



# NORTHFIELDS SAFEGUARDING CHILDREN AND CHILD PROTECTION POLICY AND PROCEDURES

## Our Vision

We are committed to empowering learners to reach their full potential through a holistic education. Our students develop an appreciation for cultural diversity while being prepared to become confident, responsible and active global citizens.

## Our Mission

We achieve this by:

- Providing our pupils with learning opportunities that maximise their potential through a structured programme of academic and extra-curricular activities.
- Offering challenging, internationally recognised programmes and qualifications.
- Emphasising the development of socially conscious and environmentally aware global citizens, with a compassion for others and the courage to act on their beliefs.
- Nurturing the growth of principled future leaders.

POLICY NUMBER	ISSUE DATE	VERSION	CUSTODIAN	APPROVED BY
SGDSL.11.2018.1.SW	11/2018	1	Safeguarding Lead	
SGDSL.12.2020.2.SW	12/2020	2	Safeguarding Lead	
SGDSL.12.2021.3.SW	12/2021	3	Safeguarding Lead	
SGDSL.09.2022.4.SW	09/2022	4	Safeguarding Lead	

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## RATIONALE

### Safeguarding means:

- Safeguarding and promoting the welfare of children refers to the process of protecting children from maltreatment, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and undertaking that role so as to enable all children to have the best outcomes.
- Child Protection refers to the process undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.
- Staff refers to those working for on behalf of the school, full or part time, in either a paid or voluntary capacity
- Child refers to all children and young people who remain in education at Northfields
- Parent refers to birth parents and other adults who are in a parenting role, for example step-parents, carers, foster carers and adoptive parents or legal guardians

### Policy Aims

- To provide all staff with the necessary information to enable them to meet their child protection responsibilities
- To ensure consistent good practice and good levels of communication between all staff members
- To demonstrate the school's commitment with regards to child protection to pupils, parents and other partners

### Our core safeguarding principles are:

- The school's responsibility to safeguard and promote the welfare of children is of paramount importance
- Safer children make more successful learners
- Policy will be reviewed at least annually

### Safeguarding and Child Protection Statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

Where it is believed that a child is at risk of or suffering serious harm, the school will follow, unless otherwise stated, UK Legislation and procedures based on UK best practice.

### Policy Principles

- Welfare of the child is paramount
- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All staff have an equal responsibility to act swiftly on any suspicion or disclosure that may suggest a child is at risk of harm
- All staff believe that our school should provide a caring, positive, safe and stimulating environment that promotes the physical, social and moral development of the individual child
- Pupils and staff involved in child protection issues will receive appropriate support

**Prevention:** Northfields is committed to early help and identification of unmet needs and vulnerabilities. The school works in partnership with other agencies to promote the welfare of pupils and keep children safe.

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# NORTHFIELDS

VIRTUS ET HONOR

**Protection:** All staff and volunteers are trained to recognise and respond to abuse and neglect. All staff and volunteers are expected to be vigilant and must act quickly when they suspect a child is suffering, or likely to suffer, harm.

**Support:** Our school acknowledges the sensitivity and complex nature of safeguarding and child protection and therefore ensures that pupil, staff and families are supported appropriately.

At Northfields, we recognise that effective safeguarding systems are those which:

- Put the child's needs first
- Provide children with a voice
- Promote identification of early help

Northfields has 6 designated safeguarding members on the team for safeguarding and child protection.

**The DSP Lead is: Mrs Tammy Rungasamy**

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**The DSP Deputy is: Mr Murray Botha**

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**The School nurse is: Marie Danielle Sheela Meurier**

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**The School Counsellor is: Mrs Melanie Sandiford**

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**The Form Tutor representative and curriculum coordinator**

**Mrs Davina Uppiah-Leahy**

[Davina.uppiahleahy@northfields.school](mailto:Davina.uppiahleahy@northfields.school)



**Year Group Leader: Mr Neelesh Gurjoo**

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## Key

DSL: Designated Safeguarding Lead

DDSL: Deputy Designated Safeguarding Lead

DSP: Designated Safeguarding Person (these are the people on the safeguarding team)

## Policy introduction

At Northfields we aim to provide a safe and happy environment with high quality of care to all pupils. We value the contribution each child makes to the life of the school and take account of individual's needs. Northfields endorses the United Nations Convention on the Rights of the Child, of which our country, Mauritius, is a signatory. Northfields International School operates under the law of Mauritius and adheres to the Children's Act 2020 and any cases will be referred to the Child's Development Unit (CDU)

## Policy statement and principles

This policy sets out the framework to ensure the school fulfils its duty of care towards its pupils. The policy has been developed in accordance with the principles established by the following bills: The Children's Act 2020, the CDU and subsequently any further cases will be taken to the Children's Court 2022

### Our core safeguarding principles are:

- The school's responsibility to safeguard and promote the welfare of children is of paramount importance
- Safer children make more successful learners
- The policy will be reviewed at least annually

### Safeguarding and Child Protection Statement

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Where it is believed that a child is at risk of or suffering serious harm, the school will follow, local procedures as stated above.

### Policy Principles

- Welfare of the child is paramount
- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection. A child is defined as under the age of 18.
- All staff have an equal responsibility to act swiftly on any suspicion or disclosure that may suggest a child is at risk of harm
- All staff believe that our school should provide a caring, positive, safe and stimulating environment that promotes the physical, social and moral development of the individual child
- Pupils and staff involved in child protection issues will receive appropriate support

**Prevention:** Northfields is committed to early help and identification of unmet needs and vulnerabilities. The school works in partnership with other agencies to promote the welfare of pupils and keep children safe.

