



RARE STUDIO

# **CHILD PROTECTION AND SAFEGUARDING POLICY AND PROCEDURE**

SEPTEMBER 2021

TO BE REVIEWED SEPTEMBER 2022

## **Covid-19 Measures**

Rare Studio in alignment with Broadgreen International School is committed to following all government guidance throughout the Covid-19 pandemic and will also be taking our own measures to keep our students and staff safe.

As guidance is ever evolving some of the measures we will be taking include:-

- Temperature checks upon entering the building will remain In place until further notice
- Detailed guidance for all students and staff on how to stay safe and keep others safe
- Ensuring those with symptoms of Covid-19 understand that they should not attend college under any circumstances –
- Hygiene protocols and distancing/directional signage around centers which all students and staff will be asked to adhere to.

Role/organisation	Name	Contact details
Designated safeguarding officer (DSL) Rare Studio	Michelle Gerrard	07860553039 mgerrard@rarestudioliverpool.co.uk
Deputy DSL Rare Studio	Lindsay Inglesby	lindsay@rarestudioliverpool.co.uk
LEA	Phil Cooper Head of School Improvements	079219420921 Phil.Cooper@si.liverpool.gov.uk
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Channel helpline		020 7340 7264

## **CHILD PROTECTION AND SAFEGUARDING POLICY AND PROCEDURE**

### **Introduction**

Rare Studio is committed to safeguarding children and promoting children's welfare and expects all staff, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment. Rare Studio seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.

### **Safeguarding Policy**

Rare Studio, its staff and its volunteers, are committed to ensuring safe environments for children and young people and believe that it is always unacceptable for a child or young person to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children and young people, by a commitment to recommend best practice which protects them.

This policy applies to our paid staff, volunteers, students or anyone working on behalf of the school.

We recognise that:

- the welfare of the child/young person is paramount
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- staff should work in accordance with Keeping Children Safe in Education (DfE 2020) and maintain an attitude of "it could happen here" where safeguarding is concerned

### **The Purpose and Aims of the Policy**

- To provide protection for the children and young people who attend our school
- To ensure school takes appropriate action, in a timely manner, to safeguard and promote the welfare of all children

- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of harm

We will seek to safeguard children and young people by:

- valuing them, listening to and respecting them
- adopting child protection guidelines through procedures and safe working practice for staff and volunteers
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and safe working practice with children, parents, staff and volunteers
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- providing effective management for staff and volunteers through supervision, support and training

The School will review this policy annually, or sooner in light of any changes in legislation or guidance.

All changes will be communicated to all stakeholders with immediate effect.

All the teachers are DBS checked, are fully insured and complete Child Protection and Safeguarding Training.

A number of staff within the organisation are also First Aid trained.

## **Legislation**

KEEPING CHILDREN SAFE IN EDUCATION (DfE, 2021)

Schools and colleges must have regard for the DfE statutory guidance 'Keeping Children Safe in Education (DfE 2020). This policy should be read alongside the following document:

[Statutory guidance overview: Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/statutory-guidance/keeping-children-safe-in-education)

**All staff must read and understand at least part 1 and Annexe A of this document.**

Section 42 and 43 remind staff of the processes for reporting concerns, which should go directly to the Designated Safeguarding Lead to be actioned appropriately.

Whilst Annexe A is thorough and detailed, Rare Studio specifically direct staff to guidance surrounding County Lines, which staff may be less familiar with. This concerns the exporting and trafficking of illegal drugs and any students being exploited for this purpose. Further details are advised in:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/863323/HOCountyLinesGuidance - Sept2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/863323/HOCountyLinesGuidance_-_Sept2018.pdf)

#### WORKING TOGETHER TO SAFEGUARD CHILDREN (DfE, 2018)

This document states 'Protecting children from harm and promoting their welfare depends upon a shared responsibility and effective joint working between different agencies'. It also states 'Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.'

In addition, it states 'Providing early help is more effective in promoting the welfare of children than reacting later. Early Help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years.'

