



The Tiffin Girls' School

SAFEGUARDING POLICY

REVISED September 2023

Introduction

- 1.** The governors and staff of The Tiffin Girls' School fully recognise the contribution it makes to safeguarding students. We recognise that all staff, including volunteers, have a full and active part to play in protecting our students from harm and to provide a safe environment in which children can learn.
- 2.** All staff and Governors believe and are committed to the school providing a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual child.
- 3.** We recognise that in the event that the school needs to close and we put in place remote learning, our responsibility to safeguard students still stands.
- 4.** The policy has been developed in accordance with the principles established by the following legislation and statutory guidance:
 - Children's Act 1989 and 2004 amendment
 - Education Act 2002
 - Education (Independent School Standards) Regulations 2014
 - Keeping Children Safe in Education (September 2023)
 - Sexual Violence and sexual harassment between children in schools and colleges (September 2021)
 - Working Together to Safeguard Children (July 2018)
 - What to do if you are worried a child is being abused – Advice for Practitioners (March 2015)
 - Revised Prevent duty guidance: for England and Wales (April 2019)
 - Prevent Duty (July 2015)
 - Safeguarding vulnerable groups Act 2006
 - Serious Crime Act 2015
 - Multi-agency statutory Guidance on FGM (July 2020)
 - Updated guidance on the rehabilitation of Offenders Act 1974 (March 2014)
 - Information Sharing Advice for Safeguarding Practitioners (July 2018)
 - The Teachers Standards (June 2013)
 - Coronavirus (COVID 19): Education and Childcare – Guidance for teachers, school leaders, carers, parents and students (September 2020)
- 5.** The aims of this policy are:
 - 5.1.** To support the child's development in ways that will foster security, confidence and independence.
 - 5.2.** To raise the awareness of both teaching and non-teaching staff of the need to safeguard students and of their responsibilities in identifying and reporting possible cases of abuse.
 - 5.3.** To provide a systematic means of monitoring students known or thought to be at risk of harm.
 - 5.4.** To provide a set of procedures for staff to use in the event that we move to a remote learning provision.

- 5.5. To emphasise the need for good levels of communication between all members of staff.
 - 5.6. To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
 - 5.7. To ensure that the school contributes to inter-agency working in line with statutory guidance 'Working Together to Safeguard Children' (July 2018). This includes providing a co-ordinated offer of early help when additional needs of students are identified and contributing to inter-agency plans to provide additional support to students subject to child protection plans. The school will allow access for children's social care from the host local authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, a section 17 or a section 47 assessment.
 - 5.8. To ensure that all adults within our school who have access to students have been checked as to their suitability.
 - 5.9. To raise awareness of safeguarding among our students and to equip them with the skills needed to keep them safe.
6. This policy should be read in conjunction with the following policies or procedures:
- Allegations of abuse against adults working with students
 - Anti-Bullying policy
 - Attendance policy
 - Behaviour for learning policy
 - Online Safety policy
 - Educational trips and visits policy
 - RSE (Relationships and Sex Education) policy
 - Equality, Diversity and Inclusion statement and policy
 - Health and safety policy
 - Discrimination incident policy
 - Staff code of conduct
 - Students with medical conditions policy
 - Student Restraint policy
 - Whistleblowing policy

Prevention

7. We recognise that the school plays a significant part in the prevention of harm to our students by providing students with good lines of communication with trusted adults, supportive friends and an ethos of protection.
8. The school community will therefore:
 - Maintain an attitude of 'it could happen here' where safeguarding is concerned.
 - Will give due concern to instances of child on child abuse and act on them accordingly.
 - When concerned about the welfare of a child, staff members will always act in the interests of the child.
 - Establish and maintain an ethos where students feel secure and are encouraged to talk and are always listened to.
 - Ensure that all students 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 and RSHE in the curriculum which will equip students with the skills and knowledge they need to stay safe from harm, to make informed decisions and to know to whom they should turn for help.

