



Enfield County School for Girls

Safeguarding and Child Protection Policy

January 2018

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Safeguarding and Child Protection Policy

Introduction

Section 175 of the Education Act 2002 gives maintained schools a statutory duty to promote and safeguard the welfare of children and have due regard to guidance issued by the Secretary of State. The DCSF publication 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings' (March 2009), and 'Working Together to Safeguard Children' (April 2013) provide clear advice on appropriate behaviours for all adults working with children.

This policy has been reviewed fully to take into account changes in the DfE guidance document 'Keeping Children Safe in Education' September 2018.

School Statement

We at Enfield County School for Girls believe every child has the right to feel safe and secure and should be protected from any circumstance or practice which causes any sort of physical or psychological harm.

We recognise we have a duty of care and responsibility towards the students in our care and we will carry out this duty with the fullest regard for the safety and well-being of our students throughout the school day, during extra-curricular activities, school visits and, as far as possible, in the community. We will provide students with a range of opportunities to develop their own sense of safety and equip them with skills to flourish in an ever-changing world. To ensure this all staff, in whatever capacity (including visitors and governors), will act proactively to ensure the welfare of all students, especially if they believe a student is at risk of significant harm. All children have the right to be happy and to live their lives free of any form of abuse, threat or danger and we will take seriously any allegation or concern relating to any student and act upon it quickly and in line with statutory guidelines.

Enfield County School for Girls is a listening school and all students experience a 'open door' policy with regards to sharing worries, concerns or difficulties; this is most evident in the Pastoral system which is unique to Enfield County, however, students are encouraged to talk to any teacher or adult they feel comfortable with and all staff are encouraged to develop their pastoral and safeguarding skills. **Please note: we cannot offer secrecy to a child and we will act on any information which suggests a child is experiencing or is at risk of experiencing significant harm.**

If we have knowledge or suspicions that a child is experiencing or is at risk of experiencing any kind of physical, sexual, emotional or psychological harm or neglect either at home or in the community then we will take appropriate action in accordance with procedures issued by the Local Safeguarding Children Board (LSCB). We at Enfield County are trained and informed in matters of identifying and reporting of safeguarding concerns and we have developed rigorous structures and systems in school. At Enfield County we have adopted a culture of vigilance and we take a proactive approach to student safety and well-being.

As a consequence, we as a school:

- assert that all members of the school are an integral part of the safeguarding process
- accept and assert that safeguarding children is an appropriate responsibility and function for all members of staff, compatible with their primary role as educators



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- will ensure that all staff on site are all alert to the possibility of a child being at risk of suffering harm and that all members of staff are clear on how to report their concerns to a designated member of staff
- will designate a senior member of staff with knowledge and skills in recognising and reporting child protection issues; this person will liaise with the relevant agencies and oversee the care of students in school
- all designated staff members will undergo the appropriate training set out by the LSCB
- the designated member of staff will share information on a strictly 'need to know' basis to protect the rights and dignity of the child
- will ensure all members of staff on site receive regular safeguarding training in compliance with the recommendations by the LSCB and that staff will receive regular refreshers and updates on issues that may arise of a safeguarding nature
- will ensure that we safeguard students' welfare by addressing and educating students on issues of personal safety in the community and online
- will safeguard students in school by addressing bullying especially when aggravated by issues of sexuality, racial or cultural factors, disability or special educational needs
- will ensure through our recruitment and selection process that all adults who work here, whether permanent or temporary are suitable to work with children
- will act swiftly and appropriately on any allegation made against a member of staff in accordance with LSCB guidelines

Designated Members of Staff

Due to the split site nature of Enfield County School for Girls, it is deemed appropriate that we have several designated child protection staff. We have four designated senior managers responsible for child protection who take responsibility for quality assurance: Ms J Gumbrell, Headteacher, Mrs C Egleton, Deputy Headteacher, Miss J Foster, Senior Assistant Headteacher, Mrs L Hayden, Assistant Headteacher, Ms J Scott, Senior Assistant Headteacher and Miss K Robbins, Key Stage 4 Co-ordinator.

Currently Ms Scott is the Designated Child Protection Lead (based at the Rosemary Avenue site) and Miss K Robbins is the Designated Child Protection Deputy (based at the Holly Walk site). In the absence of both Ms Scott and Miss Robbins any other trained member of the designated team can ensure that processes and procedures are in place and that policies are followed.