Rare Studio understands its responsibility to engage with other professionals, including Early Help Assessments when a child's needs according to the Liverpool Children's Safeguarding Partnership, Responding to Need and Level of Needs framework sit below the requirement for a statutory assessment. Further guidance is available for staff in the document below:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/942454/Working\\_together\\_to\\_safeguard\\_children\\_inter\\_agency\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf)

#### CHILDREN ACT 1989

A 'child in need' is defined under the Children Act 1989 as a child who is unlikely to achieve or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services; or a child who is disabled. A social worker will lead and co-ordinate any assessment under [section 17](#) of the Children Act 1989.

Under [section 47](#) of the Children Act 1989, local authorities have a duty to make enquiries if they have reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm, to enable them to decide whether they should take any action to safeguard and promote the child's welfare. There may be a need for immediate protection whilst the assessment is carried out.

Link: <https://www.legislation.gov.uk/ukpga/1989/41/contents>

## EDUCATION ACT 2002

Section 175 of the Education Act 2002 places a duty on local authorities (in relation to their education functions, and governing bodies of maintained schools and further education institutions, which include sixth-form colleges) to exercise their functions with a view to safeguarding and promoting the welfare of children who are pupils at a school, or who are students under 18 years of age attending further education institutions. The same duty applies to independent schools (which include Academies and free schools) by virtue of regulations made under section 157 of the same Act.)

Link: <https://www.legislation.gov.uk/ukpga/2002/32/contents>

## THE COUNTER-TERRORISM AND SECURITY ACT, 2015

The Counter-Terrorism and Security Act 2015 places a duty upon local authorities and educational providers to 'have due regard to the need to prevent people from being drawn into terrorism'

Link: <https://www.legislation.gov.uk/ukpga/2015/6/contents/enacted>

## THE PREVENT DUTY, 2015

This statutory guidance for schools and child care providers summarises the requirements in terms of four general themes: risk assessment, working in partnership, staff training and IT policies. Rare Studio will ensure that staff are aware of the indicators of extremism and radicalisation and know how to respond in keeping with Local and national guidance. Staff will use their judgement in identifying children who might be at risk of radicalisation and act proportionately which may include making a referral to the Channel programme. Equally children will be made aware of the risks and support available to them. We will ensure that children are safe from terrorist and extremist material when accessing the internet in schools.

Link:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)

The Government has developed an 'educate against hate' website providing information and resources for schools and parents to support them to recognise and address extremism and radicalisation in young people:

<https://educateagainsthate.com>

## FEMALE GENITAL MUTILATION ACT, 2003

'Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers along with regulated health and social care professionals in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. Teachers are unlikely to see visual evidence, and they should not be examining pupils, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies.

Information on when and how to make a report can be found at-  
<https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information>

This legislation is reinforced in the Children Act 1989 (Amendment) (Female Genital Mutilation) Act 2019, Section 1:

<https://www.legislation.gov.uk/ukpga/2019/10/contents>

Teachers must personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should also still consider and discuss any such case with the school or college's designated safeguarding lead and involve children's social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, teachers should follow local safeguarding procedures.' DfE 2018

The school will also consult the government guidance Multi-agency statutory guidance on female genital mutilation (revised 2016). In addition, the school recognises the important role schools has in safeguarding children from Forced Marriage. (The Forced Marriage Unit has published Multi-agency guidelines, with pages 32-36 focusing on the role of schools and colleges. School and college staff can contact the Forced Marriage Unit if they need advice or information. Contact: 020 7008 0151 or email: [fmufco.gov.uk](mailto:fmufco.gov.uk).

## THE TEACHING STANDARDS (DfE, 2013)

Teachers should maintain high standards of ethics and behaviour, within and outside school, including:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- Showing tolerance of and respect for the rights of others'



## SEXUAL OFFENCES ACT, 2003

This act makes it clear that all members of staff are in a position of trust and would therefore be committing a criminal offence to have a sexual relationship with a young person below the age of 18, even if that pupil is over the age of consent. In addition, it would be a breach of trust to have a relationship with any school student over the age of 18.

