

Sunfield

Safeguarding & Child Protection Policy

Our vision is a world where people with autism and complex needs can succeed and flourish. We are committed to safeguarding and promoting the welfare of children and young people

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Introduction

POLICY:

To create at each Ruskin Mill Trust Provision a safeguarding culture and environment where the opportunities for abuse, neglect or exploitation, and risks of radicalisation and Female Genital Mutilation (FGM) are minimised.

To create at each Trust Provision a safeguarding culture and environment where children, adults at risk and staff have the confidence to voice any concerns or fears they may have about abuse, neglect or exploitation and where they feel able to disclose allegations of harm or abuse.

To describe the actions that must be taken when abuse, neglect, exploitation, radicalisation or FGM is suspected or disclosed.

Where reference to students this should be considered to be children (everyone under the age of 18), and adults at risk

The Trust has adopted the following principles in relation to the protection of Children and Young People:

Safeguarding is about protecting children and adults at risk from maltreatment; preventing impairment of their health or development; ensuring they grow up in circumstances consistent with the provision of safe and effective care; and taking actions to enable them to have the best outcome.

The welfare of children and adults at risk is paramount.

The protection of children and adults at risk is everyone's responsibility.

All children and adults at risk – whether they have a protected characteristic or not - have the right to protection from significant harm.

All allegations and suspicions of abuse will be taken seriously and responded to swiftly and appropriately.

Each Trust Provision will follow statutory and specialist guidelines in working with children and adults at risk when responding to all allegations and/or suspicions of abuse.

The Trust will seek to support all those affected by abuse.

There is a separate missing student policy which should be used in the instance of a student going missing.

At Sunfield, we are committed to providing a nurturing environment that transforms the lives of children and young people attending Sunfield and we take very seriously our responsibilities to safeguard and promote their welfare. Safeguarding is everybody's responsibility and we have to maintain a culture of believing that abuse could happen here.

“Children with behaviour / conduct disorders are at greatest risk of abuse” NSPCC 2014

- In addition, we undertake our responsibilities to work in partnership with agencies as part of the wider, multiagency, safeguarding system, always acting in the best interest of the child or young person where concerns are identified, in accordance with the Sunfield Safeguarding and Child Protection Policy and Procedures, statutory guidance and Worcester Safeguarding Children Board (WSCB) and Worcestershire Safeguarding Adult Board (WSAB) policies and procedures.

Personal sensitive information is processed, in accordance with the GDPR 2018. Consent to share information will be sought unless we are required to share information where there are child protection concerns (and consent has been withheld) or we are requested to share information with other statutory agencies such as the police or children's social care, in pursuit of their enquiries.

Definitions of Child Protection and Safeguarding

Child Protection describes the multi-agency procedures used when a child or young person is at risk of harm, may have been harmed or has been harmed.

Safeguarding is the proactive work we do for all of our young people to help them succeed, flourish and fulfil their potential.

Safeguarding and promoting the welfare of children is defined in statutory guidance as protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Safeguarding and promoting the welfare of children is **everyone's** responsibility at Sunfield and in order to fulfil this responsibility effectively we ensure our approach is child centred and we consider, at all times, what is in the **best interests** of the child or young person. If children and families are to receive the right help at the right time, **everyone** at Sunfield has a role to play in identifying concerns, sharing information and taking prompt action.

As staff, we also have a duty to ensure that we follow the individual care, therapy, health and education plans and risk assessments for each child or young person, as well as environmental / location risk assessments. We also expect staff to be familiar with protocols on managing first aid, safe administration of medicines and supporting specific young people's health conditions and what to do if a child or young person goes missing from care or education.

Sunfield follows Safer Recruitment Guidance and carry out the following: Enhanced DBS checks, barred list checks, identity checks, prohibition from teaching checks, Section 128 Direction checks, further checks on staff living or working outside of the UK, a check of professional qualifications and a check to establish a person's right to work in the UK. However, we also rely on all staff to maintain a culture of ongoing vigilance.

Glossary

- "Staff" or "members of staff" includes all paid staff irrespective of their role in the organisations and also includes agency staff and volunteers
- Reference to the "organisation" means Sunfield and includes the education, therapy and care provided by Sunfield Charity
- WSCB is an abbreviation for the Worcestershire Safeguarding Children Board. WSAB is an abbreviation for Worcestershire Safeguarding Adult Board.
- Ruskin Mill Trust: (the Trust): a Rudolf Steiner educational charitable trust which provides education and residential care services for children and adults, some of whom are adults at risk, in various provisions located across the UK.
- Trust provision: Argent College, Brantwood Specialist School, Clervaux, Coleg Plas Dwbl, Freeman College, Glasshouse College, Ruskin Mill College, Sunfield Children's Home.

Our commitment

To safeguard and promote the welfare of children and young people through:

- The provision of a safe environment in which children and young people can learn and achieve
- The provision of high quality residential provision which nurtures and develops our children and young people to achieve and thrive
- A broad, balanced and differentiated curriculum and broader learning experiences for young people which promotes their Social, Moral, Spiritual and Cultural development, including an emphasis on Fundamental British Values, as well as developing in them a greater awareness of how to stay safe (including topics such as safe touch, e-safety, bullying and 'mate-crime'). The Five Fundamental British Values are defined as:-
 1. Democracy
 2. Respect for the rule of law
 3. Individual liberty
 4. Mutual respect
 5. Tolerance of those with different faiths and beliefs.

All staff, volunteers and agency staff have a responsibility for safeguarding, irrespective of their role within either the school or care setting to:

- Identify concerns quickly and provide appropriate help and support for children and young people and their parents/carers to prevent concerns from escalating to a point whereby intervention would be required under the Children Act 1989 and in accordance with the Worcestershire Children's Social Care, Protocol for Assessments
- Bring to the attention of their line manager, the nominated and/or designated safeguarding leads, any information that may indicate a child or young person is potentially at risk of abuse or neglect, irrespective of whether this is reported by other children and young people, members of the public, parents or relatives, through direct observation or in relation to the conduct of staff.
- Sometimes it is hard for staff to know whether the concern they are raising is going to meet the threshold for Child Protection procedures. Something that seems small or insignificant to one person may actually be the final piece of the jigsaw of evidence that the police or social worker requires or perhaps is the trigger for the Designated Safeguarding Lead to stop the child going home or to a respite centre in the taxi that evening. Therefore, it is essential that all staff report their concerns promptly and do not wait until the end of their shift.
- Staff are responsible for reporting any injuries sustained by a child or young person either through self-injury or through a behaviour management technique to the safeguarding board as well as to the child/ young person's parents and Social Worker.