Procedures

Our school procedures for safeguarding children will be in line with national and local procedures.

At Enfield County School for Girls:

- all members of the designated team have appropriate training and will be available in the other's absence
- immediate action will always be taken to refer serious safeguarding concerns to the relevant agencies
- the designated team act as a source of advice and information and will support staff to carry out their safeguarding duties



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- all staff are trained to identify possible indicators of abuse and harm (see appendix 1)
- members of staff who suspect any safeguarding issue will report to the designated lead or deputy via the Safeguarding Cause for Concern form
- the Designated Child Protection Lead (DSL), or in her absence the Deputy Designated Child Protection Lead (DDSL) will contact parents, seek advice or make referrals based on information received on the Safeguarding Cause for Concern form
- all new members of staff will attend Child Protection training as part of their induction into the school and will receive a copy of the Safeguarding Policy.
- visitors to Enfield County are expected to sign in at reception and, where necessary, be given a named visitor's badge. Visitors who have not been CRB cleared are asked to wait for the relevant member of staff to meet them and they remain with them at all times.
- our procedures will be regularly reviewed and up-dated

Responsibilities

The responsibilities of the designated staff are to ensure the very best outcomes for our students and are in line with guidelines set out in Keeping Children Safe in Education (September 2018). The designated governor and the lead and deputy designated child protection staff meet termly to report on safeguarding matters and review current practices thus ensuring we meet our responsibilities most effectively.

At Enfield County School for Girls the designated team

- will make a referral to an external agency where there is reason to believe that a child is experiencing or may be at risk of experiencing significant harm
- will refer matters to the police where there is suspicion that a serious crime has been committed (a serious crime could be; possession of a knife, possession of a controlled substance, circulating or producing indecent images or a serious instance of assault or bullying)
- will liaise with the Headteacher and the senior leadership team to inform her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- act as a source of support, advice and expertise to staff on matters of safety and safeguarding of students
- keep written records of concerns about a child even if there is no need to make an immediate referral and ensure that confidential records are kept securely and are separate from pupil records
- ensure that any pupil currently with a child protection plan who is absent without explanation for two days is referred to Social Services



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- maintain good working relationships with all outside agencies to foster co-operation and a 'joined up' approach to safeguarding and monitoring of children's well-being

The following safeguarding procedures will be overseen by the designated teachers but will constitute the responsibilities of the wider school staff members:

At Enfield County School for Girls:

- we will ensure that parents and carers are aware of this policy and its availability on the school website
- we will ensure that 'Young Carers' are identified as far as possible and that they are appropriately supported and monitored in school
- we will monitor and ensure the well-being and learning of all our 'Looked After' students by assigning a LAC co-ordinator who will regularly review the progress of our Looked After students and report back to the senior leadership team and the school governors
- where students are new on roll we will make adequate steps to obtain any safeguarding/child protection records pertaining to that student and ensure that they are sent securely and confidentially to the designated lead as soon as possible. Similarly, if a student leaves Enfield County School for Girls we will ensure all safeguarding/child protection records are sent securely to the student's new school
- will ensure both school sites and outdoor spaces are well maintained and kept safe and free from obstacles and materials that may cause harm
- will ensure that visitor access is monitored and controlled as far as possible by fob entry, security doors and clear visitor procedures
- if a student leaves school permanently and we do not receive notice from a destination school then we will classify the student as 'missing in education' and report to the Local Authority
- the school attendance team will monitor attendance and report and refer any inconsistencies and concerns in school attendance that may suggest a safeguarding concern, for example; fabricated or induced illness or child sexual exploitation
- the school attendance team will be alert to the possibility of forced marriage, female genital mutilation or radicalisation and will report immediately any concerns relating to requests for trips overseas or holidays and will refer any concerns immediately to the designated lead
- where a student is educated partially or fully at another establishment, for example; Alternative School Provision we will ensure that the establishment is registered with the Local Authority. The school where the student is based will take responsibility for leading on child protection issues
- work experience placements are organised by external agencies who comply with safeguarding guidelines and health and safety legislation



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- school trips and visits are organised in line with LSCB guidelines and that all appropriate risk assessments are carried out.
- where residential trips are organised the companies used are responsible for the vetting and checking of the DBS records of their staff
- we will ensure that necessary safeguards are in place within individual departments where students may come into contact with specialist equipment, machinery or chemicals and students will be expected to wear appropriate safety wear and adhere to strict safety guidelines at all times
- all members of staff will have read and be familiar with part 1 and Annex A of the DfE guidance document; 'Keeping Children Safe in Education' 2018

The Designated Governor

The designated governor for safeguarding is Mr A McNamara

Child protection is of vital importance in the running of a school and where appropriate the governors will ensure that there are sufficient resources within school to enable staff to carry out their safeguarding obligations.

