



Part of the





Safeguarding and Child Protection Policy 2020-21

Review

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PART 1: Policy

1.1 Definitions

Safeguarding is defined as:

- protecting children from maltreatment;
- preventing impairment of children's mental and physical 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;

Child Protection is defined in the Children Act 1989 (s.47) as when a child is suffering, or is likely to suffer significant harm. Under statutory guidance and legislation action must be taken to safeguard and promote the child's welfare.

1.2 Introduction

At Cotham School

- Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children, their families and carers, has a role to play.
- In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests** of the child.
- We take an '**it can happen here**' approach where safeguarding is concerned.
- **Everyone** who comes into contact with children has a role to play in identifying concerns, sharing information and taking prompt action.

Cotham School is committed to safeguarding and promoting the welfare of children by:

- The provision of a safe environment in which children and young people can learn;
- Acting on concerns about a child's welfare immediately;

- Fulfilling our legal responsibilities to identify children who may be in need of early help or who are suffering, or are likely to suffer, significant harm.

All action taken by Cotham School will be in accordance with:

- **Current legislation** (these are summarised within [Working Together to Safeguard Children: statutory framework](#))
- **Statutory, national and local guidance – this includes:**
 - **Working Together to Safeguard Children (2018)**, which sets out the multiagency working arrangements to safeguard and promote the welfare of children and young people and protect them from harm; in addition it sets out the statutory roles and responsibilities of schools.
 - **Keeping Children Safe in Education (2020)** is statutory guidance issued by the Department for Education which all schools and colleges must have regard to when carrying out their duties to safeguard and promote the welfare of children.
- **Local Guidance from the Local Safeguarding Partnership:** around particular safeguarding topics are available on the [Keeping Bristol Safe Partnership Website](#).
- **Government guidance issued in relation to COVID19.** The full collection is available on the [government website](#). Cotham School have created an addendum to this document to reflect changes made during lockdown or in the event of a further lockdown. This is available in [Appendix F](#) and accessible via the school website.

This policy should be read in conjunction with the following policies and the Staff Handbook:

- Whistleblowing
- Code of Conduct for Staff
- Anti-Bullying
- Behaviour
- Online Safety
- Attendance

1.3 Equalities Statement

With regards to safeguarding we will consider our duties under the Equality Act 2010 and our general and specific duties under the Public Sector Equality Duty. General duties include:

1. Eliminate discrimination, harassment, victimisation and other conduct that is prohibited by the Equality Act 2010.
2. Advance equality of opportunity between people who share a protected characteristic and people who do not share it.

3. Foster good relations across all protected characteristics – between people who share a protected characteristic and people who do not share it.

Details of our specific duties are published under Cotham School's equality statement and measurable objectives. These are available on our website.

We adhere to both the [Bristol Equality Charter](#) and [Bristol Children's Charter](#) with a view to contribute towards the [One City Plan](#).

Staff are aware of the additional barriers to recognising abuse and neglect in children with Special Educational Needs and Disabilities (SEND).

1.4 Overall Aims

This policy will contribute to the safeguarding of children at Cotham School by:

- Clarifying safeguarding expectations for members of the education setting's community, staff, governing body, children and their families;
- Contributing to the establishment of a safe, resilient and robust safeguarding culture in the setting built on shared values; that learners are treated with respect and dignity, taught to treat each other and staff with respect, feel safe, have a voice, and are listened to.
- Supporting contextual safeguarding practice recognising that the setting's site can be a location where harm can occur.
- Setting expectations for developing knowledge and skills within the setting's community (staff, children, parents/carers) to the signs and indicators of safeguarding issues and how to respond to them.
- Early identification of need for vulnerable learners and provision of proportionate interventions to promote their welfare and safety.
- Working in partnership with children, parents and other agencies in the Local Safeguarding Partnership.
- Ensuring all policies which address issues of power and potential harm, for example anti-bullying, equalities, use of reasonable force, positive behaviour, will be linked to ensure a whole school approach.

Cotham School is named as a relevant agency in the Local Safeguarding Partnership. This policy sets out its statutory duty to co-operate, follow and comply with published arrangements as set out by the Keeping Bristol Safe Partnership.