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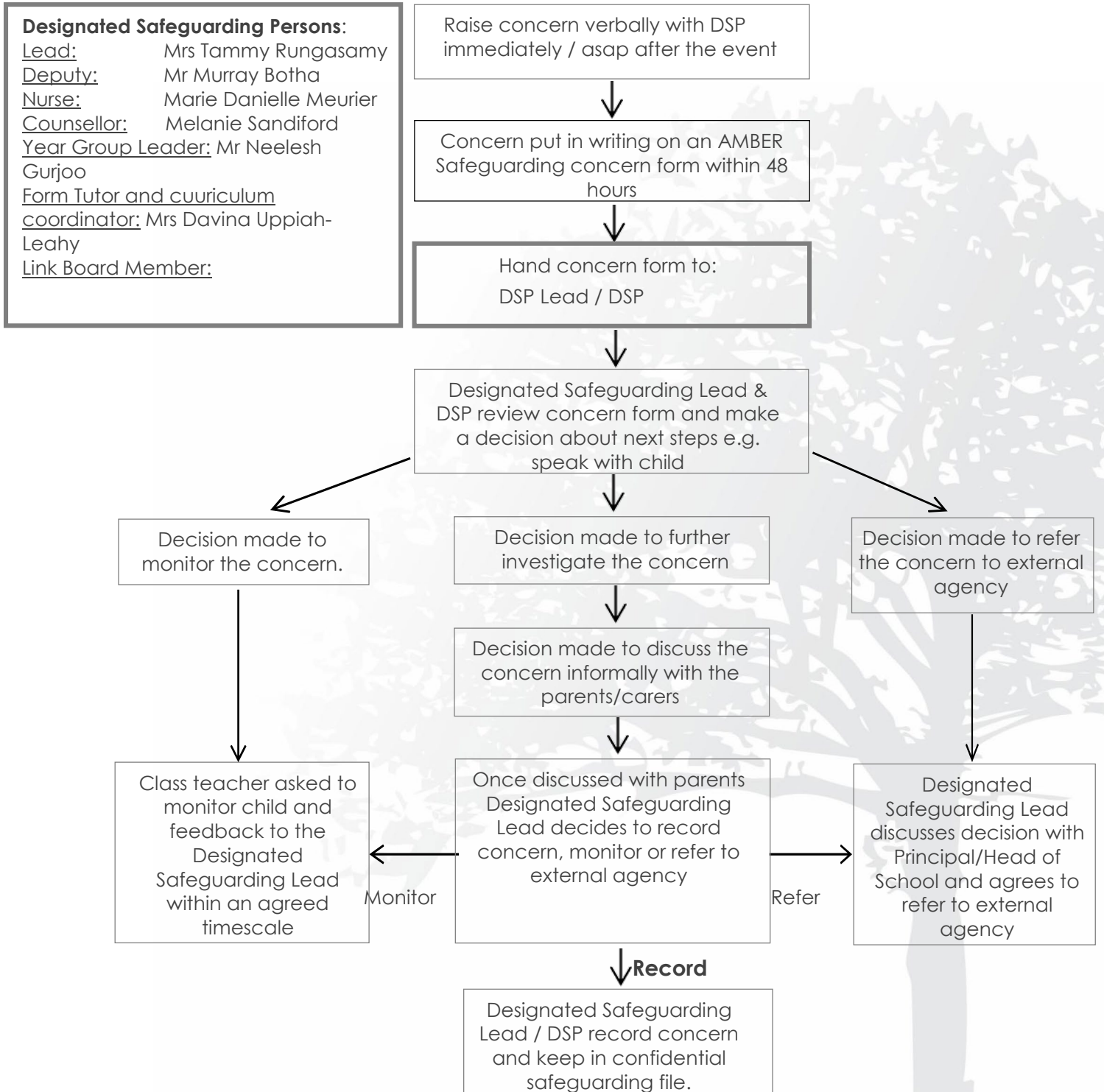
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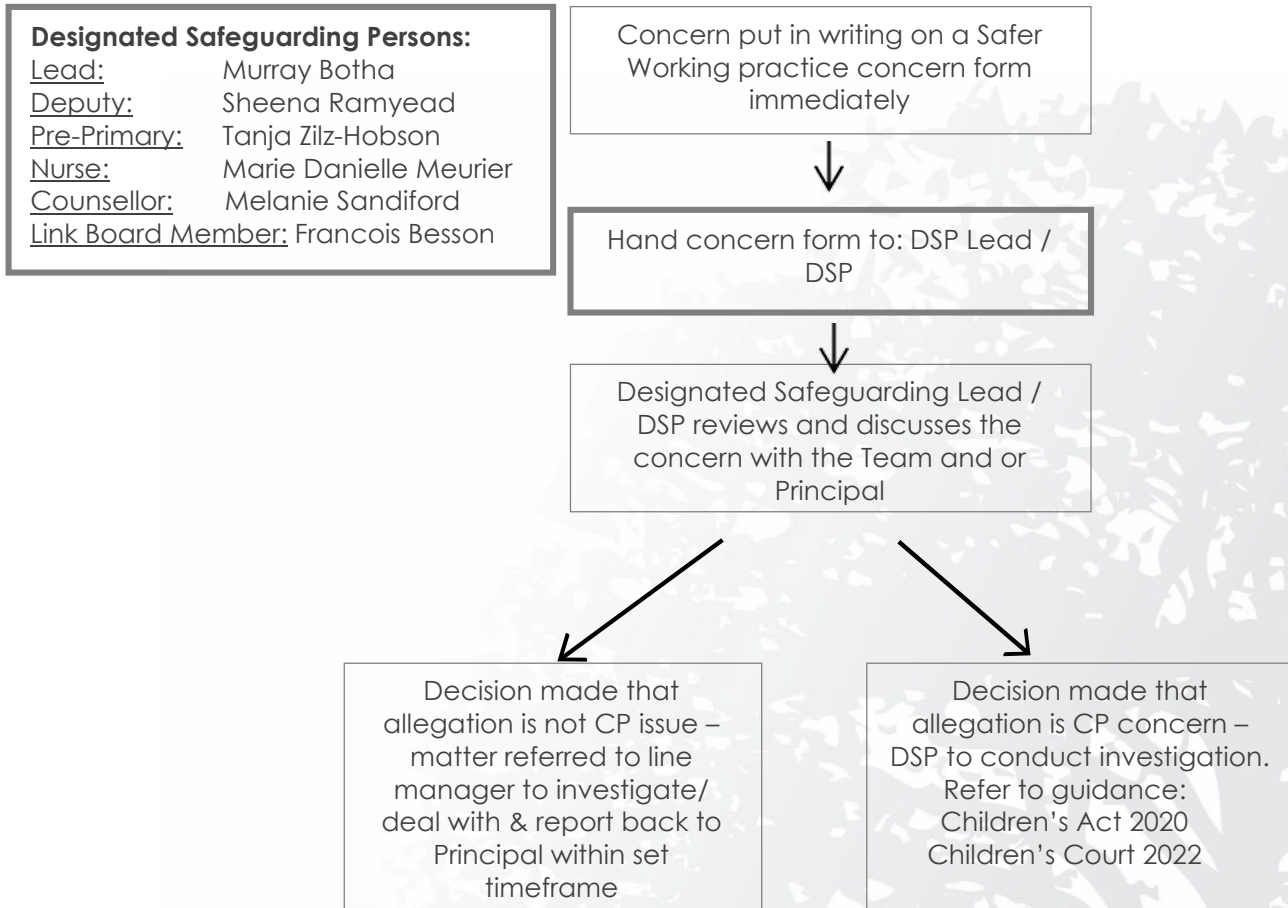
## 1. Procedure 1: Reporting concerns about a child



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## 2. Procedure 2: Reporting concerns about a colleague



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### 3. Procedure 3: What do to if.....