### **The school will also take account of additional DFE guidance including:**

CSE Definition and a guidance for practitioners... (DFE, 2017)

Information sharing: Advice for practitioners providing safeguarding services (HMG 2018)

Sexual violence and sexual harassment between children in schools and colleges (DFE, 2018)

Criminal Exploitation of Children and vulnerable adults; County lines guidance DFE, 2017

Working Together to Safeguard Children (DFE, 2018)

What to do if you are worried a child is being abused 2015- Advice for practitioners DFE 2015

The Prevent Duty - Departmental advice for schools and childcare providers DFE 2015

How social media is used to encourage travel to Syria and Iraq (DFE Briefing note for schools 2015) Disqualification under the Childcare Act 2006

Disqualification by association. (KCSiE 2019, paragraph 116)

The Ofsted School Inspection Handbook and Inspecting safeguarding in early years, education and skills

Other DFE statutory guidance including: attendance and children who go missing from home or care which is found here <https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children>

## **Roles and Responsibilities**

Designated Safeguarding Lead (DSL) – Ms M Gerrard :-

The Designated Safeguarding Lead will ensure the safeguarding policy is reviewed annually, that all staff have completed the appropriate level of safeguarding training for their role, and is the key point of contact for all staff concerning and safeguarding issues they may have.

Key Responsibilities:

- Manage referrals – making referrals and supporting staff who make referrals
- Work with others – liaise internally with staff, volunteers and families and externally with partners and agencies as required.

- Ensure sufficient training – undergo appropriate training as the DSL and ensure all staff and volunteers are appropriately trained in line with prevailing legislation.

Responsibilities of all members of staff:-

All members of staff will complete the training requested by the Designated Safeguarding Lead, and become familiar with the procedures for identifying and processing referrals. However, where a child is in immediate need, to protect the child, the police/medical assistance should be called on 999.

Procedures for reporting Child Protection or Welfare Concerns:

All concerns should be reported without delay directly to the Designated Safeguarding Lead, Designated Safeguarding Deputies, Principal or any member of Rare Studio Team. This should be followed by a written account of the concerns completed on Rare Studio 's Child Protection/Child Welfare Incident Form.

Consideration will need to be given to immediately protecting the child and contacting the police or ringing an ambulance if the child is injured.

The Designated Safeguarding Lead or Deputy Designated Safeguarding Lead will take immediate action delay and will make a referral to children's services by telephone if a child is believed to be suffering or likely to suffer significant harm. This referral will always be followed up in writing.

**Liverpool Carelinehub** 0151 233 3700

**Knowsley MASH** 0151 443 2600

**Wirral Integrated Front Door** 0151 606 2008 (Out of hours 0151 677 6557)

**Halton Social Care Contact Centre** 0151 907 8305 (Out of hours 0345 050 0148)

**St Helens Contact Centre** 01744 676 600

**Sefton** 0345 140 0845 (Out of hours 0151 934 3555)

**Wigan Duty Team** 01942 828300

The Designated Safeguarding Lead or Deputy Designated Safeguarding Lead will follow the LSCB and Local Authority multi-agency procedures and consider the child's needs alongside the LSCB's Levels of Needs/Responding to Needs Framework (Threshold document) and consider whether an early help assessment (level 2 and 3) or referral to children's services is needed (at level 4).

Concerns about a child should always lead to help for a child. Rare Studio may need to escalate its concerns with Children's Services to ensure a referral is accepted or work with other agencies to ensure an Early Help Assessment is completed. Rare Studio will always seek to follow the Local Safeguarding Children Board procedures which can be found on their website:

[Http://liverpoolscb.proceduresonline.com/](http://liverpoolscb.proceduresonline.com/)

<https://www.knowsleyscb.org.uk/professionals/multi-agency-procedures/>

<https://www.wirral Safeguarding.co.uk/procedures/>

<https://seftonscb.safeguardingpolicies.org.uk/may-2017/procedures-manual/11-introduction>

<http://www.proceduresonline.com/pancheshire/halton/index.html>

<https://www.wigan.gov.uk/WSCB/index.aspx>

<http://children.haltonsafeguarding.co.uk/procedures-guidance/>

### **Managing allegations against staff and volunteers working at Rare Studio**

All staff and volunteers must report any concerns about a member of staff's behaviour towards children to the Designated Safeguarding Lead who will report back to the Principal. Rare Studio's managing allegations against staff and volunteers policy and procedures will support everyone to take appropriate action. Concerns will also be taken directly to the Local Authority Designated Officer (L.A.D.O.), if needed, via Children's Services.

Section 4 of the DFE guidance Keeping Children Safe in Education provides further guidance.