Procedures

9. Our school procedures for safeguarding students will take into account the procedures and practice of the Local Authority as part of the inter-agency safeguarding procedures set up by the

Local Safeguarding Children Partnership (LSCP). In Kingston, this is the Kingston and Richmond Safeguarding Children Partnership ([KRSCP](#)) We will ensure that:

- 9.1. We have designated members of staff who undertake regular training. Currently Keith Batchelor (Deputy Headteacher) is the Designated Safeguarding Lead. Kathy Kilpatrick (Assistant Head Pastoral), Abi Harris (Assistant Head), Rachel Smith (Assistant Head) and Emma Kilburn (Senior Deputy Head) are qualified DSLs. Ian Keary (Headteacher) is also qualified as a DSL.
 - 9.2. We have the names and photographs of the Designated Safeguarding Leads displayed in the school reception – see Appendix A.
 - 9.3. We have two nominated governors with responsibility for safeguarding, currently Kate Bevan and Sthen Wiseman.
 - 9.4. We ensure every member of staff (including temporary and supply staff and volunteers) and Governing Board knows the name of the Designated Safeguarding Lead and their role
 - 9.5. All members of staff develop their understanding of the signs and indicators of abuse.
 - 9.6. All members of staff know how to respond to a pupil who discloses abuse, and make a referral to children's services
 - 9.7. All parents/carers are made aware of the responsibilities of staff members with regard to safeguarding procedures.
 - 9.8. As part of a balanced and broad curriculum and through teaching and learning opportunities, the school ensures students are aware of safeguarding issues.
10. Our procedures will be reviewed and up-dated annually and published on the School's website.
11. All new members of staff will be given a copy of our Safeguarding Policy and Part 1 of 'Keeping Children Safe in Education' as part of their induction into the school. In some situations, depending on the staff member's role we may provide them with Annex A as an alternative to Part 1 in KCSIE. We ensure that all new staff receive full safeguarding training when they join the school be it in September or at any other point in the academic year. The Safeguarding Policy contains the procedure for reporting suspected (or disclosed) child abuse and the procedure for managing allegations against staff / volunteers. The Safeguarding Policy and Part 1 and Annex A of 'Keeping Children Safe in Education' and the full Procedure for Managing allegations of abuse are available to staff on the shared R Drive.
12. All staff will read and understand Part 1, or Annex A (as determined by the DSL) of the Department for Education's statutory safeguarding guidance, 'Keeping Children Safe in Education' and review this guidance at least annually.

Responsibilities

13. The Designated Safeguarding Lead is responsible for:
- 13.1. The co-ordination of child protection and wider safeguarding procedures within the school and for liaising with social services and other agencies
 - 13.2. Referring, in consultation with the Headteacher, all cases of suspected abuse to the local authority children's social care and:
 - to the LADO for child protection concerns (all cases which concern a staff member);
 - Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child);
 - and/or to the police (cases where a crime may have been committed) or to the Prevent Officer in the case of suspected radicalisation.
 - 13.3. Liaise with the Headteacher to inform them of issues especially ongoing enquiries under Section 47 of The Children Act 1989 and 2004 amendment, and police investigations.
 - 13.4. Adhering to the Local Safeguarding Children Partnership, Local Authority, London Safeguarding Board, and school's procedures with regard to referring a child if there are concerns about possible abuse

- 13.5.** Keeping written records of concerns about a child even if there is no need to make an immediate referral
- 13.6.** Ensuring that all such records are kept confidentially and securely and are separate from pupil records
- 13.7.** Ensuring that an indication of further record-keeping is marked on the pupil records
- 13.8.** Ensuring that any pupil currently subject to a child protection plan, who is absent without explanation for two days, is referred to Social Services
- 13.9.** Undertake the role of Designated Teacher for Looked After Children and attend appropriate meetings to support young people who are in care.
- 13.10.** Where students leave the school, ensure their child protection file is transferred to the new school or college as soon as possible in compliance with GDPR guidelines. This will be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt will be obtained.
- 13.11.** Receiving updated and appropriate training every two years
- 13.12.** Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- 13.13.** Raising awareness by:
 - Ensuring the school's safeguarding policy is reviewed annually and safeguarding procedures and implementation are updated and reviewed regularly, and work with the Governing Board regarding this
 - Ensuring the safeguarding policy is available publicly (via the school's website) and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this
 - Providing new and existing staff with up to date relevant training on the latest policies and on safeguarding in general
 - Link with the LSCP/KRSCP to make sure staff are aware of training opportunities and the latest local policies on safeguarding