Statutory responsibilities

All action taken by Sunfield will be in accordance with

Current legislation, namely:

Children Act 1989 and 2004; Education Act 2002 and 2011; Sexual Offences Act 2003; Safeguarding Vulnerable Groups Act 2006; Education and Inspections Act 2006; The PREVENT Duty as defined in the Counter-Terrorism and Security Act 2015; The Non-Maintained Special Schools (England) Regulations 2015; The Children's Homes (England) Regulations 2015; Protection of Vulnerable Adults (POVA). Female Genital Mutilation Act 2003/ Serious Crime Act 2015

Statutory guidance, namely:

- Working Together to Safeguard Children (2018) which sets out the multi-agency working arrangements to safeguarding and promote the welfare of children and young people
- Keeping Children Safe in Education (2018) which sets out what schools should do and sets out the legal duties which school must comply with in order to keep children and young people safe
- Teacher Standards 2012 which sets out that teachers, including Head teachers, should safeguard children's well-being and maintain public trust in the teaching profession as part of their professional duties
- Guide to the Children's Homes Regulations including the quality Standards (April 2015) that set out the responsibility of the registered manager in meeting the standards which include the protection of children standard (regulation 12)
- Other specific guidance and advice issued by the DfE in relation to the wider safeguarding agency, e.g. Behaviour, health and safety, bullying, e-safety, Child Sexual Exploitation and medical needs.

Responsibilities

Board of Trustees

Sunfield's chair of trustees Helen Kippax takes special responsibility for monitoring safeguarding across the Trust. Helen will liaise with relevant external authorities should an allegation be made about any of the Trustees, Provision leaders or designated safeguarding leads.

Executive Team member with responsibility for safeguarding

The Executive Team member with responsibility for safeguarding will

- Look to support the development of a safeguarding culture across the Trust, and ensure that there is cross Trust working.
- Hold at least one Trust wide safeguarding working group per year.
- Responsible for ensuring that this policy is updated annually or in response to revised statutory guidance issued by the DfE and that the current policy is available on the Sunfield website
- Ensure that the Trust wide IT infrastructure has considered online safety in terms of filters and appropriate monitoring systems.
- Ensure that each provision has the teaching of safeguarding, including online safety within their offer to each student.
- Ensure that the Trust has appropriate processes in place in relation to safer recruitment.
- Ensure that there are appropriate procedures in place to handle allegations against staff, volunteers etc.
- Ensure that there are procedures in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have had they not resigned.

Provision Leader

At each Trust Provision the Provision leader will:

Appoint a designated safeguarding lead person (DSL) to take lead responsibility for safeguarding students. The names and contact details for the DSL at each Trust Provision are laid out in Appendix 1. DSLs have relevant expertise and are trained to local authority standards, including annual refreshers, to respond to allegations and concerns, and to collate safeguarding data. DSL's are also responsible for ensuring that the designated safeguarding deputies have the skills and knowledge to discharge their safeguarding responsibilities and access appropriate training to equip them in their roles.

- Appoint a number of designated safeguarding deputies who are trained to the same local authority standard as the DSL and will support the DSL in ensuring a high standard of safeguarding rigour.
- Ensure that the DSL and deputy safeguarding deputies have appropriate external supervision to support them in undertaking their role.

- Plan and resource the appropriate assessment and supervision of students to ensure their safety.
- Recruit all staff who work with students in line with the approved safer recruitment programme by ensuring that everyone working in regulated activity with children or adults at risk:
- Has undergone a Disclosure and Barring Service check at an enhanced level
- Is adequately trained and supervised within their working role
- Understands and follows the Trust's Safeguarding Policy and Procedures and acts in good faith
- Is registered with their relevant professional body (if appropriate).
- Ensure that all staff and volunteers are aware of their responsibility to inform the DSL of any concerns they have about abuse, neglect or other safeguarding concern in relation to a student. Also, that they are aware that they can make a direct referral to children's or adult social care if they believe there is a risk of immediate serious harm.
- Ensure that teaching staff, should safeguarding Children and Young People's wellbeing and maintain public trust in the teaching profession as part of their professional duties.
- Ensure close and effective partnership working with Local Authority Safeguarding and Social Care teams, Care Quality Commission or the Care and Social Services Inspectorate Wales and Police.
- Ensure that appropriate recording and monitoring systems are in place.
- Induct all new students, staff and volunteers with safeguarding information and procedures, including details about the Trust's code of conduct and the role of the designated safeguarding lead.
- Ensure that there are annual updates for all staff, this may be via training or briefings but will ensure that staff have the relevant skills and knowledge to safeguard students effectively.
- Allocate students to staff who will work with them as advocates to promote self-esteem and to enable and empower them to speak up if they have safeguarding concerns or if they feel something is wrong.
- Ensure that all staff understand and embed their responsibilities to prevent radicalisation within their sessions and teaching.
- Ensure that all staff are aware of their duty to report to the police where they discover that an act of FGM appears to have been carried out.
- Ensure that staff are aware of the ability to identify students who may benefit from early help and how this can be accessed.
- Undertake risk assessments for all key activities. This includes mental capacity assessment for students who are identified as at risk of abuse and where there is a question about the student's ability to consent.

The role of the Designated Safeguarding Lead

Given the nature of our provision, we have a Designated Safeguarding Lead, supported by a team of designated Deputies, each of whom has the status and authority within the organisation to carry out the duties of the post, including committing resources and where appropriate, supporting and directing staff. They are the organisation's leads for safeguarding and child protection and work together to ensure 52-week coverage.