#### **You suspect a pupil is at risk of harm**

There will be occasions when staff may suspect that a pupil may be at risk, but have no 'real' evidence. The pupil's behaviour may have changed, signs may be present but inconclusive (Appendix 2). In these circumstances, staff will give the pupil the opportunity to talk. The signs they have noticed may be due to a variety of factors and it is fine for staff to ask the pupil if they are feeling well or if they can help in any way. Staff should use Engage to record these early concerns. If the member of staff remains concerned, they should discuss these with the DSP as soon as possible.

Following an initial conversation with the pupil, if the pupil does reveal that they are being harmed, staff should follow the guidance below 'If a pupil discloses to you' and follow Reporting procedures outlined in Procedure 1.

#### **A pupil discloses to you (See also Reporting concerns)**

It takes a lot of courage for a child to disclose that they are being abused. They may feel ashamed, particularly if the abuse is sexual; their abuser may have threatened what will happen if they tell; they may have lost all trust in adults; or they may believe, or have been told, that the abuse is their own fault.

If a pupil talks to a member of staff about risks to their safety or well-being, the staff member will need to let the pupil know that they must pass this information on – **staff are not allowed to keep secrets**. The point at which they tell the pupil is a matter for professional judgement. If they jump in immediately, the pupil may think that they do not want to listen, if left until the very end of the conversation, the pupil may feel that they have been misled into revealing more than they would have otherwise.

#### **During your conversation with the pupil staff will:**

- Allow them to speak freely
- Remain calm and collected – the pupil may stop talking if they feel they are upsetting their listener
- Give reassuring nods or words of comfort – 'I'm sorry this has happened', 'I want to help', 'this isn't your fault', 'you are doing the right thing in talking to me'
- Not be afraid of silences – staff must remember how hard this must be for the pupil
- Under no circumstances ask investigative questions – such as 'how many times has this happened?', 'has it happened to your sibling?', and 'what does your mother/parent think about all this?'
- Tell the pupil that in order to help them the member of staff must pass the information on
- Do not automatically offer any physical touch as comfort. It may be anything but comfort to a child that has been abused
- Avoid admonishing the child for not disclosing earlier. Saying such things as 'I do wish you'd told me when it all started' or 'I can't believe what I'm hearing' may be interpreted by the child that they have done something wrong
- Tell the pupil what will happen next. The pupil may agree to go to see the DSP otherwise it is the duty of the member of staff to inform the DSP of what has been discussed. If the pupil does agree to go and see the DSP, the staff member should inform the DSP that the child will be coming to see them at some point
- Report verbally to the DSP as soon as possible after the event, even if the child has promised to do it by themselves
- Write up the conversation as soon as possible on the AMBER Record Of Concern form (Appendix 4) and hand it to the designated person within 48 hours of the event

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## 4. Our school commitment

Northfields is committed to providing a safe, caring and welcoming environment where children are able to reach their full potential free from harm, abuse or discrimination. All staff and volunteers are expected to undertake their safeguarding responsibilities effectively and recognise that high self-esteem, confidence, peer support and clear lines of communication with trusted adults helps all children, especially those at risk of suffering maltreatment, to thrive.

### Our school will therefore:

- i. Establish and maintain an ethos where children feel safe, secure, valued and respected, confident and are encouraged to talk, believing they will be effectively listened to
- ii. Ensure that children know that there are adults in the school who they can approach if they are worried or are in difficulty
- iii. Provide a systematic means of monitoring children known or thought to be at risk of harm and ensure we, the school, assess the need and provide support for these children
- iv. Include, through the PSHE curriculum, activities and opportunities which equip children with the skills they need to stay safe and / or communicate their fears or concerns about maltreatment
- v. Include in the curriculum material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills
- vi. Ensure that every effort will be made to establish effective working relationships with parents and colleagues from other agencies
- vii. Ensure that all staff working within our school who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications and a satisfactory Certificate of Character, and a single central record is kept for audit
- viii. Ensure that all staff receive appropriate training

## 5. Roles and responsibilities

All adults working with or on behalf of children have a responsibility to protect children and keep them safe, following the 4R's will help to do this effectively:

- Recognise – unmet needs, abuse and harm
- Respond – by alerting the DSP to any concerns
- Record – any concerns on Engage &/or Concern Forms and ensuring these are kept up-to-date and secure
- Refer – share information and refer to external agencies, as required, to safeguard and protect children

### Early Help

Due to their day-to-day contact with pupils, staff are uniquely placed to observe changes in children's behaviour and recognise the outward signs of abuse. Children may also turn to a trusted adult in school when they are in distress or at risk. It is vital that staff are alert to the categories of abuse (Appendix 1) signs of abuse (Appendix 2) and understand the procedures for reporting their concerns (Procedure 1 & 2).

The school has six nominated members of staff (DSP) responsible for safeguarding in school one of whom (DSP Lead) will coordinate child protection arrangements.

