This policy links closely with related policies – Anti-Bullying, Behaviour Management, Use of Force, Safer Care Code of Conduct, Health and Safety, Drugs Policy, Educational Visits, E-Safety, Equal Opportunities, Harassment, Educational Visits, Online Safety Policy.

RESPONSIBILITIES AND IMMEDIATE ACTION

All adults working at The BRIT School (including visiting staff, volunteers and students on placement) are required to report instances of actual or suspected child abuse or neglect to the Designated Person with responsibility for child protection.

The Designated Person (CP) is: Stuart Worden (Principal)

Designated Governor is: Maggie Crowe

The Designated Safeguarding Leads (DSL) are: Claire Mullord (KS5), Wendy Adams (KS4)

Other safeguarding staff: Ray Oudkerk (Assistant Principal)

Should it be necessary, in extreme cases, CP cases will be referred to the Principal, Stuart Worden. The Principal will also be copied in on all referrals made to the duty desk at Social Services.

The DSL (KS4/KS5) is also the focal point for staff who have concerns about an individual child's safety and the first point of contact for external agencies that are pursuing Child Protection investigations.

The DSL also co-ordinates the school's representation at CP conferences and Core Group meetings and the submission of written reports for conferences. When an individual concern/incident is brought to the notice of the DSL, they will be responsible for deciding upon whether or not this should be reported to the Social Services Department as a safeguarding concern. Where there is any doubt as to the seriousness of this concern, or disagreement between the DSL and the member of staff reporting the concern, advice will be sought from the Designated Person or the governor link.

In the case of allegations **against a member of staff**, the Principal or Safeguarding Governor should be informed. He/she will first discuss the allegation with the Principal before agreeing what follow-up actions are necessary, such as consulting with the Local Authority Designated Officer (LADO). The Principal should also be informed of any allegations against staff that are made directly to the police or children's social care.

If the decision is taken to refer a child to the relevant Children's Social Care team (Children's Services,) their parent/carer will normally be contacted beforehand. However, if the concern involves any allegation where the Designated Person has reason to believe that informing the parent at this stage might compromise the safety of the child or a staff member, nothing will be said ahead of the referral.

In circumstances where a child has an unexplained or suspicious injury that requires urgent medical attention, the CP referral process should not delay the administration of First Aid or emergency medical assistance. **If a student is thought to be at immediate risk because of parental violence, drunkenness, substance misuse or other incapacity or threats to remove the child during the school day, for example, urgent Police intervention will be requested.**

Where it is suspected that a child might be at risk of significant harm, nothing will be said to the child's parent/carer without the approval of the Designated Person and, as appropriate, the Social Services Department. Where a child sustains physical injury or is distressed as a result of reported chastisement or alleges that they have been chastised by the use of an implement or substance, this will immediately be reported for Social Services/ police investigation. Referrals to Social Services will be confirmed in writing, using the relevant Inter-agency Referral Form (CAF, EHAF etc) and copied to the LA's Lead Officer.

All parents applying for places at The BRIT School are informed of our safeguarding responsibilities and the existence of this policy. All relevant documents are also displayed on the website. In situations where students sustain injury or are otherwise affected by an accident or incident whilst they are the responsibility of the school, parents will be notified of this as soon as possible.

The BRIT School recognises the need to be alert to the risks posed by strangers, or others (including the parents or carers of other students), who may wish to harm children on the school site, or students travelling to and from The BRIT School. In such cases, we will take all reasonable steps to lessen such risks.

VULNERABLE STUDENTS

Particular vigilance will be exercised in respect of students who are the subjects of Child Protection Plans and any incidents or concerns involving these children will be reported immediately to the allocated Social Worker and confirmed in writing; copied to the LA Lead Officer. If the student in question is a 'Looked After' child, this will also be brought to the notice of the Designated Teacher with responsibility for children in public care.

If a student discloses that they have witnessed domestic violence or it is suspected that they may be living in a household which is affected by family violence, this will be referred to the Designated Person as a child protection concern. The BRIT School acknowledges the additional needs for support and protection of children who are vulnerable by virtue of disability, homelessness, refugee/asylum seeker status, and the effects of substance abuse within the family, those who are young carers and students who are excluded from The BRIT School.