The Designated Safeguarding Lead and Deputies has completed appropriate training offered by The National Association of Special Schools (NASS) and the Worcester Safeguarding Children Board (WSCB and WSAB)) to understand the assessment processes for early help and statutory intervention, child protection conferences and reviews, and attends annual refresher training to ensure their knowledge is up to date.

As Designated Lead, they are responsible for ensuring that the Designated Safeguarding Deputies in both Education and Care settings have the skills and knowledge to discharge their safeguarding responsibilities and access appropriate training to equip them in their roles. This includes appropriate training by NASS and the Worcestershire Safeguarding Children Board, as well as accessing regular Safeguarding Keep in Touch video calls with DSL's within the Ruskin Mill Trust,

The broad areas of responsibility of the Designated Safeguarding Lead

- To support and advise deputy safeguarding leads and all staff on matters of safeguarding of Young People and their welfare (including contributing to early help assessments), safety, safeguarding and child protection
- To be aware of which children and young people in the provisions are Looked After Children or Care leavers, and the increased risk associated with these students. The DSL should ensure that they have the appropriate details of these students including whether this is a voluntary status or under an interim of full care order, whether there are contact arrangements with the birth parents or those with parental responsibility. The care arrangements for the child and the level of authority delegated to the carer by the authority looking after them, as well as the details of the young person's social worker.
- To liaise with relevant agencies, including children's and adults social care and the police where abuse and neglect are suspected
- To ensure that timely referrals are made to children's and adults social care where abuse and neglect is suspected; with the Department of Human Resources to refer cases to the Disclosure and Barring Service (DBS) where a person is dismissed or has left due to risk/harm to a child or young person; refer cases where a crime may have been committed to the police; liaise with the Provision Leader and the Executive Team Member with responsibility for safeguarding on issues relating to child protection or adults at risk enquires and/or police investigations
- To ensure we fulfil our statutory responsibilities in relation to safeguarding students subject to a children protection or adult safeguarding plan by ensuring appropriate attendance at child protection or safeguarding conferences, reviews, core groups, implementing the multi-agency child protection plan or adult protection plan.
- To liaise with the Local Authority Designated Officer (LADO) where there are concerns about the conduct or an allegation is made against a member of staff, agency worker or volunteer at the provision. Should there be an allegation against the DSL or Provision Leader then the Executive Team member with responsibility for safeguarding or the Trustee with safeguarding responsibility will liaise with the LADO.
- To support the case manager (as per Part 4 of Keeping Children Safe in Education - September 2018 and our policy and procedure for the management of allegations) and the respective deputy safeguarding lead where there are concerns relating to the conduct or actions of a member of staff (including agency and volunteers)
- The designated safeguarding lead will ensure, as part of the induction process and through the annual review of training that staff fully understand how to access this policy, its associated procedures and monitor implementation as part of our quality assurance framework
- To support and encourage a culture of listening to our Young People; taking into account their wishes and feelings, ensuring they influence and inform any plans made in respect of their welfare or protection. Staff should encourage each Young Person to express their views about whether they feel safe both within and outside the provision and residential provision (if appropriate). Staff should support Young People to understand how to ask for help to stay safe and that the residential provision (if appropriate) is an environment which supports this. The Mental Capacity Act 2005 applies to all people aged 16 and over and aims both to empower young people to make decisions for themselves whenever possible and to protect those who lack capacity to do this.
- To ensure that if the DSL notices any area of this policy which requires updating that they notify the Executive Team member with responsibility for safeguarding immediately. And To ensure that this policy is updated annually or in response to revised statutory guidance issued by the DfE and that the current policy is available on the Sunfield Website www.sunfield.org.uk and available for staff to access via the Sunfield intranet and Safeguarding Folder in each of the homes.

- Establish effective links with the WSCB to make sure staff are aware of training opportunities and the latest developments in relation to policies, procedures and guidance in relation to safeguarding
- Establish effective links with the Local Authority Safeguarding Hub to make sure staff are aware of training opportunities and the latest developments in relation to policies, procedures and guidance in relation to safeguarding, and any local authority specific requirements
- To ensure that children and young people attending or leaving, at non transition points, and who are placed at the provision by other local authorities are appropriately notified to the provisions base Local Authority as part of our responsibilities in relation to children missing education
- To ensure the timely transfer of any child welfare, child protection or adult protection information to their next school, college or appropriate provider (as applicable)
- To lead on and co-ordinate our programme of briefings and updates for staff

All staff

- All staff have a responsibility to provide a safe environment in which our students can learn
- All staff should be prepared to identify student who may benefit from early help
- Any staff member who has a concern about a students' welfare in relation to safeguarding should follow the safeguarding procedure below.
- If any member of staff in the course of their work discovers that an act of Female Genital Mutilation appears to have been carried out on a girl under the age of 18, this must be reported.

What all staff must know

All schools are required to issue Part One of Keeping Children Safe in Education (September 2018) - in full - to their staff and ensure that they have read and understood its contents.

At Sunfield we are adopting this guidance and its contents across the whole organisation and whilst the language refers to "school" or "head teacher" it applies to both care and education provision provided at Sunfield.

Furthermore all staff must have read:

Annex A of Keeping Children Safe in Education (2018)

Staff Code of Conduct

Safeguarding and Child Protection Policy

Positive Behaviour Support Policy

School policy for Children Missing Education

Staff should know who the Designated Safeguarding Lead and Designated Safeguarding Deputies are and how to access support and advice.

Action to be taken if there are concerns in relation to safeguarding practices within the school or residential provision

PROCEDURE

All staff, volunteers and agency staff should feel able to raise concerns about poor or unsafe practice and any potential failures in the safeguarding regime and know that the senior leadership team and the nominated and designated safeguarding leads will take such concerns seriously. Should staff feel unable to raise concerns within the organisation advice and guidance has been produced to ensure that they are aware of how to raise such concerns externally

Even if a member of staff thinks or believes that an allegation or disclosure may be untrue, it is still their duty to report it. **It is not the role of staff to investigate** any safeguarding concerns they may have.

The following procedure must be followed by all staff or volunteers when:

- a Child / Young Person discloses to them that abuse has, or may have occurred ○ they witness an incident that could be considered to be abusive
- they have a concern that a Child/ young person may have been or is being abused or radicalised.