1.5 Professional expectations, roles, and responsibilities

Role of all staff

- All staff will read and understand Part 1 of statutory guidance Keeping Children Safe in Education (2020). Those working directly with children will also read Annex A.
- In addition to this all staff will be aware of the systems in place which support safeguarding including; reading this Safeguarding/Child Protection Policy; the Behaviour Policy; the Staff Behaviour Policy (code of conduct); safeguarding response to children who go missing from education; and the role of the Designated Safeguarding Lead (DSL).
- Know who and how to contact the DSL and any deputies, the Chair of Governors, and the Governor responsible for safeguarding.
- All staff will be able to identify vulnerable learners and take action to keep them safe. Information or concerns about learners will be shared with the DSL where it includes those:
 - who need a social worker and may be experiencing abuse or neglect
 - requiring mental health support,
 - may benefit from early help
 - where there is a radicalisation concern
 - where a crime may have been committed
- Be clear as to the setting's policy and [procedures with regard to peer on peer abuse](#), children missing education and [those requiring mental health support](#).
- Be involved, where appropriate, in the implementation of individual plans to further safeguard and achieve best outcomes for learners.
- Record concerns appropriately and in a timely manner by using the setting's safeguarding systems.
- Are aware of the need to raise to the senior leadership team any concerns they have about safeguarding practices within the school.

Role of the Designated Safeguarding Lead (DSL)

Duties are further outlined in Keeping Children Safe in Education (Annex B)

Details of our DSL and Deputy DSL are available on the Cotham School website, our newsletters or the notice board in both receptions and the Hub.

- The DSL is a senior member of staff who undertakes lead responsibility for safeguarding and child protection within the school.
- Activities include the management of work undertaken by any Deputy DSLs.

- Manages early identification of vulnerability of learners and their families from staff through cause for concerns or notifications. This will ensure detailed, accurate, secure written records of concerns and referrals.
- Manages referrals to local safeguarding partners where learners with additional needs have been identified. These can include those –
 - who need a social worker and maybe experiencing abuse or neglect
 - requiring mental health support,
 - who may benefit from early help
 - where there is a radicalisation concern
 - where a crime may have been committed

The DSL will also:

- Work with others – acting as a point of contact for outside agencies with regard to safeguarding.
- Support and advise other staff in making referrals to other agencies
- When required, liaise with the case manager and the Local Authority Designated Officer (LADO) in relation to child protection cases which concern a staff member.
- Coordinate safeguarding training for all those in section 5, in line with section 6 of this document.
- Raise awareness and understanding to the school community around policies and practice in relation to safeguarding.
- Help promote educational outcomes by sharing information about vulnerable learners with relevant staff. This includes ensuring that staff:
 - know who these children are,
 - understand their academic progress and attainment and maintain a culture of high aspirations for this cohort;
 - are supported to identify the challenges that children in this group might face
 - make reasonable adjustments so that they act to best support these children.
- Ensure a prompt and successful transfer of the Safeguarding/Child Protection File when a learner moves on to a new setting.
- Ensure appropriate safeguarding cover and availability during term time/ any out of hours/out of term activities managed by the school.

Role of the Governing Body –

Duties are further outlined in Keeping Children Safe in Education Part 2.

There is a senior board level lead who takes responsibility for the setting's safeguarding responsibility.

- Ensure that safeguarding and child protection practice, process and policy (including online safety) is effective and is compliant with legislation, statutory guidance and local safeguarding arrangements.
- The appointed Safeguarding Governor will liaise with the Head Teacher/Principal and the DSL to produce an annual report for governors and complete the S. 175 (annual safeguarding) audit for the Keeping Bristol Safe Partnership;
- Ensure that the school remedies any deficiencies or weaknesses brought to its attention without delay;
- Ensure that this document is updated annually (or when there are significant updates)
- Ensure that the DSL is an appropriate senior member of setting's senior leadership team and ensure that they have adequate time and resourcing to carry out their roles.
- Ensure that the training and learning for the school community is robust and effective.
- Ensure that learners are taught about safeguarding including online safety.
- Prevent people who pose a risk of harm from working with children by ensuring that statutory checks are made on staff who work with children.
- Ensure that there are procedures in place to manage safeguarding concerns or allegations against staff.
- Ensure that systems are in place for children to express their views and give feedback.
- Ensure that the setting has systems in place to prevent, identify and respond to peer on peer harm and mental health concerns.
- Appoint a designated teacher to promote the educational achievement for children in care and other care arrangements.

Head teachers and principals should ensure that the above policies and procedures, adopted by governing bodies and proprietors, are accessible, understood and followed by all staff.