The governors will ensure that the designated team are given sufficient time and training to carry out their duties.

The governors will review the safeguarding practices on a regular basis, and no less than annually to ensure that:

- We carry out our duty to safeguard the welfare of its students
- members of staff and visitors are aware of the procedures within school, current practices and issues and receive adequate training on this matter
- child protection training and procedures are an integral part of the induction process for new staff at school
- We maintain adequate records and record all instances of a safeguarding nature including instances of racism, bullying and other serious concerns
- We adhere to safer recruitment procedures in line with current LSCB guidelines
- where safeguarding concerns about a member of staff are substantiated the school will take swift and appropriate disciplinary action

Safer Recruitment

In order to ensure our students are protected within school we will ensure that staff and visitors are carefully selected, vetted, trained and supervised. We follow the guidance set out in 'Keeping Children Safe in Education' DfE publication (September 2018).

At Enfield County School for Girls:

- we will ensure a member of every recruitment panel will have undertaken safer recruitment and selection training
- all our staff are appropriately qualified and we will verify relevant employment history and ensure any employment gaps are accounted for



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- relevant checks are made to ensure all staff employed are safe to work with children in compliance with Safer Recruitment requirements, including any checks under the Disclosure and Barring Service (DBS) and references are taken up prior to employment

Induction and Training

All new staff will receive induction safeguarding training which will alert them to the different forms of abuse, potential signs and indicators of abuse and who to and how to report safeguarding concerns.

All staff are given full child protection training on a whole school basis at three yearly intervals and refresher training is provided each term for staff to attend as and when they feel necessary. All staff are encouraged to seek support and guidance from the designated team should they have particular concerns or experiences that they wish to share. Furthermore, the designated team will support each other in the implementation of the safeguarding role within school.

All staff will be informed and trained on a range of safeguarding issues, such as bullying, e-safety (including sexting and indecent images), domestic violence (including damaging and abusive teenage relationships), mental health awareness, the threat of radicalisation, child sexual exploitation (CSE) and female genital mutilation (FGM).

Other issues may be covered in training to key staff, for example the Pastoral Team or the Attendance Team with the expectation that they will disseminate information to staff through their role.

Issues key staff receives training on may include:

- Self-harm
- Eating disorders and body image
- Gangs and street crime
- Drug and alcohol misuse

Managing Concerns

Staff are encouraged through regular training to maintain a 'culture of vigilance' and pass any concerns to the designated team. Members of staff and visitors are advised to communicate all concerns no matter how small to the designated team; they are not expected to investigate their concerns or suspicions themselves but complete the Safeguarding Cause for Concern form immediately and hand directly to Ms Scott or Miss Robbins or give to either school office in a sealed envelope marked 'Confidential CP'. The office will then notify Ms Scott. On receiving the SCCF the lead will then consider whether the matter will be referred to the relevant Children's Services. Immediate action will be taken to inform social services if a child is deemed to be at significant risk; on these occasions parents or carers may not be notified.

Early Help Assessment Form

Referrals made directly to the Single Point of Entry (SPOE) at Children's Services will be made by either Ms Scott or Miss Robbins via the Early Help Assessment Form. All completed forms will be logged and recorded securely and confidentially and any electronic copies of the form will be sent via a secure email account. Referrals to other services will be made using



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the Early Help Form and may require parent/carer permission. These forms may be completed by the Pastoral Team under the guidance of the Designated Team and will provide support to the child from a range of outside agencies.

Students with Outside Agency Support

Over the course of their school life students may at times have support from outside agencies that may provide individual support for the student, their families and help ensure their safety and well-being. The spectrum of agencies involved with children and families may change in response to government initiatives and funding. However, Enfield County will work collaboratively and professionally with all legitimate Local Authority agencies for the benefit and well-being of their students.

Agencies may include:

- Service for Adolescents and Families in Enfield (SAFE)
- Health and Emotional Well Being Service (HEWS)
- Child and Adolescent Mental Health Service (CAMHS)
- Child Sexual Exploitation (CSE) Team
- Prevent
- Parent Support
- Young Carers Association

The Pastoral Team, comprises; the Heads of Year, the SEND department and the Key Stage Coordinators, and under the guidance of the Designated Lead may at times liaise with these agencies in order to provide the best possible support for students. The Pastoral Team will preserve the confidentiality of students whilst ensuring staff are aware that the student may be vulnerable and need extra support.