1 - Ensure Safety

The first priority is to ensure the safety and protection of the child/ Young Person. In making the person, and others potentially at risk, safe it may be necessary to inform emergency services. If medical treatment is not immediately required, medical examinations should not be arranged until a Safeguarding strategy is agreed.

2 - Preserve Evidence

Where there are suspicions that a crime may have taken place the Police should be contacted and forensic and other evidence should not be contaminated. Preserving forensic evidence includes:

Disturbing a 'scene' as little as possible, sealing off areas if possible

Not removing victim's clothing discouraging washing/bathing

Not handling items which may hold DNA evidence putting any bedding, clothing which has been removed, or any significant items given to you (weapons etc.)

In a safe dry place.

Other evidence can be obtained, or not contaminated by:

- Not interviewing the victim or potential witnesses not
- Alerting the alleged perpetrator
- Making a note of your observations in relation to the condition and attitude of the people involved and any Actions you have taken.

3 - Report and Record

Report concerns as soon as possible to the DSL. It may be necessary to inform other staff on duty that there has been an incident but information passed to them should be kept to a minimum.

If it is suspected that the DSL or the Provision leader may be a perpetrator or involved in some way, these should be reported directly to the designated officer (LADO) for Worcester, NSCPCC Whistleblowing Helpline as well as to the Trustees.

Records

Records of incidents and concerns should be written as soon as possible. Forms and electronic systems are available to support recording, but records can be made by any available method. If records are hand-written, the date, signature, name and role of the person making the report must be made clear. If subsequently typed up, the original should be kept on file.

Staff should be aware that the outcome of any alert, referral or investigation and any records relating to it could be used as evidence in a range of procedures; disciplinary, criminal or within safeguarding procedures.

All staff, when they commence employment receive a one to one induction meeting with either the nominated safeguarding lead or relevant designated safeguarding lead for their setting, that signposts staff to relevant safeguarding documentation including this policy and procedure, guidance for safer working practice, what to do if you're worried a child may be abused, the Sunfield concerns flowchart and whistleblowing advice.

Sunfield also has a detailed safeguarding continuous professional development (SCPD) strategy and training programme. All staff will attend training commensurate with their roles and responsibilities and receive annual refresher training. The training programme details our responsibilities in terms of early help, how to report concerns both within Sunfield and to children's social care etc.

Information about the strategy and CPD programme is available to staff on the Sunfield Intranet and in the Safeguarding Information Folder situated in each house. In addition, through briefings/ team meetings, we will ensure staff receive regular refreshers, updates and information in relation to the broad spectrum of our safeguarding responsibilities.

The Sunfield whistleblowing Policy is available via the website (www.sunfield.org.uk) and whistleblowing advice and information is available on the school intranet and the safeguarding folders in each house.

The Sunfield concerns flowchart provides additional information about how to make a referral to children's social care, the LADO, or to report concerns to the NSPCC advice line. This is for instances where they have concerns about the organisation's response to child protection, the conduct of staff, or they do not feel that appropriate action has been taken in relation to concerns they have raised.

Specific responsibilities relating to residential provision

Children and young people can be particularly vulnerable in residential settings and there are additional requirements for children's homes. Therefore, we must comply with the quality standards and relevant children's homes regulations, working closely with Worcestershire County Council and any local authorities that have placed their children at Sunfield.

We are committed to ensure that our children and young people are safe from harm and able to develop, thrive and fulfil their potential. We value and nurture each child as an individual with talents, strengths and capabilities that can develop over time, by fostering positive relationships and establishing clear boundaries of acceptable behaviour. Working in close partnership with the educational provision, we support their emotional, mental and physical health needs, nurturing their learning, including out of school learning and preparation for independence. We have high expectations of our staff as committed members of a team to provide a safe and stimulating environment in high quality buildings.

Regulation 5 of the Children's Homes (England) Regulations 2015 and quality standards states that it "crucial that the home works in close partnership with all those who play a role in protecting and caring for the child, but in particular the child's local authority and statutory social worker."

Allegations of abuse made against teachers and other staff

Working Together to Safeguard Children (2018) states that organisations should have in place clear policies in line with those from the WSCB for dealing with allegations against people who work with children. Such policies

should make a clear distinction between an allegation, a concern about the quality of care or practice or a complaint.

An allegation may relate to a person who works with children who has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child or
- behaved towards a child or children in a way that indicates they may pose a risk of harm

The Sunfield policy and procedure is available on the website (www.sunfield.org.uk), intranet and in the safeguarding folder in each house.

What staff should do if they have concerns about others

If any member of staff, volunteer or agency staff have concerns relating to an individual's conduct or behaviour, whether they be a colleague, member of the management or senior leadership team, parent, significant other members of the public etc. they should refer their concerns to the Designated Safeguarding Lead, Designated Safeguarding Deputies..

In the event of an allegation of abuse or neglect the DSL will:

- provide for liaison and co-operation with any local authority which are, or may be, making a child protection enquiry in relation to a child accommodated in the home;
- provide for the prompt referral of an allegation about current or ongoing abuse or neglect in relation to a child to the placing authority and, if different, the local authority in whose area the home is located;
- provide for the prompt referral of an allegation about past abuse or neglect in relation to a child to the placing authority and, if different, the local authority in whose area the alleged abuse or neglect occurred;
- provide for records to be kept of an allegation of abuse or neglect, and the action taken in response;
- describe the measures which may be necessary to protect children following an allegation of abuse or neglect; and
- Describe how and to whom staff are to report, without delay, any concern about abuse or neglect of a child.

Peer on peer abuse - Managing allegations against other Children/ Young People

We believe that all Children and Young People have a right to attend school and learn in a safe environment and should be free from harm by adults in the school and other Children and Young People.

Individual Positive Behaviour Support plans and risk assessments along with the carefully planned environment ensure that Children and Young People are able to spend time with others in a safe and managed way.