14. In a situation where we move to remote learning:

- 14.1.** Members of the DSL team will be available at all times to deal with safeguarding matters
- 14.2.** DSLs will also have access to secure online safeguarding files and the on-site school safeguarding files.
- 14.3.** DSLs may make phone calls or use Google Meet to talk to students or parents if there is a safeguarding concern.
- 14.4.** The same procedures for referring vulnerable students for external support will take place if DSLs determine that they are at risk.
- 14.5.** If the school has closed and all staff must isolate, then there will not be an expectation that DSL staff attend external meetings, they may however need to attend online meetings. If they cannot make these meetings then they may, as per normal processes, give their apologies and submit reports to professionals' meetings.

15. The Governing Board:

- 15.1.** Have a statutory duty to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of students.
- 15.2.** Provide (via the Headteacher) the safeguarding information where requested by the Local Authority.
- 15.3.** Where necessary, remedy deficiencies in the school's safeguarding systems without delay.
- 15.4.** Review and amend the safeguarding policies and procedures annually and when necessary.

- 15.5.** Appoint two members of the Governing Board to act as link Governors to monitor the effectiveness of this policy and meet with the DSL termly.
- 16.** The Chair of Governors is responsible for liaising with the Local Area Designated Officer (LADO) and partner agencies on issues of child protection and in the event of an allegation of abuse being made against the Headteacher - see Whistleblowing Policy.
- 17.** The Headteacher is responsible for the implementation of this policy and making decisions regarding safeguarding with the Designated Safeguarding Lead, particularly with regard to making referrals to social services and ensuring the transfer of information when a child is subject to a child protection plan leaves the school. Additionally, this responsibility includes:
- 17.1.** Ensuring that staff (including temporary staff) and volunteers are informed of this policy as part of their induction.
- 17.2.** Communicating this policy to parents when their child joins the school and via the school website
- 17.3.** Ensuring that the DSL has appropriate time, funding, training and resources, and that there is always adequate cover if the DSL is absent
- 17.4.** Ensuring that all staff undertake appropriate safeguarding and child protection training and update this regularly
- 17.5.** Acting as the 'case manager' in the event of an allegation of abuse made against another member of staff or volunteer, and liaising with the LADO, where appropriate
- 17.6.** Recording low level concerns raised in regard to staff as per KCSIE guidance
- 18.** All members of staff have a shared responsibility to ensure the safeguarding of children in their care. Specifically, their responsibility includes:
- 18.1.** Making themselves aware of students who are vulnerable and identified as more at risk than other students through regularly engaging with the vulnerable students register
- 18.2.** Understanding that early help and support that can be provided by the school, and their role in early help.
- 18.3.** Being aware of and implementing procedures as outlined in other key policies that underpin whole school safeguarding. Namely: Staff Code of Conduct, Behaviour for Learning policy, Online Safety policy, Whistleblowing policy, Anti-bullying policy, Discrimination Incident policy, Equality, Diversity and Inclusion Statement and Policy, and the Attendance policy.
- 18.4.** All members of staff have a duty to report concerns, as soon as possible, to the Designated Safeguarding Lead, or, in their absence, to the other designated safeguarding teachers as set out in 9.1.
- 18.5.** If, at any point, there is a risk of immediate serious harm to a child, a referral should be made to children's social care immediately. In the first instance, this would usually be made through the designated person. However, if the situation warrants an immediate referral, for example, if out of hours, or the designated person (or persons) is unavailable, then any member of staff can make a referral and the following procedures should be followed:
- ascertain the address of the student concerned and contact children's services for the local authority in which they live.
 - If in Kingston or Richmond they may call the Single Point of Access (SPA) on 020 8547 5008, or on the OUT OF HOURS / Emergency number: 020 8770 5000.
 - If the student lives out of borough, staff may make use of the following government website to access the correct local authority contact details.
<https://www.gov.uk/report-child-abuse-to-local-council>