1.6 Safeguarding training for staff

All staff:

- Governing bodies and proprietors will ensure that all staff members undergo safeguarding and child protection training at induction.
- Will receive appropriate safeguarding and child protection training, which is regularly updated.
- All staff must complete FGM awareness training and will understand their legal duty under the Mandatory Reporting Duty.
- All staff must complete PREVENT awareness training. This is to ensure that they are able to comply with the legal expectations under the PREVENT duty.

- In addition, **all** staff should receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively (KCSIE, 2020).
- Staff training includes clear reference to internal whistleblowing policy and guidance for escalating concerns.

Training for DSLs and deputies:

- Will undergo formal training to provide them with the knowledge and skills required to carry out the role. The training will be updated every two years.
- Deputies will be trained to the same level as the DSL.
- The DSL and any deputies will liaise with the Keeping Bristol Safe Partnership to ensure that their knowledge and skills are updated via e-bulletins, attend DSL network meetings and take time to read and digest safeguarding bulletins.

Other training considerations:

- The governing body will ensure that at least one person on any appointment panel will have undertaken safer recruitment training, in line School Staffing (England) Regulations 2009.
- The Designated Teacher for Children in Care will undergo appropriate training to fulfil their role to promote the educational achievement of registered pupils who are in care.
- The mental health lead has access to appropriate training.
- Training around safeguarding topics in Annex A (including online safety) will be integrated, aligned and considered as part of the overarching safeguarding approach.
- Appropriate colleagues have received appropriate training in relation to use of reasonable force and positive handling.

1.7 Safeguarding in the curriculum

Cotham School is dedicated to ensuring that learners are taught about safeguarding, including online safety. This is part of a broad and balanced curriculum.

This includes:

- Working within statutory guidance in respect to Relationship, Sex and Health Education;
- Personal, Social, Health and Economic (PSHE) education, to explore key areas such as self-esteem, emotional literacy, assertiveness, power, building resilience to radicalisation, online safety and bullying.

- Appropriate filters and monitoring systems are in place to ensure that 'over-blocking' does not lead to unreasonable restrictions as to what learners can be taught with regard to online teaching and safeguarding.
- The curriculum will be shaped to respond to safeguarding incident patterns in the setting identified by the DSL and safeguarding team (e.g., to respond to an increase in bullying incidents).
- Providing engagement opportunities with parents and carers to consult on key aspects of the curriculum.
- Learners have the opportunity to inform the curriculum via discussions with the school council and student body.

1.8 Safer recruitment and safer working practice

Safer recruitment

The school pays full regard to the safer recruitment practices detailed in 'Keeping Children Safe in Education' (2020)

- This includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job.
- It also includes undertaking appropriate checks through the Disclosure and Barring Service (DBS), the barred list checks and prohibition checks (and overseas checks if appropriate), dependent on the role and duties performed, including regulated and non-regulated activity.
- References are always obtained, scrutinised and concerns resolved satisfactorily before appointment is confirmed.
- All recruitment materials will include reference to Cotham School's commitment to safeguarding and promoting the wellbeing of learners.

Use of reasonable force

- 'Reasonable force' refers to the physical contact to restrain and control children using no more force than is needed'. The use of reasonable force is down to the professional judgement of the staff member concerned and will be determined by individual circumstances and the vulnerability of any child with Special Educational Needs or Disability (SEND) will be taken into account.
- The use of reasonable force will be minimised through positive and proactive behaviour support and de-escalation and will follow government guidance ([Use of Reasonable Force in Schools 2013](#); [Reducing the need for restraint and restrictive intervention, 2019](#)).

- There is robust recording of any incident where positive handling or restraint has been used. Further review of the incident is carried out to reflect on how the incident could be avoided. This will involve the child and their family.

Whistleblowing procedures

- Staff are aware of the following whistleblowing channels for situations where they feel unable to raise an issue with the senior leadership team or feel that their genuine concerns are not being addressed:
- General guidance can be found at: Advice on whistleblowing <https://www.gov.uk/whistleblowing>.
- The NSPCC whistleblowing helpline is available [here](#) for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk.
- The above channels are clearly accessible to all staff (in the staff handbook, code of conduct, staff notice boards).