### **Confidentiality, information sharing, record keeping and retention**

Staff will be told of concerns about a child on a 'need to know basis'. Rare Studio understands the need to keep child protection and safeguarding records securely. Rare Studio will transfer records securely to the next setting and discuss the child's needs before the child starts at the next setting.

Rare Studio will retain records in keeping with Local Authority guidance and NSPCC guidelines:

<https://www.nspcc.org.uk/globalassets/documents/information-service/child-protection-records-retention-and-storage.pdf>

This in turn references the Information and Records Management Society (IRMS) 2018 Information management toolkit for Rare Studio.

Staff cannot promise children confidentiality but must always act in the best interests of the child and share disclosures made by the child or others with the Designated Safeguarding Lead.

Rare Studio will aim to seek consent of parents before sharing information with other agencies, however legislation states that Rare Studio and other agencies can share information without the consent of a parent/carer in particular circumstances.

<b>Policy Reference</b>	HR4.2.1	<b>Revision Number</b>	V2
<b>Issued</b>	Sept 2021	<b>Authorised by:</b>	Miss L Inglesby
<b>Next Review Date</b>	Sept 2022	<b>Signature</b>	

## APPENDIX 1

### FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD

*In exceptional circumstances, concerns may be referred directly to children's social care*

Designated Safeguarding Lead records concern and keeps in confidential safeguarding file.

⇓ Record

⇓ Refer

⇓ Monitor

Designated Safeguarding Lead discusses decision with a Principal and agree to refer to social care

Once discussed with parents Designated Safeguarding Lead decides to record concern, monitor or refer to social care

Staff asked to monitor child and feedback to the Designated Safeguarding Lead within an agreed timescale

The local authority Designated Officer (LADO) deals with concerns about adults working at Rare Studio

Contact details: 0151 233 3700

Flowchart:

⇓ Concern put in writing on a Safeguarding concern form

⇓ Decision made to refer the concern to social care or, decision made to discuss the concern informally with the parents/carers, or Decision made to monitor the concern.

⇓ Designated Safeguarding Lead reviews concern form and makes a decision about next steps

⇓ Contact Details Social Care Referrals:

- Liverpool Careline 0151 233 3700
- Knowsley Mash on 0151 443 2600
- Wirral Integrated Front Door 0151 606 2008
- Sefton 0345 140 0845

## RECORDING AND STORAGE OF SAFEGUARDING ISSUES AND CONCERNS

All safeguarding issues and concerns should be reported in the first instance to the DSL and if not available to the deputy safeguarding lead.

### What to do during a disclosure

During a disclosure:

- Stay calm, providing a safe place for the child to disclose
- Listen to the child without interrupting them
- Avoid becoming upset
- Give the child adequate physical space

Things to say to a child during a disclosure:

- “What’s happened is not your fault”
- “I’m glad you told me”
- “I am sorry this happened to you”
- “I will support you”

Never:

- Promise to keep a secret
- Express shock or embarrassment
- Question the truth of what is being said
- Ask leading or probing questions
- Take photographs of a mark or injury
- Ask the child to write a statement (however the child may ask to write something down if they are embarrassed)
- Ask a child to sign a statement you have written
- Express anger towards abuser

Following the Disclosure

- Leave the child with another adult whilst you report your concerns immediately to the Designated Safeguarding Lead
- Record your concerns on Rare Studio child protection/safeguarding concern form
- Use the child’s own language and exact words and write down what the child tells you e.g. ‘The child told me...’
- Differentiate between fact, opinion, interpretation, observation and allegation.
- Be accurate e.g. ‘She showed me a burn mark on her right forearm. She told me her mother did this with a cigarette’

- Opinions should be clearly stated e.g. 'I thought this might be because...In my opinion...'
- Note down any witnesses or anyone who might corroborate your record
- Record the date and time of the incident and add your signature to the record.
- Place the child protection/child welfare form in the hand of the Designated Safeguarding Lead, Principal or other senior member of staff
- Consider how best to manage your own feelings
- Following reporting your concerns remember that the disclosure not be discussed with other staff without the agreement of the Designated Safeguarding Lead

Detailed guidance will be provided during regular training and development activities.

The Child Protection/Child Welfare concern form should be completed and submitted to the Designated Safeguarding lead or the Deputy Designated Safeguarding Lead by the member of staff reporting. These documents are stored securely within the Individual student files and are also stored on the BGIS CPOMs system.