We acknowledge that children who are affected by abuse or neglect may demonstrate their needs and distress through their words, actions, behaviour, demeanour, school work or other children. The BRIT School has a strong commitment to an anti-bullying policy and will consider all coercive acts and inappropriate child on child behaviour and sexual activity within a Child Protection context.

Whilst the Sexual Offences Act 2003 recognises that mutually agreed, non-exploitative sexual activity between teenagers does take place and that often no harm comes from it, any sexual activity between an adult and a young person under 16 is a criminal offence. This acknowledges that this group of young people is still vulnerable, even when they do not view themselves as such. Where sexual activity involving a child aged 13 - 15 is disclosed to a member of the Safeguarding Team, the professional must consider whether they should discuss the case with other agencies and whether they should make a referral to children's social care, discussing it with the Designated Safeguarding Lead if unsure how to proceed.

Where the sexual activity is known to be with an adult this must be referred to children's social care unless there are reasons to believe that the child is not suffering, and is not likely to suffer, significant harm. Any decision **not to do so** must be fully documented, giving detailed reasons. In all cases the professional should provide the child with information on staying safe and being healthy.

SAFEGUARDING PUPILS/STUDENTS WHO ARE VULNERABLE TO EXTREMISM

Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

The BRIT School values freedom of speech and the expression of beliefs / ideology as fundamental rights underpinning our society's values. Both pupils/students and teachers have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. The BRIT School is clear that this exploitation and radicalisation should be viewed as a safeguarding concern. **Definitions of radicalisation and extremism, and indicators of vulnerability to radicalisation are in Appendix 10.**

The BRIT School seeks to protect children and young people against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right / Neo Nazi / White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak to the Designated Safeguarding Lead and create a CPOMS alert, in line with the school's safeguarding procedures, forwarding to the relevant deputy designated lead, copying in the Principal.

Once a referral is received these staff will seek advice from Carl Parker in the Croydon Safety Division or the Metropolitan Police Services' Counter Terrorism Branch (SO15) for advice.

SAFEGUARDING PUPILS/STUDENTS WHO ARE VULNERABLE TO EXPLOITATION, FORCED MARRIAGE, FEMALE GENITAL MUTILATION, OR TRAFFICKING

Our safeguarding policy above through the school's values, ethos and behaviour policies provides the basic platform to ensure children and young people are given the support to respect themselves and others, stand up for themselves and protect each other. Our school keeps itself up to date on the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation. Our staff are supported to recognise warning signs and symptoms in relation to specific issues, include such issues in an age appropriate way in their curriculum. Our Safeguarding Team knows where to seek and get advice as necessary, and regularly bring in experts and use specialist material to support the work we do.

PEER TO PEER ABUSE

Abusive behaviour can happen to pupils in schools and settings and it is necessary to consider what abuse is and looks like, how it can be managed and what appropriate support and intervention can be put in place to meet the needs of the individual and what preventative strategies may be put in place to reduce further risk of harm. Abuse is abuse and should never be tolerated or passed off as 'banter' or 'part of growing up'. Equally, abuse issues can sometimes be gender specific e.g. girls being sexually touched/assaulted and boys being subject to initiation/hazing type violence (KCSIE, 2016). It is important to consider the forms abuse may take and the subsequent actions required, from informing social care to supporting all of the young people involved and their parents.

PROCEDURES FOR DEALING WITH CP CONCERNS AND INFORMATION

Any member of staff with a child protection concern will alert the relevant deputy designated lead immediately verbally and follow up with a written concern using the CPOMS referral system. This can be found on the staff common area.

The DSL will immediately read the concern and either:

- a) Address it themselves, giving it immediate attention
- b) Refer it on to the main designated person if they feel that they need support or further expertise with the incident
- c) Pass it on to the main designated or another deputy designated person if they are teaching at that time and cannot therefore action it rapidly

If the DSL is not available, the concern may be raised with the Principal who will consult with the pastoral teams and advise on the appropriate course of action.

All concerns of a child protection nature will automatically be referred to the relevant MASH team or Children's Social Care duty desk, dependant on which borough the student resides, as other professionals may hold additional information on a child or family which escalate the nature of the concern.



As professionals we have a responsibility to share information with appropriate agencies in the interests of the safety of our students.

Verbal referrals to the duty desk will be immediate upon receipt of a concern. This will be followed up with the correct referral form within 24 hours.