- 19.** In the event that we move to remote learning the following staff specific practice will be in place:
- 19.1.** Teaching staff are not to have 1:1 interaction with students other than via email unless they seek permission from a member of SLT and this is logged. Pastoral staff and Designated Safeguarding Leads (DSL) are the only exception to this.
 - 19.2.** Visiting music teachers and our school counsellors will put in place separate contracted arrangements where they can undertake 1:1 sessions with students.
 - 19.3.** Staff are to be mindful that child-on-child abuse is possible whilst the school is closed and so staff should be vigilant with communications during online lessons. To minimise opportunities for child-on-child abuse, teachers should be the last to leave an online Google Meet learning session.
 - 19.4.** Staff should raise any general pastoral concerns with the relevant Head of Year (HOY) and the DSLs who will be contactable via email.
 - 19.5.** Staff, HOYs and DSLs to log any communication with students where there is a pastoral or safeguarding concern.
 - 19.6.** Staff should familiarise themselves with the vulnerable student register so that that they are mindful of those students that are most at risk during a school closure. This register is highly confidential and staff should ensure that this is not seen by another person in their household.
 - 19.7.** Staff should liaise with Heads of Department (HODs) and HOYs if they are concerned about a student not being engaged with remote learning. The pastoral administrators or HOYs may then initiate contact with parents to ascertain the reason why and if there are pastoral/safeguarding concerns, they will then liaise with relevant DSLs if need be.
 - 19.8.** If staff have a safeguarding concern, then they should contact DSL staff. This can be done via email or by phone. DSL contact information has been provided to all staff.
- 20.** In the case of suspected radicalisation referral should also be made by ringing the SPA on 020 8547 5008
- 21.** The Local Area Designated Officer (LADO) :

020 8891 7370

LADO@achievingforchildren.org.uk

Supporting Students

- 22.** We recognise that a child who is abused or witnesses violence 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. Under no circumstances should a child be made to feel like they are creating a problem for reporting abuse, sexual violence or sexual harassment by a member of staff.
- 23.** We recognise that the school may provide the only stability in the lives of students who have been abused or who are at risk of harm.
- 24.** We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 25.** Our school will support all students through:
- The content of the curriculum
 - 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 students
- Notifying Social Services as soon as there is a significant concern.
- Providing continuing support to a pupil about whom there have been concerns.
- Always acting in the interest of the child.
- Providing particular expertise and whole staff training in understanding and supporting Mental Health issues
- Being alert to and dealing with suspected radicalisation/ extremism and child-on-child abuse

Attendance

26. The Designated Safeguarding Lead would investigate and refer to the relevant agency, any of the following attendance issues:
 - Regular, repeated absence
 - Absence of a child who is on a Child Protection plan or a Looked After Child (LAC)
 - Absence at the end of a holiday period
 - Lack of engagement during a period of lockdown or self-isolation
27. The admissions team inform the Designated Safeguarding Lead of students leaving the school. The Designated Safeguarding Lead seeks confirmation of the student's destination. Any concerns are referred immediately to the relevant agency.
28. Further detail on school attendance monitoring and procedures can be found in the Attendance policy.

Confidentiality

29. All information is managed in line with Information Sharing: advice for practitioners providing safeguarding services (July 2018) and GDPR guidelines.
30. We recognise that all matters relating to Child Protection are confidential.
31. The Headteacher or Designated Safeguarding Lead will disclose any information about a pupil to other members of staff on a need to know basis only.
32. All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard students.
33. All staff must be aware that they cannot promise a child to keep secrets.
34. All records must be kept securely, separate from the main Pupil File. This may be in a locked location or in a restricted digital format that can only be accessed by Designated Safeguarding Leads.
35. All child protection records will be kept until the 26th birthday of the named individual at which time those documents will be destroyed and logged appropriately.

Training and Support

36. All staff members will receive appropriate, regularly updated safeguarding awareness training to equip them to carry out their responsibilities for safeguarding effectively in line with advice from the Local Safeguarding Children Partnership, and the designated PREVENT officer. This training will include information on whistleblowing.