We support all our Children and Young People by teaching them key information about keeping safe within the Sunfield curriculum, PSHE and within SMSC

As part of the pre-admission process, a thorough risk assessment of any new Child and Young Person who may be coming to Sunfield is always carried out to ensure that they would not pose any potential risk to the other young people and would not negatively affect any Children or Young Peoples' wellbeing or learning.

If a Child/ Young Person were to present a safeguarding risk to peers then an individualised risk management plan would be implemented immediately to ensure that other peers are kept safe and that they themselves are not laid open to any malicious allegations. There is a need to balance the tension between privacy and safeguarding.

We recognise that allegations could be made against children and Young People by others in and that children and Young People could try and harm others. Safeguarding issues raised in this way may include physical

abuse, emotional abuse, sexual abuse and sexual exploitation. It is likely that to be considered a safeguarding allegation against a child or Young Person, some of the following features will be found;

The allegation:

- is made against an older Young Person and refers to their behaviour towards a younger child or young person or a more vulnerable young person
- is of a serious nature, possibly including a criminal offence
- raises risk factors for other Young People in the Home or school
- indicates that other Young People may have been affected

If an allegation was made by a Young Person against another young person the following procedures would be followed; (taking into account at all times children and Young people's developmental age and chronological age of each other the children and young people)

- The DSL is informed
- The placing Local Authority and Parents (where appropriate) are informed
- The Host Local Authority are informed
- A decision is made to establish if the allegation or complaint raises a safeguarding concern
- If the allegation or complaint is not a safeguarding concern then a plan will be put in place to deal with the complaint and feed back to the young person who raised it, ensuring that they feel listened to
- If the allegation or complaint is a safeguarding concern then a member of the designated team will contact Worcestershire Safeguarding to discuss the case as well as the Child's placed authority. The DSL will follow through the outcomes of the discussion.
- The DSL will make a record of the concern, the discussion and any outcome
- If the allegation indicates a potential criminal offence has taken place, the police will be contacted at the earliest opportunity and parents informed (of both the young person being complained about and the alleged victim)
- In situations where neither Worcester Safeguarding or the police accept the complaint, a thorough internal investigation will take place

Abuse and neglect (definitions)

All staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or by another child or children.

The following are the statutory definitions of abuse and neglect as set out in Working Together to Safeguard Children (March 2015), however, the ultimate responsibility to assess and determine the type category of abuse is that of the Police and Children's Social Care. Our responsibility is to understand what each category of abuse is and how this can impact on the welfare and development of our children and where we have concerns that a child or young person may be at risk of abuse and neglect (one or more categories can apply) to take appropriate action as early as possible.

Physical abuse: a form of abuse, which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Supplementary guidance Safeguarding Children in whom Illness is Fabricated or Induced (2008) sets out a national framework within which agencies and professionals at local level – individually and jointly – draw up and agree upon their own more detailed ways of working together where illness may be being fabricated or induced in a child, by a carer who has parenting responsibilities for them.

Emotional abuse: the **persistent** emotional maltreatment of a child, such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: 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. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Adult males do not solely perpetrate sexual abuse. Women can also commit acts of sexual abuse, as can other children.

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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

In addition to the above, there are other areas of safeguarding that the organisation has to have due regard to. Page 12 and 13 of Keeping Children Safe in Education (September 2016) lists a number of different safeguarding issues and the following is not a replica of the guidance, but highlighting priority areas that we as an organisation need to be aware of because of the vulnerability of our children and young people. Additional information can be accessed by following the relevant hyperlinks

Wider areas of safeguarding responsibilities

Child sexual exploitation: is a form of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity a) in exchange for something that the victim wants or needs and/or b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited, even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point. Some of the following signs may be indicators of sexual exploitation: Children who appear with unexplained gifts or new possessions; Children who associate with other young people involved in exploitation; Children who have older boyfriends or girlfriends; Children who suffer from sexually transmitted infections or become pregnant; Children who suffer from changes in emotional well-being; Children who misuse drugs and alcohol; Children who go missing for periods of time or regularly come home late; and Children who regularly miss school or education or do not take part in education.

Local WSCB 2016 data indicated that the highest risk locally to young people was the 'older boyfriend' model of CSE and that young people with autism / Asperger's in particular had been targeted.

Safeguarding procedures would be followed if we were to have any concerns about an individual

The Department for Education also issued new guidance in February 2017: Child sexual exploitation: Definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation

So-called 'Honour Based' Violence (HBV): encompasses crimes, which have been committed to protect or defend the honour of the family and/or the community, including **Female Genital Mutilation (FGM), forced marriage**, and practices such as **breast ironing**. All forms of so-called HBV are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV. There are a range of potential indicators that a child may be at risk of HBV. If staff have a concern regarding a child that might be at risk of HBV, they should activate Sunfield child protection procedures and the nominated and / or designated safeguarding leads will initiate local safeguarding protocols for multiagency liaison with police and children's social care

Sexting and inappropriate use of new technologies: Sunfield is committed to support children and young people with the use of new technology in a safe way and providing education around the risks. Children and young people are taught the dangers of sharing information online and how activities such as 'sexting' have serious implications and consequences/ This is achieved through the school curriculum, key worker sessions and one to one learning opportunities and group discussions. (UKCCIS Guidance : Sexting in schools and colleges, responding to incidents and Safeguarding Young People (2017))
Internet access is limited to a recognised safe list of websites through a robust firewall and there is a monitoring system in place to check emails and interactions for inappropriate language or images that may cause for concern

Female Genital Mutilation (FGM): comprises all procedures involving the partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and is a form of child abuse with long-lasting and harmful consequences.

Teachers along with regulated health and social care professionals in England have a statutory duty to report to the Police where through either disclosure or visual evidence, they discover that FGM appears to have been carried out on a girl under the age of 18. **Teachers must personally report to the police any cases where they discover that an act of FGM appears to have been undertaken.**

The nominated or designated safeguarding lead will support any member of staff to make a referral.

The above duty does not apply in relation to a risk of suspected cases or in cases where the woman is 18 years or over.