This form will be uploaded and put onto the student's file within the CPOMS database. If the case is new, the person making the referral becomes the named person for the case.

All paperwork relating to the student should then be filed within that file and a note of it made on the index sheet at the front of the file.

Whenever anything to do with a child protection student happens, this should be logged within 24 hours onto the CPOMS database area for child protection and welfare. This is the single central record for all child protection concerns. The DSL will ensure that this is printed off monthly and a copy put into the front of the child protection filing cabinet in case the system is down at any time when information is needed.

TRAINING

All staff will be expected to attend whole school training on safeguarding that will enable them to effectively fulfil their responsibilities in respect of child protection. The BRIT School will provide this training through the DSL. Staff will attend refresher training every three years. All newly recruited staff, teaching, non-teaching and temporary staff, will receive safeguarding training. The Safeguarding Team will receive full safeguarding training to Level 3 and then refresher training at least every two years. Designated staff will be encouraged to attend appropriate network meetings and to participate in the multi-agency training programme organised by the Croydon Safeguarding Children Board.

RECRUITMENT

The BRIT School has put in place safer recruitment procedures at all levels. All staff recruited to The BRIT School will be subject to appropriate identity, qualification and health checks. References will be verified and Disclosure and Barring Service (DBS) checks undertaken. Consultation with the Independent Safeguarding Authority (ISA) will be completed before staff are appointed and commence their duties. Agencies provide the school with DBS information on supply teachers. A Single Central Register is held for all staff and others in Regulated Activity at the school.

The Principal and members of the Senior Leadership Team have undertaken Safer Recruitment Training through nationally accredited programmes.

VOLUNTEERS

Any parent or other person/organisation engaged by The BRIT School to work in a voluntary capacity with students will be subjected to all reasonable vetting procedures and Criminal Records Checks. Where it is not appropriate to DBS/PoCAL check volunteers, they will be asked to provide references and will be asked to sign a declaration that they have not been convicted of any criminal or disciplinary offence which would preclude their employment as a worker with children. Volunteers will work under the direct supervision of an established staff member and will be subject to the same code of conduct as paid employees of The BRIT School. Volunteers will at no time be given responsibility for the personal care of students. Voluntary sector groups that operate within this school provide off-site services for our students or use school facilities will be expected to adhere to this policy or operate a policy which is compliant with the procedures adopted by the Croydon Area Safeguarding Children Board. Premises lettings are subject to acceptance of this requirement. Catering and leisure contractors are also subject to acceptance of this requirement.

STAFF CODE OF CONDUCT

All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with students and their families. Children will be treated with respect and dignity and no punishment, detention, restraint, sanctions or rewards are allowed outside of those detailed in the Behaviour Management Policy. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. Where incidents occur which might otherwise be misconstrued, or in the exceptional circumstances where it becomes necessary to physically restrain a student for their own protection or others' safety, this will be appropriately recorded and reported to the Principal and parents. Any physical restraint used will comply with DfE and LA guidance and the school's own policy.

Except in cases of emergency, First Aid will only be administered by qualified First Aiders. If it is necessary for the child to remove clothing for First Aid treatment, there will, wherever possible, be another adult of the same gender present. If a child needs help with toileting or washing after soiling themselves, another adult should be present or within earshot. If a male member of staff is providing any form of intimate care, a female colleague will be present. This would be avoided except in an emergency.

All First Aid treatment and non-routine changing or personal care will be recorded and shared with parents/carers at the earliest opportunity. Children requiring regular medication or therapies for long-term medical conditions will be made the subject of a Medical Plan that has been agreed with the parents and health authority.

For their own safety and protection, staff should exercise caution in situations where they are alone with students. Other than in formal teaching situations; musical instrument tuition, for example, the door to the room in which the teaching, counselling or meeting is taking place should be left open. Where this is not practicable because of the need for confidentiality or disturbance to others, another member of staff will be made aware that the room is in use.

Staff should also be alert to the possible risks that might arise from social contact with students outside of The BRIT School. Home visits to students should only take place with the knowledge and approval of the Principal. Visits/telephone calls by students to the homes of staff members should only occur in exceptional circumstances and with the prior knowledge and approval of the Principal. Any unplanned contact of this nature or suspected infatuations or "crushes" will be reported to the Principal. Staff will not disclose their personal telephone numbers and email addresses to students or parents.