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## 6. Good practice guidelines

### See also Appendix 6

To meet and maintain our responsibilities towards pupils we need to agree standards of good practice which applies to all staff

All staff and volunteers will:

- Treat all pupils with respect
- Treat pupils as individuals
- Put the child's welfare first
- Set a good example by conducting ourselves appropriately
- Involve pupils in decisions that affect them
- Encourage positive behaviour among pupils
- Be a good listener
- Be alert to changes in pupil's behaviour
- Recognise that challenging behaviour may be an indicator of abuse
- Ask the pupil's permission before doing anything for them of a physical nature, such as assisting with dressing, physical support during PE or administering first aid
- Maintain appropriate standards of conversation and interaction with and between pupils and avoiding the use of sexualised or derogatory language
- Be aware that the personal and family circumstances and lifestyles of some pupils lead to an increased risk of abuse
- Be aware of and sensitive to different cultures and different communities
- Be aware of the possible necessity for a neutral translator for a child who cannot express him/herself in English as well as his/her mother tongue
- Share concerns immediately with DSPLead / DSP
- Always act in the best interest of the child or young person

## 7. Abuse of trust

All staff are aware that inappropriate behaviour towards pupils is unacceptable and that their conduct towards pupils must be beyond reproach.

Staff should understand that, under the UK Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18 where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of the school staff and a pupil under the age of 18 may be a criminal offence, even if that pupil is over the age of consent.

## 8. Children who may be particularly vulnerable

Some children may have an increased risk of abuse. It is important to understand that this increase in risk is due more to societal attitudes and assumptions, and child procedures that fail to acknowledge children's diverse circumstances, rather than the individual child's personality, impairment or circumstances. Many factors can contribute to an increase risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur.

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## Our school will support children by:

- Encouraging self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying
- Promoting a caring, safe and positive environment within the school
- Providing continuing support to a child about whom there have been concerns who leaves the school by ensuring that appropriate information is copied under confidential cover to the child's new setting and ensuring the school medical records are forwarded as a matter of priority

To ensure that all our pupils receive equal protection, we will give special consideration to children who are:

- Disabled or have special educational needs
- Suffering from any form of mental health issues
- Known to be living with parents / carers suffering from any form of mental health issues
- Living in a domestically abusive situation
- Affected by parental substance misuse
- Asylum seekers
- Regularly absent from school
- Frequent movers
- Vulnerable to being bullied, or engage in bullying
- Living in temporary accommodation
- Living a transient lifestyle
- Living in chaotic and unsupportive home situations
- Vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality
- Involved directly or indirectly in prostitution or child trafficking
- Speakers of another first language
- Children that are subject to a child protection plan

## Confidentiality

- We recognise that all matters relating to child protection are confidential
- The Principal, DSPLead or DSPs will disclose any information about a child to other members of staff on a need to know basis only
- 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 which might compromise the child's safety and wellbeing

## 9. Thresholds for referring to DSP Lead/ DSP

Where a staff member should make a referral to DSPLead /DSP, there are two thresholds to be considered:

### Is this a Child in Need (CIN)?

A child is 'in need' if:

- The child is unlikely to achieve or maintain, or have the opportunity to achieve or maintain, a reasonable standard of health or development without intervention
- The child's health or development is likely impaired, or further impaired, without such intervention
- The child is disabled

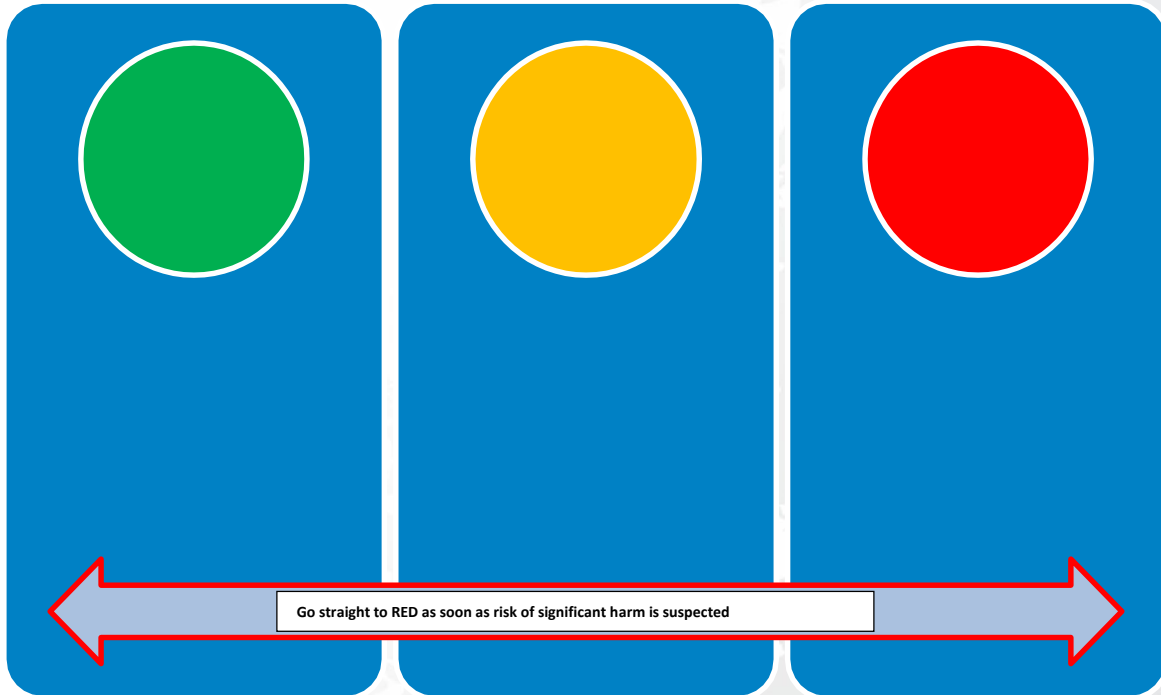
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## Is this a Child Protection Matter (CP)?

A case is considered a CP Matter if there is reasonable cause to suspect that a child is suffering or likely to suffer significant harm.

The following Continuum of Need Response (CoNR) Framework is the model used by all staff to identify the level of help, protection and work with families required to ensure children grow up in circumstances that enable them to achieve their best outcomes.



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The table below defines the three levels of the framework.

LEVEL	RISK & NEED	DEFINITION OF THE LEVEL
Green	No unmet needs and negligible risk  Evidence of some unmet needs and low risk	Low level pastoral concern  Step Down from Amber
Amber	Higher levels of unmet needs and medium risk	Child is unlikely to meet developmental milestones without intervention  Child has a variety of unmet needs and 'underlying risk factors' that are not being addressed, making the child vulnerable and unlikely to achieve good outcomes  Step Down from Red
Red	Significant unmet needs and high risk	<b>Child Protection (CP)</b>  Reasonable cause to suspect the child is suffering, or likely to suffer, significant harm  Possible unaddressed 'underlying risk factors' and the presence of 'high risk indicator(s)'

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## 10. Support for those involved in a child protection issue

Child abuse is devastating for the child and can also result in distress and anxiety for staff who become involved.