When a child is on a Child Protection Register, is classified as a Child in Need or may have an assessment underway under section 47 of the Children's Act 1989 the DSL will oversee the process and filter information to the Pastoral Team on a 'need to know basis'. The DSL, her deputy or a member of the Pastoral Team will represent the school at child protection conferences and core group meetings. Our DSL, her deputy, or a member of the Pastoral Team will liaise with Children's Services and other agencies when necessary and take part in strategy discussions and other interagency meetings and contribute to the assessment of children.

Confidentiality and Record Keeping

All Safeguarding Cause for Concern forms will be kept in locked cupboards at both Upper and Lower School sites with access only being available to the Designated Child Protection Leads. Child Protection records will be kept securely and passed to other schools (when a child moves school) using 'recorded' and 'signed for delivery'. Any information sent between staff on a student will be kept general and minimal and a student's first name and the initial of their surname only will be used in an email.



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Initial communication from an outside agency will require an email and a verified email address as initial correspondence with unknown parties may not take place over the phone. Early Help Forms or sensitive student information will be sent via a secure means such as Egress Switch.

Any member of staff who is party to confidential information about a student must only share it if absolutely necessary and on a strictly need to know basis; advice on this can be sought from the Designated Leads.

Regardless of the duty of confidentiality, any member of staff has a duty to report any concerns that a student may be experiencing significant harm to the Designated Lead immediately.

Student Safeguarding in School

At Enfield County School for Girls students will be encouraged to develop their own sense of personal safety and an awareness of Child Protection issues. As well as being taught about topics of a safeguarding nature students will also be encouraged to discuss and evaluate issues that they may encounter in order to help them make the best choices and to help them build greater self-awareness of a range of safeguarding concerns.

Students may be introduced to safeguarding issues in:

- Personal, Social, Health and Citizenship Education (KS3)
- Moral issues and Values (KS4)
- Enrichment (KS5)
- Sex and Relationship Education
- Assemblies
- Workshops
- Form time
- Displays
- Curriculum
- Visits
- Library resources
- Posters and leaflets

Examples of recent safeguarding and child protection issues covered with students are:

- CSE
- Road safety
- Radicalisation
- FGM
- Honour based violence
- Domestic Violence
- Healthy personal relationships
- Gang violence and knife crime

Students are also given information about outside organisations that can support them when in need, such as Childline, NSPCC or DAZU (for Young Carers).



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Where a student is seen to pose a significant risk to other students we may make direct contact with the police, Children Services or another agency. Examples of behaviours deemed to put other students at significant risk could be:

- Possession of a knife or other offensive weapon
- Possession of illicit substances such as drugs
- Possession of extremist material or images
- Possession or the circulation of indecent images
- A serious assault on another pupil
- Serious bullying, homophobia or racism towards another student
- Coercing another student towards criminal or gang activity

Vulnerable Groups of Students

At Enfield County School for Girls we recognise that all the students in our care are vulnerable to some extent and that living and learning in North London can bring its own challenges. We aim to keep all of our students safe at all times however we are aware that some students may face greater challenges than others and it is the strength of our school ethos that we know our students well and will identify students who may be particularly vulnerable. We are trained and keep up to date with current concerns in the community and we are aware of contextual factors that may pose a significant risk to students outside of the school and home environment.

The Pastoral Team at each site communicate daily and meet weekly to discuss the needs of their year group and information is passed sensitively to the whole school via weekly briefings, the school bulletin or email. Groups of students who are vulnerable are identified and monitored to ensure that they are achieving the best outcomes and are not falling behind from their peers. Vulnerable groups of students could include:

- Young Carers
- Bereaved students
- Students who are, or who have previously been in the care system
- Students who have a very long journey to school
- Irish Traveller Heritage students
- Transgender students
- Lesbian students
- Students living in temporary or insecure accommodation
- Students who may be classed as Pupil Premium
- Students who have a disability
- Students who have a Special Educational Need
- Students who have mental health issues or may have self-harmed
- Students who may have a parent or carer in prison
- Students who may have been exposed to gang culture
- Students who may be vulnerable to child sexual or criminal exploitation or 'County Lines' involvement



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Safeguarding and SEND

Particular consideration is given to safeguarding SEND (Special Educational Needs and Disability) students. Students who have special educational needs may be particularly vulnerable in communicating safeguarding concerns as they may lack speech and language skills, confidence or understanding.