1.9 Key safeguarding areas

In addition to the above, there are specific areas of safeguarding that the setting has a responsibility to address - these include:

- Children in the court system
- Child Exploitation – both Child Sexual Exploitation and Child Criminal Exploitation
- Domestic Abuse
- Homelessness
- So-called Honour based Abuse including:
 - Female Genital Mutilation
 - and Forced Marriage
- Online Safety
- Mental health
- Peer on Peer Abuse:
 - Bullying and Cyberbullying,
 - Physical Abuse,
 - Sexual Violence, Sexual Harassment,
 - Sexting,
 - Up skirting.
 - Initiation and Hazing Type violence.
- Serious Youth Violence
- Substance Misuse
- Preventing Radicalisation
- Private Fostering

- Young Carers

Additional information about key safeguarding areas can also be found in Keeping Children Safe in Education (KCSIE) - Annex A and Annex C (2020); or the [NSPCC website - Types of Abuse](#).

PART 2: Procedures

2.1 Reporting concerns

All staff are clear about recording and reporting concerns to the DSL and DSL deputies in a timely way. In the case a child is in immediate danger staff should phone the police.

All staff are aware of and follow the procedures to respond to a concern about a child detailed in [Appendix B](#). This includes responses to peer on peer harm and children who present with a mental health need.

2.2 Information Sharing

Cotham School is committed to have due regard to relevant data protection principles which allow for sharing (and withholding) personal information as provided for in the Data protection Act 2018 and General Data Protection Regulations. This includes how to store and share information for safeguarding purposes, including information which is sensitive and personal and should be treated as 'special category personal data'.

Staff at the setting are aware that:

- That 'Safeguarding' and 'individuals at risk' is a processing condition that allows practitioners to share special category personal data.
- Practitioners will seek consent to share data where possible in line with [Information Sharing for Safeguarding Practitioners 2018](#).

There may be times when it is necessary to share information without consent such as:

- To gain consent would place the child at risk,
- It cannot be reasonably expected that a practitioner gains consent,
- or, if by sharing information it will enhance the safeguarding of a child in a timely manner but it is not possible to gain consent.

There are also times when Cotham School will not provide a student's personal data where the serious harm test under legislation is met, (by sharing the information the child may be at further risk). When in doubt Cotham School will seek legal advice.

The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard, promote the welfare and protect the safety of children.

2.3 Identifying and monitoring the needs of vulnerable learners.

The DSL and DSL deputies will regularly review and monitor those students who have been identified as vulnerable. This can include reviewing attendance data, behaviour data, attainment data and safeguarding records.

This is to ensure that:

- Proportionate and early interventions can be taken to promote the safety and welfare of the child and prevent escalation of harm.
- Information about vulnerable learners is shared with teachers and school and college leadership staff to promote educational outcomes.
- Reasonable adjustments are made in relation to school based interventions – for example responding to behaviour.

2.4 Multi-agency working

Cotham School is a relevant agency in the Keeping Bristol Safe Partnership and will work together with appropriate agencies to safeguard and promote the welfare of children including identifying and responding to their needs. This is in compliance with statutory guidance [Working Together to Safeguard Children 2018](#).

Occasions that warrant a statutory assessment under the Children Act 1989:

- If the child is in need under s.17 of the Children Act 1989 (including when a child is a young carer and or subject to a private fostering arrangement);
- or if the child is in need of protection under s.47 of the Children Act 1989 where they are experiencing significant harm, or likely to experience significant harm.

Referrals in these cases should be made by the DSL (or Deputy DSLs) to Children's Social Care in the local authority in which that child resides. The list of safeguarding contact and other key agencies are listed in [Appendix B](#).

Where the child already has a social worker, the request for service should go immediately to the social worker involved or, in their absence, to their team manager. If the child is a child in care, notification should also be made to the Hope Virtual School.

We will cooperate with any statutory safeguarding assessments conducted by children's social care: the setting will ensure representation at appropriate inter-agency meetings

such as integrated support plan meetings initial and review child protection conferences and core group meetings.

Additional considerations:

- Where a child and/or their family is subject to an inter-agency child protection plan or a multi-agency risk assessment conference (MARAC) meeting, the setting will contribute to the preparation, implementation and review of the plan as appropriate.
- In situations where a child in care may be put on to part time timetable, the school will consult with the Hope Virtual School and complete the pro-forma found at <https://www.bristol.gov.uk/schools-learning-early-years/resources-professionals/attendance-and-exclusions>
- If a crime has been suspected or committed that involved the bringing of an offensive weapon onto the school site, the setting will liaise with the Local Authority Violence Reduction Unit (Safer Options) who will consider a proportionate response.
- If there is a risk of harm, the police should be called via 999. For other concerns of criminality the non-statutory guidance '[When to Call the Police](#)' from the NCPCC can be helpful or contact the local PCSO/School Police Beat Officer/School Officer.
- In the rare event that a child death occurs or a child is seriously harmed, Cotham School will notify the Keeping Bristol Safe Partnership as soon as is reasonably possible.