CONTRACTORS

Building contractors who are engaged by or on behalf of the school to undertake works on site will be made aware of this policy and the reasons for this. Long-term contractors who work regularly in the school during term time will be asked to provide their consent for DBS checks to be undertaken. These checks will be undertaken when individual risk assessments by the Senior Leadership Team deem this to be appropriate. During major works, when large numbers of workers and sub-contractors may be on site during term time, Health and Safety risk assessments will include the potential for contractors or their employees to have direct access to pupils in non-teaching sessions. All contractors and sub-contractors will be issued with copies of the school's code of conduct for staff. Individuals and organisations that are contracted by the school to work with, or provide services to, pupils will be expected to adhere to this policy and their compliance will be monitored.

COMPLAINTS/ALLEGATIONS MADE AGAINST STAFF

The BRIT School takes seriously all complaints made against members of staff. Procedures are in place for students, parents and staff to share any concern that they may have about the actions of any member of the staff or volunteer. All such complaints will be brought immediately to the attention of the Principal (or Deputy Principal), in order that they may activate the appropriate procedures. If the allegation concerns alleged minor physical mishandling or verbal abuse, this will normally be dealt with under The BRIT School's complaints procedure.

If the allegation is of physical assault, the Principal will take action in accordance with The BRIT School's complaints procedure, unless one of the following criteria applies;

- The allegation is one of actual bodily harm – i.e. an injury has necessitated medical treatment.
- There is reason to suspect parental instigation or collusion.
- The allegation has been reported to the Police or Social Services by the parent.
- The child is Looked After in Public Care.
- The child's name is included in the Child Protection Register.
- The child has a disability or Statement of Special Educational Needs.
- The member of staff concerned has been subject to previous complaints.
- The allegation is one of sexual abuse.

In these cases, advice will be sought from the LADO for education services with a view to a Strategy Meeting or Discussion being held in accordance with the London SCB procedures. This process will agree upon the appropriate course of action and the time-scale for investigations.

In considering whether or not a referral to Children's Services is appropriate, the Principal may seek advice from the Chair of Governors, the LADO and Human Resources Advisers. Parents should also be advised of their independent right to make a formal complaint to the Police. Temporary and visiting staff will be subject to the same procedures.

If the complaint concerns alleged abuse by the Principal this should be brought to the attention of the Deputy Designated Person, who will inform the Chair of Governors. Any complaint concerning alleged abuse by the Designated Person whether it is the Principal or another member of staff should be reported to the Deputy Designated Person.

The Safeguarding Governor is: Maggie Crowe Maggie.Crowe@bpi.co.uk

The Local Authority is: Croydon. Steve Hall is the Local Authority Designated Officer (LADO): 020 8726 6000 ex. 84322 or email LADO@croydon.gov.uk

Staff who are formally disciplined for the mistreatment of pupils (or who resign before disciplinary action can be completed), will be notified to the Independent Safeguarding Authority.

RECORDS

Brief and accurate written notes will be kept of all incidents and child protection or child in need concerns relating to individual pupils and kept on file within the CPOMS database. This information may be shared with other agencies as appropriate. Parental consent will be sought before making a Child in Need (S17) referral to Children's Social Care (Children's Services). If consent is withheld, consideration will be given to the potential impact of this for the child and to the need for a child protection referral (S47), which does not require parental consent. The BRIT School will

take into account the views and wishes of the child who is the subject of the concern but staff will be alert to the dangers of colluding with dangerous “secrets”.



Child protection records are not open to pupils or parents. CP records are kept securely via CPOMs and are separate from educational records. They may only be accessed by the Designated Person, their Deputy and the senior leaders of the school. Referrals made to Children’s Services under the London procedures will be recorded on the Inter-agency Referral form, with copies sent securely to Children’s Social Care and the LA’s Lead Officer. It is the responsibility of the Designated Person and Deputy Designated Person to keep CP files up to date.

There is also a secure area on the shared drive which appropriate safeguarding staff may access to aid the appropriate sharing of information in the interests of safety for the school’s students.