There should be awareness that students who have Educational Health Care Plans (EHCP) may have a range of behaviours and not all of these may be linked to their special educational need or disability but may instead be the consequence of safeguarding issues. Staff who have contact with students on EHCPs should be open to the possibility that safeguarding and child protection issues can also illicit different behaviours and they must be as vigilant to this as they would any other student. Furthermore, due consideration must be given to the possibility that a student who is underachieving, presents difficult behaviour or appears to have special education needs may have safeguarding and child protection needs.

We will also be vigilant to a SEND student's susceptibility to bullying, isolation and abuse from peers and we will protect our most vulnerable students. All staff in school are aware of the particular safeguarding needs of students who may have special educational needs and disabilities and will report concerns immediately.

Looked After Children

Looked after Children (LAC) or students who have ever been in the care system may present particular vulnerabilities and our LAC or previously LAC students are supported and cared for throughout their time here at Enfield County School for Girls. Heads of Year, the Key Stage Co-ordinators, as well as our LAC Co-ordinator keep our LAC students 'in mind' and are vigilant to any safeguarding concerns. Communication between carer, social workers, the 'Virtual School' and other professionals is frequent and encouraged to protect our LAC students and to facilitate the best outcomes, socially, emotionally and academically. As with other students, our safeguarding protocols ensure that where a LAC or previously LAC student is deemed at significant risk then the DSL will act immediately; in the case of a current LAC this will involve immediate contact to the student's social worker

Self-Harm

Self-harm is a complex and often misunderstood mental health issue and one that is taken seriously here. The Pastoral Team have undergone training in recognising and supporting students who may have self-harmed.

There are many myths around self-harm such as: -

- It is only a phase
- It is attention seeking
- They are copying their friends
- People who self-harm are suicidal
- It is the family's fault



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Often self-harm can be a reaction to tension or emotional pressure. It can also be a reaction to shame or guilt and young people who self-harm describe a feeling of relief afterwards. Young people who self-harm often find it difficult to talk about their feelings and self-harm becomes a form of communication.

When we discover a student has been self-harming we will always contact home and inform parents and carers. Parents and carers may then be invited to a meeting with their daughter's head of year.

If we continue to be concerned about a student self-harming, we may make a referral to the Child and Adolescent Mental Health Service (CAMHS).

Online Safety

Online safety is an ongoing and growing safeguarding challenge to all schools and we take seriously our duty of care to arm students with the skills and knowledge to be safe online. We embed the concept of online safety in school, providing reminders and information to students from primary transition and throughout their time here. Online safety is communicated regularly through assemblies, the school planner, form time and in ICT lessons, PSHCE and via our Safer Schools Officer. One of the ways we protect students in school is by having appropriate software and filters on all hardware in school and blocking access to any inappropriate sites. Students are not allowed to access their phones in school during the school day and we make them aware regularly of the perils of social media outside of school.

Parents and carers are given detailed information via the school website about how to protect their daughters and they are regularly updated on current online safety information via texts, emails, Twitter, leaflets and talks at open evenings.

Students are made aware of the legal ages of accessing a range of social media platforms and they are given frequent warnings about the importance of protecting themselves via privacy settings, location settings and the sharing of personal data. Students are informed of the National Crime Agency site CEOP (Child Exploitation and Online Protection) and a link is provided on the school website.

If students are found to have had communication from strangers, negative communication from peers or have been using the internet irresponsibly, parents and carers will be informed and our Safer Schools Officer may be informed.

Parents and carers are encouraged to monitor their daughter's use of the internet, mobile phone and social media and take responsibility for their daughter's online safety outside of school.

Peer on Peer Abuse

Staff are aware of the possibility of peer on peer abuse and the forms that it can take. Students may be subjected to abuse from peers within or outside of school and this can take the form of physical, sexual or psychological abuse. Key inclusion staff are trained in how to recognise peer on peer abuse and this guidance is disseminated throughout school. Given the context of our school setting, we are especially vigilant about girls' roles in gangs and their exposure to child sexual exploitation and the increased threat of 'County Lines' involvement. Key staff have undergone training in all of these issues and regularly attend 'Network' meetings in the borough to keep informed of recent events and intelligence. Students receive information via assemblies, PSHCE (KS3), Moral Issues and Values (KS4), form time and through visiting



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workshops and speakers. Students are encouraged to talk to staff and our Safer Schools Officer will offer advice and support to students. When a student is deemed at significant risk, an Early Help Form will be completed and support from outside agencies will be sought immediately.