We will support pupils, their families and staff by:

- Taking all suspicions and disclosures seriously
- Nominating a link person (DSP) who will keep all parties informed and be the central point of contact
- Nominating separate link people for the child and member of staff for time out to deal with stress and anxiety
- Maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies
- Storing records securely
- Offering details of helplines, counselling or other avenues of external support
- Following the procedures laid down in our whistleblowing, complaints and disciplinary procedures
- Cooperate fully with other relevant agencies

## 11. Complaints

Our complaints procedure will be followed where a pupil or parent raises a concern about poor practice towards a pupil that initially does not reach the threshold for child protection action. Senior staff, the Principal and The Board, manage complaints.

Complaints from staff are dealt with under the school's complaints, disciplinary and grievance procedures.

## 12. If you have concerns about a colleague

Staff who are concerned about the conduct of a colleague towards a pupil(s) are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of the child is paramount and that they have a duty to respond and inform the DSP Lead.

All concerns about poor practice or possible child abuse by colleagues should be reported to the Principal. Concerns about the Principal should be reported to the nominated Board Member with safeguarding responsibilities.

## 13. Allegations against professional (staff and volunteers)

When an allegation is made against a member of staff, set procedures must be followed (Procedure 2). It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen.

A child may also make an allegation against an innocent party because they are too afraid to name the real perpetrator. Even so, we must accept that some professionals do pose a serious risk to pupils and we must act on every allegation. Staff who are subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. Suspension is not mandatory, nor is it automatic but, in some cases, staff may be suspended where this is deemed to be the best way to ensure that children are protected.

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Allegations against staff should be reported to the Principal. Allegations against the Principal should be reported to the nominated Board Member with safeguarding responsibilities.

## 14. Safer recruitment

Our school endeavours to ensure that we do our utmost to employ 'safe' staff by following the school's individual procedures and local laws whereby a Certificate of Character is important.

All new members of staff will undergo an induction that includes familiarisation with the school's child protection policy and identification of their protection training needs.

All staff sign to confirm they have read, understood and have adopted the expectations and principles of safeguarding children and safer working practices.

## 15. Extended school and off-site arrangements

Where extended school activities (Enrichment; trips; visits) are provided by and managed by the school, our own child protection policy and procedures apply. If other organisations provide services or activities on our site we will check that they have appropriate procedures in place, including safer recruitment procedures.

When our pupils attend off-site activities, we will check that effective child protection arrangements are in place.

## 16. Photography and images

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking images, so we must ensure that we have some safeguarding measures in place.

Staff will not use their own devices to photograph children.

To protect pupils we will:

- seek their consent for photographs to be taken or published (for example on our website or in newspapers or publications)
- seek parental consent
- we will not use the pupil's name with any images
- ensure pupils are appropriately dressed
- encourage pupils to tell us if they are worried about any photographs that are taken of them

## 17. E-Safety

Mobile phones, computers and other digital devices can be a source of fun, entertainment, communication and education. However, we know that some adults and young people will use these technologies to harm children. The harm may include sending hurtful or abusive texts and emails; enticing children to engage in sexually harmful conversations online; inappropriate/ indecent webcam filming and photography, face-to-face meetings. The school's discipline policies regarding e-safety and social media explain how we try to keep pupils safe in school.

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Children and young people may unknowingly also engage in activities that could put themselves and others at risk, such as revealing personal information and uploading images of others. Chat rooms and social networking sites are the more obvious sources of inappropriate and harmful behaviour and pupils are provided with a secure learning platform (VLE) where they can learn the skills needed to use communication technology safely.

Cyber-bullying by pupils, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our behaviour procedures. Refer to the Behaviour Management Policy

## 18. Radicalisation and extremism

**Radicalisation** is defined as the act or process of making a person extreme in their behaviour towards political, economic or social conditions, institutions or habits of the mind.

**Extremism** is defined as the holding of extreme political or religious views.

Northfields is fully committed to safeguarding and promoting the welfare of all students. As a school we recognise that safeguarding against radicalisation is no different from safeguarding against any other vulnerability.

The school has a zero tolerance approach to extremist behaviour for all school community members and will rely on the school's strong values to steer work and ensure the pastoral care of our children protects them from exposure to negative influences.

The school, through its training cycle, is aware that the internet and in particular social media is being used as a channel to influence and, in extreme cases, radicalise children and young people. Furthermore the school is aware that vulnerable children can be exploited and 'groomed' by older young people and adults and will:

- Consider and discuss the threats from radicalisation and extremism
- Ensure that radicalisation is effectively embedded in safeguarding practice
- Consider how the threat of radicalisation through the internet and social media is being addressed
- Review e-safety education in the light of these widening and extreme risks

## 19. Recognising abuse

To ensure that our pupils are protected from harm, we need to understand what types of behaviour constitutes abuse and neglect.

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, for example by hitting them, by failing to act to prevent harm, by leaving a small child home alone.

The four main categories of abuse are physical, emotional, sexual and neglect, descriptors and indicators can be found in Appendix 1-2. Please also note Appendix 3 WHO FGM Fact sheet

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## 20. Taking action

### **Key Points for staff to remember for taking action are:**

- Report your concern to the DSP Lead / DSP by the end of the working day
- Complete a record of concern form (AMBER)
- Do not start your own investigation
- Share information on a need-to-know basis only – do not discuss the issue with colleagues, friends or family
- Seek support for yourself if you are distressed.

### **Notifying parents**

The school will normally seek to discuss any concerns about a pupil with the parents. This must be handled sensitively and the DSP will make contact with the parent in the event of a concern, suspicion or disclosure.

However, if the school believes that notifying the parents could increase the risk to the child or exacerbate the problem, advice will first be sought from an external agency, namely the CDU in Mauritius.

### **Children with sexually harmful behaviour**

Children may be harmed by other children or young people. Staff will be aware of the harm caused by bullying and will use the school's Behaviour Management Policy where necessary. However, there will be occasions when a pupil's behaviour warrants a response under child protection rather than behaviour procedures.