- 37.** The school will ensure that the Designated Safeguarding Lead has had at least Level 2 Safeguarding Training and attends refresher or other Local Safeguarding Children Partnership recognised training at two yearly intervals in order to:
- Understand the assessment process for providing early help and intervention e.g. through locally agreed common and shared assessment processes such as early help assessments.
 - Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
 - Ensure each member of staff has access to and understands the school's safeguarding policy and procedures, especially new and part time staff.
 - Be alert to the specific needs of students in need, those with special educational needs and young carers.
 - Be able to keep detailed, accurate, secure written records of concerns and referrals.
 - Obtain access to resources and attend any relevant or refresher training courses.
 - Encourage a culture of listening to students and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.
- 38.** The Designated Safeguarding Lead will provide training and advice to all new members of staff on the school's safeguarding arrangements as part of their induction.
- 39.** Temporary staff and volunteers who work with students in the school will be made aware of the school's arrangements for safeguarding and their responsibilities.

Supporting Staff

- 40.** 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.
- 41.** 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.
- 42.** Regular clinical supervision from an external provider is provided for the Designated Safeguarding Leads and Heads of Year.

Safer Recruitment

- 43.** The school carries out specified recruitment and vetting checks on intended new appointees, particularly identity and teaching and other qualification checks, and for relevant staff and other adults working in school, Disclosure and Barring Service (DBS) checks, Section 128 checks where relevant, barred list checks and right to work in England checks. Online searches for candidates shortlisted for interview will be conducted.
- 44.** The Governing Board is responsible for ensuring that safe recruitment checks are carried out in line with statutory requirements.
- 45.** The school obtains written assurances that appropriate safeguarding checks and procedures apply to any staff employed by another organisation who work with the School's students at any time.
- 46.** Every school interviewing panel will always include at least one person who has attended Safer Recruitment training. This person will ensure safeguarding is covered during the interview.
- 47.** The school will not employ an individual who has been barred from working with students.

48. In accordance with the school's 'Procedure for dealing with allegations of abuse against adults working with students', the school will refer to the Panel at the Teaching Regulation Agency (TRA), and the Disclosure and Barring Service, details of anyone who is permanently removed from working or volunteering in school (or who leaves while under investigation) for allegedly causing harm or posing a risk of harm.
49. The school maintains records of the recruitment checks in a single central record (SCR). The school's SCR shows the nature of the checks made, the date on which they were made and the identity (for example, function or job title) of those making the checks or entering the details in the record.

Allegations against staff, volunteers or other adults working with students – see separate policy

50. We understand that a student may make an allegation against a member of staff or other adults working with students.
51. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher.
52. The Headteacher on all such occasions will discuss the content of the allegation with the LADO (Local Authority Designated Officer for Managing Allegations Against Adults Working with Children) and/or the designated PREVENT officer
53. If the allegation made to a member of staff concerns the Headteacher, that member of staff will immediately inform the Chair of Governors who will consult with the LADO. The Chair of Governors should be contacted via chair@tiffingirls.org
54. The school will manage allegations against staff and other adults working with students in accordance with the school's agreed procedures for Managing Allegations of Abuse Against Adults Working with Pupils and as set out in the Local Safeguarding Children Partnership's LADO procedures. Both these documents are available in school.
55. The school has a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child; where the harm test is satisfied in respect of that individual; where the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that individual has committed a listed relevant offence; and that individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. Referrals will be made as soon as possible after the resignation or removal of the individual.
56. Where the school dismisses or ceases to use the services of a teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first, they must consider whether to refer the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002. The Secretary of State may investigate the case, and if they find there is a case to answer, must then decide whether to make a prohibition order in respect of the person.

Allegations against other students (child-on-child abuse)

57. The school recognises that allegations can be made against other students (child-on-child abuse) and in those circumstances, the school will follow appropriate procedures in the school's safeguarding policy, behaviour for learning policy, anti-bullying policy, discrimination incident policy and online safety policy.

- 58.** Our school understands that children can abuse other children and it can take many forms. It can happen both inside and outside of school /college and online. We are committed to ensuring that staff are trained in recognising the indicators and signs of child-on-child abuse and know how to identify it and respond to reports.

This can include but is not limited to:

- bullying including cyber bullying,
- prejudiced based and discriminatory bullying,
- abuse within intimate relationships,
- sexual harassment,
- sharing of nudes and semi-nudes images and or videos causing someone to engage in sexual activity without consent e.g. forcing someone to strip,
- upskirting is a criminal offence,
- initiation, hazing type incidents.