Students Involved in the Court System

From time to time students may be involved in the criminal and family court system, either as the subject of custody hearings as in the case of the Family Courts system or as witnesses, victims or perpetrators in the Criminal Court system. We will always support students throughout this difficult and vulnerable time and seek advice and guidance from relevant bodies and organisations and, if necessary, make reasonable adjustments with any related trauma or emotional upheaval.

Extremism and Radicalisation

Staff are trained to be vigilant to signs that a student may be vulnerable to developing extremist views and staff are alert to the signs of radicalisation and extremism. These views may include a distorted view of Islam or far-right views. When a member of staff has concerns that any student may be at risk of radicalisation they are to refer to the Designated Leads immediately.

Honour Based Violence and Forced Marriage

Given the context of our school and the multi-cultural and multi-faith environment we will always be sensitive to the needs of all our students and their communities. We are a listening school and we take pride in the diversity of our students and the rich cultural heritage that our students enjoy. With this in mind we are also aware of the issues around family honour and shame and we discuss these topics freely in subjects such as Religious Studies, Moral Issues and Values, PSHCE or in debating groups across the Key Stages. We are particularly vigilant to the potential of honour being distorted within communities and the possibility that students may be exposed to threat, danger or coercion and we create a culture of openness and communication to negate risk and encourage disclosure. When a student is deemed at risk or there is any suspicion of either forced marriage or honour based violence the DSL will take immediate action in the form of an Early Help Assessment form.

FGM

Staff are aware of the issue of FGM and the fact it is a criminal matter that brings particular safeguarding challenges to all professionals with its secrecy and misinformation. Key pastoral, support and attendance staff are particularly vigilant to the potential of FGM and are alert to the signs that a student may be at risk of FGM, for example the 'cutting season' during the summer and Christmas holidays. All staff will report any suspicions of past or impending FGM to the DSL who will take immediate action in the form of an Early Help Assessment form.



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Conduct of Staff

At Enfield County School for Girls, the governors and the leadership team have a duty to ensure the professional behaviour of staff and the necessity to ensure clarity of expectations. These are set out clearly in the Staff Conduct Policy. In addition to this staff should be aware of the dangers of:

- Working alone with a student
- Physical interventions
- Cultural and gender stereotyping
- Dealing with sensitive information
- Receiving gifts from children
- Using private telephone numbers when communicating to parents/carers or student
- Contact with students via private email, social networking or social media
- Disclosing inappropriate private information
- Meeting students out of school hours or off school premises
- Giving students lifts

Members of staff can receive guidance on the above from the senior leadership team at any time.

Staff must ensure that they do not use their personal camera for taking photos during lessons or while on school journeys. The school has designated cameras to use for this purpose, which can be obtained from the school office. If staff have any concerns or questions in relation to use of cameras for school activities please speak to Ms Scott, Senior Assistant Headteacher or Mrs Sharp, School Business Leader.

Conduct of Parents/Carers

Enfield County School for Girls promotes strong links with parents and carers and is committed to the collaborative approach to supporting students. It is important for students that parents and carers and school are open and share information to provide the best outcomes for students; parents are always welcome to contact school but are asked to be mindful of the necessity of choosing the most appropriate method and being aware of the safeguards in place in any busy school.

In order to keep all students safe in school parents and carers are asked:

- To always call school in advance to make an appointment to meet a member of staff
- Not to park on site without permission or a permit from the office
- To always sign in and out at reception and wait to be met by the relevant staff member
- To wear a school visitor badge at all times on school premises
- To not walk around the school building unaccompanied
- Never to approach another student to discuss an incident involving their daughter
- Never to challenge another parent on school site
- Never to approach a member of staff outside of school to discuss an incident or grievance
- Never use aggressive behaviour or foul language in or around the school premises

More information on the above can be found in our School Visitors policy or by contacting either school office.



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Home School Contact

Contact between home and school is essential in keeping students safe and we comply with current DfE requirements by having at least two contacts for every student. We will endeavour to ensure all contact information is up to date and request new contact details and information should a parent or carer change their contact information. We will also make reasonable adjustments to parents and carers who may have difficulty in maintaining up to date contact information; for example, if there are housing or homelessness issues or a parent is fleeing domestic violence.