2.5 Exclusions and commissioning of Alternative Provisions

When the school is considering excluding a child, (either fixed term or permanently), where additional vulnerability is identified it is important that the child's welfare is taken into consideration.

- An assessment of risk should be undertaken with multi-agency partners with a view to mitigate any identified risk of harm.
- If the child is subject to a child protection plan or where there is an existing child protection file, we will call a multi-agency risk-assessment meeting prior to making the decision to exclude.
- In the event of a one-off serious incident resulting in an immediate decision to exclude, the risk assessment *must* be completed prior to convening a meeting of the governing body.

In the event where Cotham School commissions an Alternative Provision they will follow the [Bristol City Council Alternative Learning Provision Hub](#) and follow local guidance [Commissioning Alternative Learning Provision – Advice for schools, Commissioners, and](#)

[Alternative Providers \(2019\)](#) to ensure clear agreement of roles and responsibilities to maintain safeguarding arrangements for learners who are not taught on site.

2.6 Children Missing from Education

(To be read in conjunction with the Attendance Policy)

A child going missing from education is a potential indicator of abuse or neglect.

Staff should follow the setting's procedures for unauthorised absence and for dealing with children that go missing from education, particularly on repeat occasions. These should be reported to the DSL and reviewed in line with [2.3 Identifying and monitoring the needs of vulnerable learners](#)

Cotham School will inform the local authority:

- of any pupil who fails to attend school regularly,
- or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority.

The school should follow the guidance detailed in Children Missing Education (2016) and [Bristol City Council Education Welfare Service – Children Missing Education](#)

2.7 Respond to incidents of peer on peer harm.

(There is flow diagram in [Appendix B](#) that illustrates this section)

All staff should recognise that children are capable of abusing their peers. Issues of learners hurting other learners have traditionally been dealt with under processes outlined in settings' behaviour policies. It is important that peer on peer harm should be considered as a safeguarding issue.

This can include (but is not limited to): abuse within intimate partner relationships; bullying (including cyberbullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiation/hazing type violence and rituals.

At Cotham School:

- Incidents are taken seriously. These will never be tolerated or passed off as 'banter', just having a laugh' or 'part of growing up'.
- Banter and teasing can and should be acknowledged and recognised as bullying behaviour and may require proportionate intervention.

- It is understood that peer on peer harm may reflect equality issues in terms of those who may be targeted are more likely to have protected characteristics.

It is important that incidents of harm are treated under safeguarding policy and process and records will be kept on the child's safeguarding/child protection file.

Cotham School is committed to undertaking the following:

- Early identification of vulnerability to peer on peer harm by reviewing attendance, behaviour, attainment and safeguarding records at least on a termly basis.
- Securing the immediate safety of learners involved in an incident and sourcing support for other young people affected.
- If a disclosure is made – staff will listen carefully to the child, being non-judgmental, being clear about boundaries and how the report will be progressed, not asking leading questions and only prompting the child where necessary with open questions – where, when, what, etc;
- Those who experience abuse will never be given the impression that they are creating a problem by reporting, nor will those who experience abuse ever be made to feel ashamed for making a report.
- The child's wishes are taken into consideration in any intervention and any action is taken to ensure safety of the target and other members of the wider peer cohort.
- The need to not promise confidentiality should be considered as it is very likely that information will need to be shared with others.
- When an incident of sexual violence and sexual harassment occurs, reference to Part 5 of Keeping Children Safe In Education 2020 and guidance [Sexual violence and sexual harassment between children in schools and colleges 2018](#) should be made in relation to taking protective action. These incidents must be reported immediately to the DSL/ Deputy DSL who will undertake further assessment of what action should be taken proportionate to the factors that have been identified. [The Brook - Sexual Behaviours Traffic Light Assessment Tool](#) should be utilised to inform assessment of risk and what actions to subsequently take. This may include seeking specialist advice and guidance from [Be Safe](#).
- DSLs/Deputies will consider whether a case can be managed internally, through early help, or should involve other agencies as required in line with the section [2.4 - Multi-Agency Working section](#).
- When the children involved require a statutory assessment either under s.17 or s. 47 of the Children Act 1989 a referral to social care should be undertaken.
- Where the report includes an online element, being aware of searching, screening and confiscation advice (for schools) and UKCCIS sexting advice (for schools and colleges). The key consideration is for staff not to view or forward illegal images of a child. The highlighted advice provides more details on what to do when viewing an image is unavoidable.