Forced marriage: is a crime in England and Wales and is where a marriage is entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used. Some communities use religion and culture as a way to coerce a person into marriage and young people and adults with learning difficulties can be particularly vulnerable to forced marriages as they are seen or treated by others in ways that contravene their rights, for example in not being given choices or having their views listened to. The transition period between child and adult services for young people with learning disabilities is a time of particular vulnerability. The Mental Capacity Act 2005 applies to all people aged 16 and over and aims both to empower people to make decisions for themselves whenever possible and to protect those who lack capacity to do this. The Act starts from the basis that, unless proved otherwise, all adults have the capacity to make decisions. The Forced Marriage Unit has published [Multi-agency guidelines](#) and the Forced Marriage Unit can be contacted for advice or information.

Tel: 020 7008 0151 or email fm@fco.gov.uk

All types of bullying including cyberbullying and sexting:

Sunfield has a separate Anti-Bullying policy which is accessible

Bullying and cyberbullying: Bullying can be defined as using deliberately hurtful behaviour, usually over a period of time, where it is difficult for those bullied to defend themselves/ The three main types of bullying are : Physical bullying, verbal bullying (including cyber bullying) and emotional bullying

All incidents of bullying should be dealt with by the carer or class teacher in the first instance, followed by the procedure in the Anti Bullying Policy. All members of staff should be fully aware of and observe the provisions of the Anti Bullying policy

Domestic violence, Gender-based violence/violence against women and girls (VAWG) and teenage relationship abuse: involves any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those who are, or have been in relationships or family members regardless of gender or sexuality and is applicable to teenagers engaged in abusive relationships

Child and Adolescent Mental Health: Good mental health and resilience are fundamental to our physical health, our relationships, our education and to achieving our potential. DfE advice for schools in relation to [Mental health and behaviour in schools](#) (2016) Statutory advice, which clarifies the responsibility of the school, outlines what they can do and how to support a child or young person whose behaviour - whether it is disruptive, withdrawn, anxious, depressed or otherwise - may be related to an unmet mental health need. Whilst it considers the school environment it is also relevant for work within our residential provision.

Children Missing Education (CME): All children, regardless of their circumstances, are entitled to a full time education, which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area. Effective information sharing between parents, schools and local authorities is therefore critical, parents should ensure that the school has at least two emergency contacts for their child.

Refer to Sunfield's Attendance Policy for the school's approach.

A child or young person going missing from education is a potential indicator of abuse or neglect and as such are at risk of being victims of harm, exploitation or radicalisation. Further information about children at risk of missing education can be found in the [children missing education](#) guidance (2016).

We recognise that a child missing from education (or care) could be at risk of harm and is a potential indicator of abuse or neglect. Any unauthorised absences are explored with the family and reported to the student's placing authority and where necessary we follow our safeguarding procedures.

We also work closely with the local police if children or young people go missing whilst under our supervision.

Children missing home or care: All children and young people are vulnerable when they are missing from home or care and this is particularly so for disabled children and young people, who may be more vulnerable to child sexual exploitation, being victims of crime or at risk of significant injury.

In addition, students may go missing because of issues relating to forced marriage, honour-based violence, female genital mutilation (FGM) or because of domestic violence. Further information is available in statutory guidance [child missing from home or care](#) (2014) and the Sunfield missing from care or education policy and procedure which can be found on the intranet.

Radicalisation: Protecting children from the risk of radicalisation is a part of our wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. Radicalisation refers to the process by which a person comes to support terrorism and other forms of extremism and there is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability e.g. learning disability, Autism, which is often combined with influences such as family, friends. The internet and the use of social media in particular has become a major factor in the radicalisation of young people. Further information can be accessed via www.gov.uk/government/publications/prevent-duty-guidance. As with other safeguarding risks, staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Staff should 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.

There is no place for extremist views of any kind at Sunfield, whether from internal sources i.e. Children, staff or trustees) or external sources e.g. community external agencies. Our Children and young people should see Sunfield as a safe place where they can explore controversial issues safely and where the adults encourage and facilitate this- we have a duty to ensure this happens

Prevent: The organisation is subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015) to have "due regard to the need to prevent people from being drawn into terrorism" and must have regard to statutory guidance issued under section 29 of the CTSA 2015. The DfE guidance [Revised Prevent duty guidance: for England and Wales](#) sets out how the prevent agenda is to be delivered which includes a risk assessment, working in partnership, staff training, and IT policies. The Sunfield Prevent risk assessment is available In addition the DfE has also published advice for schools on the [Prevent duty](#), which complements the above guidance and signposts other sources of advice and support, including a resource entitled [educate against hate](#), a website designed to equip schools, teachers and parents with the information, tools and resources they need to recognise and address extremism and radicalisation in young people.

Channel and Channel panels: The **Channel** programme focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for organisations to make referrals if they are concerned that an individual might be vulnerable to radicalisation, engagement with the programme is entirely voluntary at all stages. The CTSA 2015 places a duty on local authorities to establish Channel panels requires partners of Channel panels to co-operate with the panel in the carrying out of its functions and with the police in providing information about a referred individual. If a referral is made to the Chanel panel, Sunfield may be asked to attend in order to share relevant information in order to determine whether support is required. We also have a responsibility to ensure that our staff understand when it is appropriate to make a referral to the Channel programme; further advice is available via [Channel guidance](#).

Financial Abuse: Which includes taking another person's money or possessions - for example, having money or property stolen, being pressured into giving people money or changing a will, misuse of benefits, not being allowed access to money.

Discriminating abuse: Discriminating abuse includes any type of abuse aimed at a child or adult at risk because of their colour, religion, appearance or sexuality. For example, ignoring spiritual or religious beliefs, comments or jokes about a person's disability, age, race, sexual orientation, or gender / gender identity, ignoring cultural needs, for example diet or clothing.

Child trafficking: Child trafficking is a type of abuse where children are recruited, moved or transported and then exploited, forced to work or sold.

Grooming: Children and adults at risk can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional.

Harmful sexual behaviour: Children and adults at risk who develop harmful sexual behaviour harm themselves and others.

Institutional abuse: This is abuse occur in an establishment such as a college, school (including residential provision) that may range from poor practice to ill treatment and gross misconduct. For example, lack of individual care, no flexibility of bedtimes or waking, deprived environment and lack of stimulation.