We will comply with any court or legal orders prohibiting contact between students and parents or carers and liaise with legal and professional bodies for advice when there is a lack of clarity or concerns about contact between a student and a parent or carer. We will use our SIMS database and inform the school office and the relevant support and teaching staff should a parent or carer be denied access or contact with a student and we will inform the police or the relevant bodies immediately should any court order be breached.

Alternative Provision

When a student is educated off site on what is commonly referred to as 'Alternative Provision' we will take responsibility to ensure that the educational provider meets with legal safeguarding requirements and seek written confirmation to ensure all the necessary and statutory safeguarding and health and safety checks and obligations have been met.

Allegations Against Members of Staff

Any allegation against a member of staff or visitor will be dealt with by the Headteacher, not the Designated Lead. Allegations against staff may include:

- Committing an offence against a student
- Putting a student at risk of significant harm
- Exposing a student to extremist or radical views
- Any activity which questions a person's suitability to work with children

The incident will be dealt with in accordance with Local Authority Guidelines and in line with LSCB recommendations. If the allegation is against the Headteacher, the allegation will be dealt with by the Chair of Governors; if the allegation is against the Chair of Governors the allegation is to be dealt with by Maria Anastasi, the Local Authority Designated Officer (LADO) to decide if the allegation meets the agreed thresholds.

Whistleblowing

Allegations of abuse made against teachers and other staff

Staff are aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.



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Physical Intervention

Staff must only ever use physical intervention as a last resort. Reasonable force may sometimes be necessary to prevent injury or harm to a student or to others; force will be no more force than is needed to safeguard a student or manage an incident. Where a student has specific needs, such as SEND needs and may, on occasion, require physical intervention by a member of staff, then individual behaviour plans may be written. We adhere to the Department for Education advice documentation: Behaviour and Discipline in Schools (January 2016) for information on the power to use reasonable force.

Physical intervention, which causes unnecessary injury or distress to a child, may itself be considered under safeguarding or disciplinary procedures

Searching and Confiscating

On rare occasions it may be necessary to search a student's belongings or outer clothing when it is suspected that the student may have in their possession dangerous or illicit items that may cause harm to themselves or to others. On these occasions we will adhere to the Department for Education advice document; Searching, Screening and Confiscation (January 2018) and comply with our obligations under the European Convention on Human Rights.

Bullying

Our policy on bullying is set out in a separate policy and acknowledges that it may lead to consideration under child protection procedures

The school is committed to intervening to prevent bullying wherever it may occur

Racist Incidents

Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to safeguarding procedures

Health & Safety

Our Health & Safety Policy is set out in a separate document. It reflects the consideration we give to the protection of students both within and beyond the school environment, including school trips and visits, and takes account of their physical safety and other safeguarding issues.



Appendix 1 – Dealing with Disclosures: Guidance for All Staff

Reminder of shared objectives

- All Enfield County staff share the objective of keeping children and young people safe:
 - by seeking to provide a safe environment that is conducive to learning; and
 - by identifying children and young people who are suffering or likely to suffer significant harm; and take appropriate action to make sure that they are safe both at home and at school.
- Make it clear from the start that you are unable to maintain confidentiality about the things the child tells you and that you have no choice but to pass on any information that causes concern
- Reassure
- Find a quiet place to talk where you will not be interrupted
- Listen but do not pressurise
- Ascertain the facts – who? what? where? when? how? Do not ask leading questions. Such questions may invalidate your evidence (and the child's) in any later prosecution in court. Instead ask open questions like "Anything else to tell me?" or "and"
- Be objective in your recording; state facts, write down exactly what was said to you and anything you may have observed. Distinguish clearly between fact and opinion and refrain from using your own interpretation and assumptions
- Draw a diagram to indicate the position of any marks/bruising if applicable
- Let the child know you are pleased to have been told
- Tell the child you believe them
- Tell the child you will have to involve others to ensure the child's safety in the future. Tell the child who needs to be involved and why
- Offer on-going support and that you will do your best to protect the child
- Follow the school's internal policy regarding communication in relation to Child Protection and promptly complete and pass on the school's CP concern form to the appropriate officer
- Having dealt with suspected Child Protection concerns which can be distressing, it is often helpful to talk to a colleague such as a Child Protection designated teacher about your feelings.