The care of children and young people with sexually harmful behaviour is complex and the school will work with other relevant agencies to maintain the safety of the whole school community. Young people who display such behaviour may be victims of abuse themselves and the child protection procedures will be followed for both victim and perpetrator.

Other forms of abuse, Forced Marriage and Female Genital Mutilation (FGM) are becoming more common and school staff should be made aware of these forms of abuse (Appendix 3)

### **Reporting directly to other agencies**

Staff will follow the reporting procedures outlined in this policy. However, they may also share information directly with the CDU or relevant Embassy if

- the DSP Lead / DSP / Principal consider it to be beneficial or relevant
- the situation is an emergency and the DSP Lead / DSP, the Principal, nominated Board Member with safeguarding responsibility are all unavailable
- they are convinced that a direct report is the only way to ensure the pupil's safety

## 21. Confidentiality and sharing information

All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the pupil and staff involved but also to ensure that being released into the public domain does not compromise evidence.

Staff should only discuss concerns with the DSP, Principal or nominated Board Member with safeguarding responsibility (depending on who is the subject of the concern). That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

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Child protection information will be stored and handled in line with Data Protection Act 1998 principles. Information is:

- Processed for limited purposes
- Accurate, adequate, relevant and not excessive
- Secure
- Kept no longer than necessary
- Processed in accordance with the data subject's rights

Record of concern forms and other written information will be stored in a locked facility and any associated electronic information will be protected and only made available to relevant individuals.

Every effort will be made to prevent unauthorised access, and sensitive information should not be stored on laptop computers, which, by their nature of probability, could be lost or stolen. Child protection information will be stored separately from the pupil's school file.

Child protection records are normally exempt from disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. If any member of staff requires a request from a pupil or parent to see child protection records, they will refer the request to the Principal or DSP Lead.

The Data Protection Act does not prevent school staff from sharing information with relevant agencies, where that information may help to protect a child.

The school's policy on confidentiality and information-sharing is available to parents and pupils on request.

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## 22. Appendix 1: Categories of abuse

### Physical

- A form of abuse which causes physical harm to a child
- May also be caused when a parent fabricates or deliberately induces illness in a child

### Emotional

- When persistent emotional maltreatment causes adverse effects on the child's emotional development
- Some level of emotional abuse is involved in all types of maltreatment of a child although it may occur alone

### Neglect

- The persistent failure to meet a child's basic physical and/or psychological needs likely to result in the serious impairment of the child's health or development

### Sexual

- Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.
- May involve non-contact activities such as involving the child or young person in looking at, in the production of, sexual images, watching sexual activities, encouraging the child / young person to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet)

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## 23. Appendix 2: Signs of abuse

### Physical Indicators

- Bruising; Bite Marks; Burns / scalds
- Fractures in non-mobile children
- Injuries in unusual areas (e.g. soles of feet) or with defined edges
- Old injuries / scars
- Inconsistent explanations
- Refusal to discuss injuries
- Arms & legs kept covered (not normally covered)
- Reluctance to remove clothing for PE
- Inadequate clothing for weather / child size
- Underweight for age / stage / erratic growth patterns
- Poor / lack of muscle tone
- Frequent school absences
- Poor health / unattended medical or dental problems
- Lack of energy / unexplained lethargy
- Persistent body odour
- Evidence of self-harm including eating disorder

### Behavioural Indicators

- Behaviour inconsistent with age & stage of development
- Developmental delay (including bed wetting)
- Aggression
- Withdrawn
- Low self-esteem
- Lack of confidence
- Self harm including eating disorder
- Change in handwriting / Drawings of a sexually explicit nature
- Promiscuity / precociousness
- Inappropriate sexualised conduct
- Sexually explicit behaviour
- Reluctance to remove clothing in PE / participate in PE
- Flinching when touched
- Emotionally needy / attention seeking
- Has difficulty forming & maintaining relationships
- Abnormal attachment to parent / carer
- Inappropriate emotional response
- Reluctant to go home / for school to contact parents
- Stealing or begging from others
- Parents uninterested in progress / development
- Parents undisturbed by an accident / injury / medical condition

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## 24. Appendix 3: Female Genital Mutilation

**WHO Fact sheet**  
**Updated February 2016**

### Key facts

- Female genital mutilation (FGM) includes procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons.
- The procedure has no health benefits for girls and women.
- Procedures can cause severe bleeding and problems urinating, and later cysts, infections, as well as complications in childbirth and increased risk of newborn deaths.
- More than 200 million girls and women alive today have been cut in 30 countries in Africa, the Middle East and Asia where FGM is concentrated  
([http://www.unicef.org/media/files/FGMC\\_2016\\_brochure\\_final\\_UNICEF\\_SPREAD.pdf](http://www.unicef.org/media/files/FGMC_2016_brochure_final_UNICEF_SPREAD.pdf). UNICEF New York 2016)
- FGM is mostly carried out on young girls between infancy and age 15.
- FGM is a violation of the human rights of girls and women.

Female genital mutilation (FGM) comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non- medical reasons.

FGM is recognized internationally as a violation of the human rights of girls and women. It reflects deep-rooted inequality between the sexes, and constitutes an extreme form of discrimination against women. It is nearly always carried out on minors (young girls between infancy and the age of 15, most commonly before puberty starts) and is a violation of the rights of children. The practice also violates a person's rights to health, security and physical integrity, the right to be free from torture and cruel, inhuman or degrading treatment, and the right to life when the procedure results in death. The practice is illegal in the UK.

### Procedures

Female genital mutilation is classified into 4 major types.

- Type 1: Often referred to as clitoridectomy, this is the partial or total removal of the clitoris (a small, sensitive and erectile part of the female genitals), and in very rare cases, only the prepuce (the fold of skin surrounding the clitoris).
- Type 2: Often referred to as excision, this is the partial or total removal of the clitoris and the labia minora (the inner folds of the vulva), with or without excision of the labia majora (the outer folds of skin of the vulva).
- Type 3: Often referred to as infibulation, this is the narrowing of the vaginal opening through the creation of a covering seal. The seal is formed by cutting and repositioning the labia minora, or labia majora, sometimes through stitching, with or without removal of the clitoris (clitoridectomy).
- Type 4: This includes all other harmful procedures to the female genitalia for non- medical purposes, e.g. pricking, piercing, incising, scraping and cauterizing the genital area.