Abuse of Individual Rights/discriminatory abuse/racial abuse: Abuse of individual rights is a violation of human and civil rights by any other person or persons. Discriminatory abuse consists of abusive or derisive attitudes or behaviour based on a person's sex, sexuality, ethnic origin, race, culture, age, disability or any other discriminatory abuse - this includes hate crime. Forced marriage is also an abuse of human rights and falls within the definition of adult abuse.

'Country Lines'

County lines, or 'going country' means groups or gangs using young people or vulnerable adults to carry and sell drugs from borough to borough, and across county boundaries. It is a tactic used by groups or gangs to facilitate the selling of drugs in an area outside of the area they live, reducing their risk of detection.

Private Fostering: is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or a 'close relative'. This is a private arrangement made between a parent and a carer, for 28 days or more. Close relatives are defined as stepparents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or marriage/affinity). A private foster carer may be a friend of the family, the parent of a friend of the child, or someone previously unknown to the child's family who is willing to privately foster a child. Sunfield has a mandatory duty to inform and to refer to Children's Social Care of any private fostering arrangement we become aware of, in order for Children's Social Care to undertake an assessment to ensure the needs and welfare of the child or young person is being met and that adults caring for them have access to advice and support.

Online safety: Although technology offers many advantages, which can help young people with autism and additional needs to engage, learn, communicate and keep themselves safe. We also have to recognise that the use of technology has also been used to harm young people and place them at increased risk.

The use of technology has become a significant feature within many aspects of safeguarding e.g. child sexual exploitation, radicalisation, bullying and often provides the platform that facilitates harm. As an organisation we have to adopt an effective approach to online safety, which empowers, protects and educates the whole community.

All staff have a responsibility to take appropriate steps to ensure children and young people are not being exposed to illegal, inappropriate or harmful material, or being subjected to harmful online interaction with other users. Whilst we seek to reduce the risk of harm through the use of filters, monitoring and appropriate

Use policies for those accessing our IT system, at the same time we need to provide a safe environment in which children and young people can learn to keep themselves safe online at home and in their future as adults. Individual planning and risk assessments are in place to support this process, supported by regular reviews and the MCA/ Best Interests process for young people over 16.

We need to be mindful that “over blocking” access can lead to unreasonable restrictions as to what can be taught with regards to online safety. As part of our safeguarding CPD programme, online safety training for staff is integrated, aligned and considered as part of our overarching approach to safeguarding. The curriculum and our care planning approach to e-safety ensures children and young people are taught about safeguarding, including online safety and how to recognise and report abuse or bullying. Please refer to the E safety Policy.

For young people who are learning to use mobile phones safely as part of their learning and preparation for adult life, we follow the guidance set out in ‘[UKCCIS Guidance: Sexting in schools and colleges, responding to incidents and safeguarding young people](#)’ (2017). Incidents relating to the sharing of sexual imagery by young people or youth produced sexual imagery should be referred to the Designated Safeguarding Leads immediately. An initial meeting with the staff would be followed up with communication with the young people and their families, parents and local authorities, unless there is evidence that they are involved. If there is a risk that a child or young person has been harmed or is at risk of being harmed, both social care and the police would be informed immediately.

Appendix A

Safeguarding Leads

Designated Safeguarding Lead	Lotty Riggs Charlotte.riggs@sunfield.org.uk 07707047900	Head of Quality Assurance and Safeguarding
Designated Safeguarding Deputy and SG Board	Sarah Marshall Sarah.Marshall@sunfield.org.uk 07526173666	Head of Care and Therapies.
	Lydia Swinton – Lydia.swinton@sunfield.org.uk 07526 173700	Head of Education
Home Managers	Val Harley Val.Harley@sunfield.org.uk 07526173706	
	Vincent Powell Vincent.Powell@Sunfield.org.uk 07526173709	
	Tracey Cox Tracey.Cox@sunfield.org.uk 07526173713	
	Wendy Spruce Wendy.Spruce@sunfield.org.uk 07562173711	
	Maria Beckford Maria.beckford@sunfield.org.uk 07526 173710	
Contact Reception	01562 882253	
Contact out-of-hours duty	07775 558961	
Director of Marketing and Admissions for Ruskin Mill Trust	Graeme Cheyne – Graeme.Cheyne@Sunfield.org.uk Mobile: 07539 369028	Responsible Individual
Chair of Trustees	Helen Kippax – helenkippax@rmt.org	
Local agencies		Out of hours
Children's Safeguarding	01905 822666	01905 768020
Adult Safeguarding	01905 768053	
Local Authority Designated Officer. Worcestershire County Council- LADO	Email - lado@worcestershire.gcsx.gov.uk Direct Line - 01905 846383/ 01905 843311	

Appendix B

HOW TO REPORT CHILD WELFARE OR CHILD PROTECTION CONCERNS AT SUNFIELD

Be alert to the signs of abuse and neglect

You **SEE** or **HEAR** something which suggests that abuse has taken place or that someone is, or may be, at risk of harm.

RECOGNISE

Is there **AN IMMEDIATE NEED** for medical attention? Has there been a Crime? Is there immediate danger?

If so, deal with that by providing first aid, contact emergency services and alerting, immediately, your Line Manager during the hours of 9am-5pm or the out of hours On-Call Manager **07775558962** who can then seek support from the DSL / Safeguarding Board.

an **ALLEGATION OR DISCLOSURE** has been made or you are not clear what has happened, ask only questions you need in order to clarify the situation and gather relevant facts.

Good questions are: Tell me about... Explain to me... Describe...

REPORT

Report the situation to the DSL as soon as possible, **within AT LEAST two hours**.

Describe what you have seen and heard, what you or others have done, and what the young person's views are.

RECORD

If it is not immediately possible to use an electronic or paper safeguarding concern form (found on the intranet) please keep any records you make even when transferred to the computer factual and objective, describe actions and conversations and include timescales.