- 59.** Child-on-child abuse is specifically referenced in 'Keeping Children Safe in Education'. An early response is required in addressing inappropriate behaviour (even when it appears to be relatively innocuous). The school takes a preventative approach and does intervene early to prevent problematic, abusive and violent behaviour in the future.

- 60.** We also recognise the importance of robust RSE education as a means to safeguarding young people in regards to peer on peer abuse that involves sexual harassment and sexual abuse. Further details on how we raise awareness of sexual harassment, sexual abuse and what constitutes consent can be found in our RSE policy.

Contextual Safeguarding

- 61.** We recognise that safeguarding extends outside of the school site and where we become aware of contextual factors that place a young person at risk whether they be online or located in geographical locations within and outside of the borough, we will work with the police and local safeguarding partnerships to ensure that young people in our care are safe and that risk is minimised.

Private Fostering

- 62.** We recognise that as a school we have a responsibility to inform the local authority if we become aware of a private fostering arrangements. Private fostering is defined as an arrangement that is made privately for the care of a child under the age of 16 (under 18, if disabled) by someone other than a parent or close relative with the intention that it should last for 28 days or more.
- 63.** Parents should alert the school to their intention to enter into a private fostering arrangement and staff must alert the DSL if they become aware that a young person's home and care situation changes.

Whistleblowing – see separate policy

- 64.** We recognise that students cannot be expected to raise concerns in an environment where staff fail to do so.
- 65.** All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

Health and Safety

66. Our Health and Safety policy, set out in a separate document, reflects the consideration we give to the protection of our students both within the school environment and when away from the school when undertaking school trips and visits – see separate policy.

Discrimination Incidents

67. As a school, we recognise that young people can be the victims of prejudice, hostility, hate crimes and discrimination. The procedures for dealing with discrimination incidents are set out separately in the Discrimination Incident Policy, and we acknowledge that repeated racist incidents or a single serious incident may lead to consideration under safeguarding procedures and necessitate the involvement of the police. We keep a record of discrimination incidents and provide support for students who have been impacted by such behaviour.

Physical Intervention

68. We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering themselves or others, and that at all times it must be 'reasonable force'. In these circumstances 'reasonable' means 'using no more force than is needed' to prevent injury to themselves or another person. This is detailed further in the Student Restraint policy.
69. Such events should be recorded and signed by a witness.
70. 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.

Embedding Student Safeguarding Awareness in Curriculum

71. This is carried out through:
- Informal conversation
 - Tutor briefings and discussions
 - Themes in assemblies
 - Providing breadth of topics and knowledge (including extremism)
 - Briefings for outings, trips and tours
 - The implementing of our Online Safety Policy regarding ICT acceptable usage policy and by advice on safe ICT usage
 - Encouraging students to speak out if there is something worrying them, or if they are aware of, or witness something unacceptable, untoward or disturbing
 - Ensuring students know what to do if there is someone in the School who is unaccompanied or is not wearing the appropriate badge;
 - Lectures and talks by external experts in key areas of pupil safety
 - Providing links to online resources, advice and guidance services
 - Information around the school, e.g. posters advertising support agencies

Application and Review of the Policy

72. The policy applies to all staff, governors and visitors to the school. We recognise that safeguarding is the responsibility of all staff within our school.
73. We will ensure that all staff sign a declaration stating they have read the school's Safeguarding Policy and Part 1 of 'Keeping Children Safe In Education' (DFE, September 2023) and will abide by this policy and school procedures.

- 74.** We will ensure that all governors sign a declaration stating they have read and understood Parts 1 and 2 of 'Keeping Children Safe in Education' (DFE September 2023).
- 75.** We will ensure that all parents and other working partners are aware of our safeguarding policy by publishing it on the school's website, displaying appropriate information in our reception and by raising awareness at initial meetings with parents of new students as well as regular parent- teacher meetings.
- 76.** Where the Governing Board provides services or activities directly under the supervision or management of school staff, the school's arrangements for safeguarding will apply.
- 77.** Where services or activities are provided separately by another body, the Headteacher, on behalf of the Governing Board, will seek assurance in writing that the body concerned has appropriate policies and procedures in place to safeguard and protect students and there are arrangements to liaise with the school on these matters where appropriate.
- 78.** This policy will be reviewed and updated on an annual basis.