If a student is withdrawn from The BRIT School having not reached the normal date of transfer; due to a family move or any other reason, all efforts will be made to identify any new address and the School to which they are being admitted and to ensure that their educational records are sent without delay to that School. If the parent/carer fails to provide this information, an urgent referral will be made to the Education Welfare & Attendance Service in order that they might make further enquiries. If educational records are sent to this school concerning a child who is not registered by the parent, the records will be returned to the sending School with a note, advising them to refer to their LA’s Education Welfare Service. **A child’s name will only be removed from the School’s Admissions Register in accordance with the Pupil Registration Regulations or with the authorisation of the school’s Education Welfare & Attendance Service.**

All additions to or deletions from the school Roll will trigger the completion of a Common Transfer File (CTF) which will be downloaded to the appropriate database, or securely exchanged via CPOMs, if possible. Where an onward destination cannot be determined and the pupil is of compulsory school age, the CTF will be downloaded to the Lost Pupils’ Database.

The content of Child Protection Conference or Review reports prepared by the school will follow the headings recommended by Children’s Services and will, wherever possible, be shared with the parents/carer in advance of the meeting.

The school will require documentary proof as to the identity of pupils presented for admission. If there is any doubt as to the identity of a pupil, advice will be sought from the local authority and other statutory agencies, as appropriate. We will maintain accurate records of those with Parental Responsibility and emergency contacts. Pupils will only be released to the care of those with Parental Responsibility or someone acting with their written consent.

Child Protection records will be sent to receiving schools separately and under a confidential cover.

SAFETY AT THE BRIT SCHOOL

No internal doors to classrooms will be locked whilst students are present in these areas.

Entry to The BRIT School premises will be controlled by doors that are secured physically or by constant staff supervision or video surveillance. Authorised visitors to The BRIT School will be logged into and out of the premises and will be asked to wear their identity badges or be issued with a visitor badge. Unidentified visitors will be challenged by staff or reported to the Principal or site staff. All staff and students in the school wear their identity badges at all times and are challenged if they are not.

The presence of intruders and suspicious strangers seen loitering near the school, or approaching students, will be reported to the Police and the LA with a view to alerting other local schools through appropriate systems.

If parents do not wish their children to be photographed or filmed and express this view in writing, their rights will be respected.

CURRICULUM

The BRIT School acknowledges the important role that the curriculum can play in the prevention of abuse and in the preparation of our students for the responsibilities of adult life and citizenship. It is expected that all pastoral coordinators will consider the opportunities which exist in their area of responsibility for addressing personal safety issues. As appropriate, the PPD curriculum will be used to help students to keep safe and to know how to ask for help if their safety is threatened. As part of developing a healthy, safer life-style, students will be taught, for example;

- to recognise and manage risks in different situations and then decide how to behave responsibly;
- to judge what kinds of physical contact are acceptable and unacceptable;
- to recognise when pressure from others (including people they know) threatens their personal safety and well-being; including knowing when and where to get help;
- to use assertiveness techniques to resist unhelpful pressure;
- to understand British values that include democracy, individual liberty, mutual respect and tolerance of different faiths and beliefs;
- emotional literacy.

All computer equipment and Internet access within The BRIT School will be subject to appropriate “parental controls” and Internet safety rules – also see the Online Safety Policy.

The BRIT School will work with partners to support the curriculum with the aim of:

- Developing an ethos and environment which encourages a healthy lifestyle for pupils;
- Using the full capacity and flexibility of the curriculum to help students to achieve healthy life-styles;
- Ensuring that food and drink available across the school day, reinforces the healthy life-style message;
- Providing high quality Physical Education and sport to promote physical activity;
- Promoting an understanding of the full range of issues and behaviours which impact upon lifelong health.

WORKING IN PARTNERSHIP WITH PARENTS

It is our policy to work in partnership with parents or carers to secure the best for our children. We will therefore communicate as clearly as possible about the aims of this school;

- We will try to use clear statements in our brochures and correspondence.
- We will liaise with agencies in the statutory, voluntary and community sectors that are active in supporting families.
- We will be aware that we have parents/carers who do not have English as their first language.
- We will keep parents informed, as and when appropriate.

COMPLAINTS & MONITORING

All complaints arising from the operation of this policy will be considered under the school’s complaints procedure, with reference to the LA’s Designated Officer as necessary.

The Governing Body will consider safeguarding issues and their implications for this policy on an annual basis. For this item, the Principal will report upon levels of child protection referrals made by the school during the past year, the training undertaken by staff and Governors, and any changes in legislation or national/local guidance.