Email the concern log to: safeguardingboard@sunfield.org.uk

If you have a concern relating to dangerous or illegal activity, or any wrongdoing within the organisation and you do not feel you can raise a concern directly, you can contact the: NSPCC Whistle blowing helpline: 0800 028 0285 or help@nspcc.org.uk Worcester Local Authority Designated Officer (LADO) – 01905 846383 / 843311 Worcester Family Front Door (office hours) – 01905 822666 Emergency Duty Team (out-of-hours, weekends, bank holidays) – 01905 768020 / 768023 Or the Police: 999

Appendix C

SAFEGUARDING CONCERN FORM		
<p>This form should only be completed when making a referral or seeking advice from the Safeguarding Board regarding a Person in a Position of Trust with children or young people. The referral form should be sent to the Safeguarding Board within 2 hours of the incident occurring.</p>		
<p>These procedures should be applied when there is an allegation or concern that any person who works with children or young people has:</p> <p>a. Behaved in a way that has harmed, or may have harmed, a child; b. Possibly committed a criminal offence against, or related to, a child; or c. Behaved towards a child or children in a way that indicates that they may pose a risk of harm to children</p> <p>Upon completion of the Safeguarding Concern Form please email the referral from to:</p> <p style="text-align: center;">SafeguardingBoard@sunfield.org.uk</p>		
Child involved:		
Home / School:	Date:	Time:
Staff Raising Concern:		
All others Present:		
Location:		
Setting of concern:		
ANY RELEVANT INFORMATION ABOUT EVENTS LEADING UP TO THE INCIDENT/CONCERN/ALLEGATIONS MANAGEMENT		
<p>Reason of your concern : Ensure you consider the following to explain the incident/allegation of harm/transfer of risk. :</p> <ul style="list-style-type: none"> - date/time of the behaviour - context of the behaviour - witnesses to the behaviour - frequency of the behaviour (e.g. kicked him 3 times) - duration of the behaviour (e.g. length of time a person was held) - latency of the behaviour or length of time before person took action) - observable injury - topography of the behaviour (how the behaviour looks e.g. fist, open hand) - impact of harm (e.g. child cried following incident) - the professionals family are subject to statutory social work intervention <p>Fill in the box below to detail your concern:</p>		
NEXT STEPS		
Date Reported and to whom (Line Manager/Deputy/On Call/Safeguarding Lead):		
Time and How Reported:		
ACTION TAKEN (By staff to ensure child's immediate safety):		

ON CALL MANAGER RESPONSE

Date Reported and to whom (Safeguarding Lead/Safeguarding Deputy):

Time Reported:

DETAILS OF ANY ACTIONS AGREED/TAKEN.

CONTACT MADE WITH THE DESIGNATED SAFEGUARDING LEAD/ REGISTERED MANAGER/ RESPONSIBLE INDIVIDUAL/ PRINCIPAL

Y/N

(reasons why)

Date Reported:

Time Reported:

DETAILS OF ANY ACTIONS AGREED/TAKEN.

CONTACT MADE WITH PLACING LOCAL AUTHORITY **Y/N** (reasons why)

CONTACT MADE WITH WORCS LOCAL AUTHORITY **Y/N** (reasons why)

CONTACT MADE WITH PARENTS/CARERS **Y/N** (reasons why)

OFSTED NOTIFICATION COMPLETED **Y/N** (reasons why)

REFERENCE NUMBER :

CONTACT MADE WITH ANY OTHER AGENCY **Y/N** (reasons why)

OUTCOMES (including feedback given to relevant staff/professionals)

DESIGNATED SAFEGUARDING LEAD or DESIGNATED SAFEGUARDING DEPUTY

CONTACT MADE WITH LADO- **Y/N** (reasons why)

Date Reported and to whom :

Time Reported:

DETAILS OF ANY ACTIONS AGREED.

OUTCOMES (including feedback given to relevant staff/professionals)

DATE OF CLOSURE

Appendix D

Safeguarding guidance for Staff

SAFEGUARDING - GOOD PRACTICE GUIDANCE FOR STAFF

We make no assumption that staff or volunteers already know what behaviours which are expected of Sunfield staff. What follows is a list of behaviours that are acceptable or unacceptable. This is for both the protection of Children and Young People and the protection of staff and volunteers.

- Sunfield Group does not allow paid or unpaid staff to give gifts to or receive gifts from the children, (gifts may be provided by the organisation as part of a planned activity).
- Personal relationships between a member of staff and any current Child and Young Person is prohibited. This includes relationships through social networking sites such as Facebook and Twitter Sunfield group does not permit the use of abusive language.
- Staff are not permitted to share a child's personal information or contact details.
- Staff are not permitted to share personal contact information with children
- Staff are not permitted to shout, threaten, punish or chastise
- Staff are not permitted to take family or friends to a child's home and/or take a child to their own home or that of a friend/relative.
- Staff are not permitted to sell or buy items from a child, unless part of a planned activity (cake sale etc.).
- Staff are not permitted to accept cash gifts or borrow money from a child.
- Staff are not permitted to have personal relationships with a third party related to or known to the child.
- Staff are not permitted to humiliate, shame or embarrass children in our care.
- Staff are not permitted to engage in sexual conversations or jokes.
- Staff are not permitted to engage in rough physical games or play fighting
- Staff are not permitted to engage in or allow inappropriate touching.
- Staff are not permitted to take picture of Children without consent
- Staff are not permitted to use personal mobile phones to take photographs

Staff should

- Maintain appropriate levels of supervision for children in our care
- Work within the prescribed methodology and maintain a calm, considered approach. Intervene as required to keep Children safe
- Communicate effectively with colleagues about who you are working with and where
- Treat all individuals equally with respect and kindness regardless of gender, age, race, disability, religion, sexual orientation or any other irrelevant distinction
- Be enthusiastic, encouraging and constructive when giving feedback.
- Record any injury that occurs and any treatment given
- Report and record any incident involving child's welfare including 'near misses'
- Ensure no children are allowed unsupervised Internet access
- Be aware of clothing and dress appropriately at all times
- Address Children who engage in inappropriate conversations or cruel and discriminatory jokes
- Address pupils if they swear or use other inappropriate language

This list is NOT exhaustive. All staff should remember they are role models, and must act accordingly