Deinfibulation refers to the practice of cutting open the sealed vaginal opening in a woman who has been infibulated, which is often necessary for improving health and well-being as well as to allow intercourse or to facilitate childbirth.

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## **No health benefits, only harm**

FGM has no health benefits, and it harms girls and women in many ways. It involves removing and damaging healthy and normal female genital tissue, and interferes with the natural functions of girls' and women's bodies. Generally speaking, risks increase with increasing severity of the procedure.

Immediate complications can include:

- severe pain
- excessive bleeding (haemorrhage)
- genital tissue swelling
- fever
- infections e.g., tetanus
- urinary problems
- wound healing problems
- injury to surrounding genital tissue
- shock
- death

Long-term consequences can include:

- urinary problems (painful urination, urinary tract infections);
- vaginal problems (discharge, itching, bacterial vaginosis and other infections);
- menstrual problems (painful menstruations, difficulty in passing menstrual blood, etc.);
- scar tissue and keloid;
- sexual problems (pain during intercourse, decreased satisfaction, etc.);
- increased risk of childbirth complications (difficult delivery, excessive bleeding, caesarean section, need to resuscitate the baby, etc.) and newborn deaths;
- need for later surgeries: for example, the FGM procedure that seals or narrows a vaginal opening (type 3) needs to be cut open later to allow for sexual intercourse and childbirth (de-infibulation). Sometimes genital tissue is stitched again several times, including after childbirth, hence the woman goes through repeated opening and closing procedures, further increasing both immediate and long-term risks;
- psychological problems (depression, anxiety, post-traumatic stress disorder, low self-esteem, etc.).

<http://www.who.int/mediacentre/factsheets/fs241/en/>

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## 25. Appendix 4: Record of Concern Form

### Concern Form (AMBER)

Please complete this form if you have any concerns about a pupil

Pupil Name			
Day/Date/Time		DoB	
Member(s) of staff noting concern			

Concern (Please describe as fully as possible, use an additional sheet as necessary)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ACTIONS TAKEN			
DATE	PERSON TAKING ACTION	ACTION	SIGNATURE
		Completed Body Map attached (If appropriate)	
		Form passed to DSP	
		Form Received by DSP	
		Concern discussed with 2 <sup>nd</sup> DSP	

Would you like feedback about this concern?  Yes  No Date Given .....

Please pass this form to the Designated Safeguarding Lead when completed

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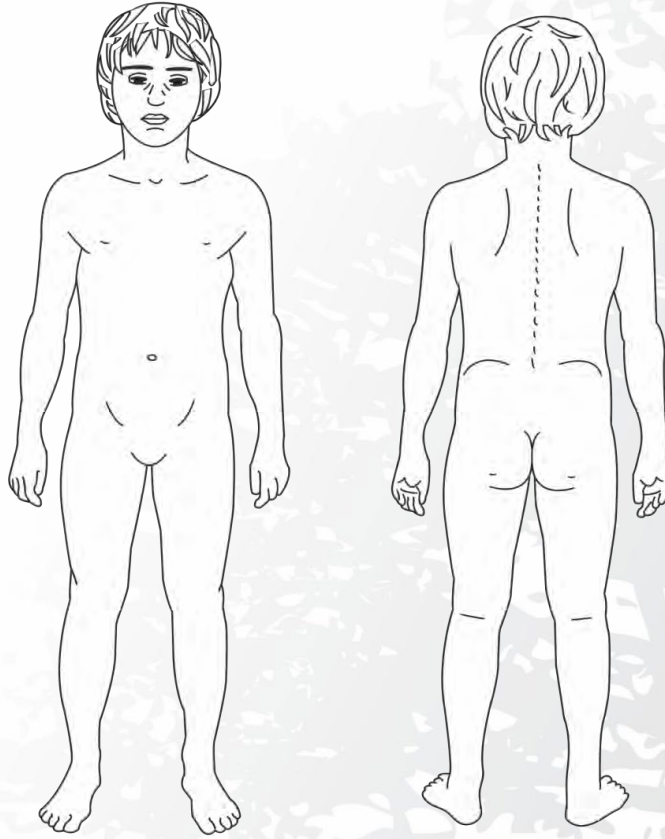


26. Appendix 5: Body Map

**Body Chart**

**This chart must be used together with the Concern Form**  
Show clearly the location of your concern and label with a number and a brief description, eg. '1. Burn about 4cm.' On the Concern Form refer to the injury using the same number and description.

Child's Name \_\_\_\_\_



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Observations made by \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

Once completed attach this body chart to the Concern Form

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## 27. Appendix 6: Completing concern forms

It is important that concern forms are fully completed in a timely way. The details are important. To help the safeguarding team respond appropriately, please follow the guidance below.

- Enter all the admin details, including child's date of birth
- Include your full name (not initials)
- Make sure the concern is given in detail, preferably in the child's own words
- Don't report what other people have told you - they must write their own concern form
- Only write about one child on each concern form (use a separate form for each child)
- Remember that concern forms are used in investigations as primary documents, so they must be complete and accurate.
- Make sure you use an AMBER Concern Form to record your concern. Do not use other any other form or piece of paper. Writing on the back of other forms can cause confusion and error.
- If you jotted your notes down on a piece of paper whilst talking to the student or immediately afterwards, attach that to the completed concern form.
- If there are no Concern Forms available in the folder, please:
  - Download and print from staff drive
  - Contact a DSP
- Do not use email to send your concern, complete a hard copy concern form instead. Emails may be missed, go to the wrong person and cannot be signed.
- Do not stop members of the DSP to speak about any cases in the corridor
- Completed concern forms must be handed directly to one of the DSPs named above
- Please alert a DSP to concerns as soon as possible. It can take several hours to deal with even urgent concerns and the earlier we start the better.
- Finally, please sign, date and time the concern form.

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## 28. Appendix 7: Safer Working Practice Form

### Concern Form

Please complete this form if you have any concerns about a colleague

Colleague Name	
Day/Date/Time	
Member(s) of staff noting concern	

Concern (Please describe as fully as possible, use an additional sheet as necessary)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ACTIONS TAKEN			
DATE	PERSON TAKING ACTION	ACTION	SIGNATURE
		Completed Body Map attached (If appropriate)	
		Form passed to DSL/DSP	
		Form Received by DSL/DSP	
		Concern discussed with Principal	

Would you like feedback about this concern?  Yes  No Date Given .....

Please pass this form to the Designated Safeguarding Lead when completed

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## 29. Appendix 8: Safer working practices

### **Introduction**

Everyone who comes into contact with children and their families has a role to play in safeguarding children. School staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating.

Whether working in a paid or voluntary capacity, staff have a duty to keep children and young people safe and to protect them from sexual, physical and emotional harm. Children and young people have a right to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure the safety and well-being of children and young people. Failure to do so may be regarded as neglect.

### **What should staff do?**

#### **Duty of care**

- You must understand the responsibilities which are part of your employment, and be aware that sanctions will be applied if these provisions are breached.
- Always act, and be seen to act, in the child's best interests.
- Avoid any conduct which would lead any reasonable person to question your motivation and intentions.
- Take responsibility for your own actions and behaviour.
- Ensure Northfields' safeguarding and child protection policies and procedures are adopted, implemented and monitored.
- Ensure that codes of conduct and practices are continually monitored and reviewed.
- Ensure that where services or activities are provided by another body, the body concerned has appropriate safeguarding policies and procedures.
- Foster a culture of openness and support.
- Ensure that systems are in place for concerns to be raised.
- Ensure that there are effective recording systems in place which confirm discussions, decisions and the outcomes of any actions taken.
- Ensure that adults are not placed in situations which render them particularly vulnerable.
- Ensure all adults have access to and understand this guidance and related policies and procedures.
- Ensure that all job descriptions and person specifications clearly identify the competences necessary to fulfil the duty of care.

#### **Conduct/responsibility/dress and behaviour**

Staff should wear clothing which promotes a positive and professional image

Adults should not:

- Behave in a manner which would lead any reasonable person to question your suitability to work with children or act as a role model.
- Fail to report any indications (verbal, written or physical) that suggest a pupil may be infatuated with a member of staff
- Make sexual remarks to, or about, a pupil (including email, text message, phone or letter)
- Discuss your own sexual relationships with or in the presence of pupils
- Discuss a pupil's sexual relationships in an inappropriate setting or context
- Make, or encourage others to make, unprofessional personal comments which scapegoat, demean or humiliate or which might be interpreted as such.
- Wear clothing which is inappropriate to your role
- Wear clothing which is likely to be viewed as offensive, revealing, or sexually provocative
- Wear clothing which distracts, causes embarrassment or gives rise to misunderstanding
- Wear clothing which is considered to be discriminatory or culturally sensitive

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- Wear clothing which promotes any political or otherwise contentious slogans

## Gifts rewards, favouritism and exclusion

- Ensure gifts received or given in situations which may be misconstrued are declared
- Gifts given to an individual pupil are part of the school's agreed reward system
- Ensure that all selection processes are fair and that wherever practicable these are undertaken and agreed by more than one member of staff

## Social contact

You should:

- Consider the appropriateness of social contact according to your role and nature of your work.
- Advise senior leadership of any social contact you have with a child or a parent with whom you work, which may give rise to concern.
- Report and record any situation which may place a child at risk or which may compromise the organisation or your own professional standing.
- Understand that some communications may be called into question and need to be justified.

## Physical contact

- Be aware that even well-intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described.
- Never touch a child in a way which may be considered indecent.
- Always be prepared to report and explain actions and accept that all physical contact will be open to scrutiny.
- Do not indulge in 'horseplay'.
- Always encourage children, where possible, to undertake self-care tasks independently.
- Understand that physical contact in some circumstances can be easily misinterpreted.

## Trips and outings

- Always have another adult present in out-of-workplace activities, unless otherwise agreed with a senior manager.
- Undertake risk assessments in line with the organisation's policy where applicable.
- Have parental consent to the activity.
- Ensure that your behaviour remains professional at all times.
- Never share beds with a child, children or young people.
- Do not share bedrooms unless it involves a dormitory situation and the arrangements have been previously discussed with a senior manager, parents, children and young people.

## One-to-one situations

- Ensure that when lone working is an integral part of your role, full and appropriate risk assessments have been conducted and agreed.
- Avoid meetings with a child or young person in a remote or secluded area.
- Always inform other colleagues and/ or parents or carers about contacts beforehand, assessing the need to have them present or close by.
- Avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy.
- Always report any situation where a child becomes distressed or angry to a senior colleague.
- Carefully consider the needs and circumstances of the child/children when in one-to-one situations.

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## Photography and videos

- Avoid making images in one-to-one situations or which show a single child with no surrounding context.
- Staff should not use personal mobile devices to photograph children / young people
- Only use equipment provided or authorised by the organization.
- Parental permission to be sought where appropriate.

## Whistle blowing

- Ensure that appropriate whistle-blowing policies are in place.
- Ensure that there are clear procedures for dealing with allegations against staff which are in-line with the School's Safeguarding Policy.
- Report any behaviour by colleagues that raises concerns regardless of source.

## Sharing concerns and recording incidents

- You should be familiar with Northfields' system for recording concerns.
- Northfields has an effective, transparent and accessible system for recording and managing concerns raised by any individual in the workplace.

## Use of technology

- If you use social media make sure details are not shared with children and young people.
- Privacy settings must be set at a maximum.
- You should only use school based platforms to communicate with a child or young person (refer to school's policy on the use of social media)
- You should not use personal mobile or mobile apps to engage in dialogue with children and young people
- You should not give your personal contact details to children or young people, including your mobile telephone number and details of any blogs or personal websites.

## Useful Contacts

If in doubt, please contact:

Designated Person for Safeguarding Lead: Tammy Rungasamy

Designated Person for Safeguarding Deputy: Murray Botha

Child Development Unit (CDU)

Hotline: 113

CDU Goodlands- 2837372

Police 148

Ombudsperson for children- 4543010

Mrs. Meerechparsad, Officer-In-Charge at the CPS of Goodlands may be contacted on the following phone numbers: 2837372/2837780/2823061

Legislation

Children's Act 2020

Children's Court 2022

Ministry of Gender Equality and Family Welfare

Ministry of Education and Human Resources

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