- If the incident constitutes towards a criminal offence, the setting will liaise with the police. This may also involve the Lighthouse team (Safeguarding Unit) of Avon and Somerset Police.
- Risk assessments will be developed for individual children who have been involved in an incident. This should be reviewed every 3 months or every time there is an occurrence of an incident. These should involve the child and parents/carers.
- DSL and Deputy DSL(s) will liaise with staff to ensure reasonable adjustments are made and develop ways to support achieving positive educational outcomes.

Contextual safeguarding approach to peer on peer harm:

Cotham School will minimise the risk of peer on peer abuse by taking a contextual approach to safeguarding by increasing safety in the contexts of which harm can occur – this can include the school environment itself, peer groups and the neighbourhood.

Following any incidents of peer on peer harm, the DSL/Deputies will review and consider whether any practice or environmental changes can be made in relation to any lessons learned. This can include making changes to staffing and supervision, making changes to the physical environment and considering the utilisation and delivery of safeguarding topics on the curriculum.

2.8 Responding to allegations of abuse made against professionals.

Staff must report any concerns or allegations about a professional's behaviour (including supply staff and volunteers) that indicate that they may pose a risk of harm if they continue to work in regular or close contact with children in their present position, or in any capacity with children in a setting.

Examples of this include where they may have:

- 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;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Immediate action must be taken – do not speak to the individual it concerns.

- Allegations or concerns about colleagues (including supply staff) and visitors must be reported directly to the Head Teacher.

- If the concern relates to Head Teacher it should be reported to the Chair of Governors, who will liaise with the Local Authority Designated Officer (LADO) and they will decide on any action required,
- In the event that allegations are regarding a member of supply staff, the school will take the lead and progress enquiries with the LADO, whilst continuing to engage and work with the employment agency.

Cotham School will follow guidance in **KCSIE 2020 - Part four: Allegations of abuse made against teachers and other staff.**

- Allegations regarding foster carers or anyone in a position of trust working or volunteering with children should be referred to the LADO on the day that the allegation is reported. The allocated social worker should also be informed on the day. The school should not undertake any investigation unless the LADO advises this.

2.9 Mental health and wellbeing.

(A flow diagram is available in [Appendix B](#) to illustrate this section)

Schools and colleges have an important role to play in supporting the mental health and wellbeing of their learners. Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Cotham School will commit to undertake the following.

- Early identification of vulnerability to mental health problems by reviewing attendance, behaviour, attainment and safeguarding records at least on a termly basis.
- Staff will follow a safeguarding process in terms of reporting concerns outlined in [Appendix B](#) so the DSL and deputy DSLs can assess whether there are any other vulnerabilities can be identified.
- Staff will ensure the immediate health and safety of a learner who is displaying acute mental health distress. This may require support from emergency services via 999 if the learner is at risk of immediate harm.
- DSLs/Deputies will consider whether a case can be managed internally, through early help, or should involve other agencies as required in line with section [2.4 - Multi-Agency Working](#).
- The setting will communicate and work with parents to ensure that interventions are in the best interests of the child.
- DSLs will liaise with staff to ensure reasonable adjustments are made and develop ways to support achieving positive educational outcomes.
- Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem – DSLs and the senior leadership team should be able to

access specialist advice through targeted services or through their locality [Primary Mental Health Specialists from Child and Family Consultation Services](#).

Contextual safeguarding approach to mental health

Cotham School will ensure that preventative measures in terms of providing safeguarding on the curriculum will provide opportunities for learners to identify when they may need help, and also to develop resilience.

The setting will take a 'whole school approach' to:

- deliver high quality teaching around mental health and wellbeing
- having a culture that promotes mental health and wellbeing
- having an environment that promotes mental health and wellbeing
- making sure pupils and staff are aware of and able to access a range of mental health services
- supporting staff wellbeing
- being committed to pupil and parent participation

Appendix A – Key Guidance for safeguarding issues.

All key single agency policies relevant for education settings can be found on the following webpage:

<https://bristolsafeguarding.org/policies-and-guidance/education/>

Other multi-agency guidance and policies from the Local Safeguarding Partnerships:

- For Bristol - <https://bristolsafeguarding.org/policies-and-guidance/>
- For South Glos - <http://sites.southglos.gov.uk/safeguarding/library>

Appendix B – Reporting concerns

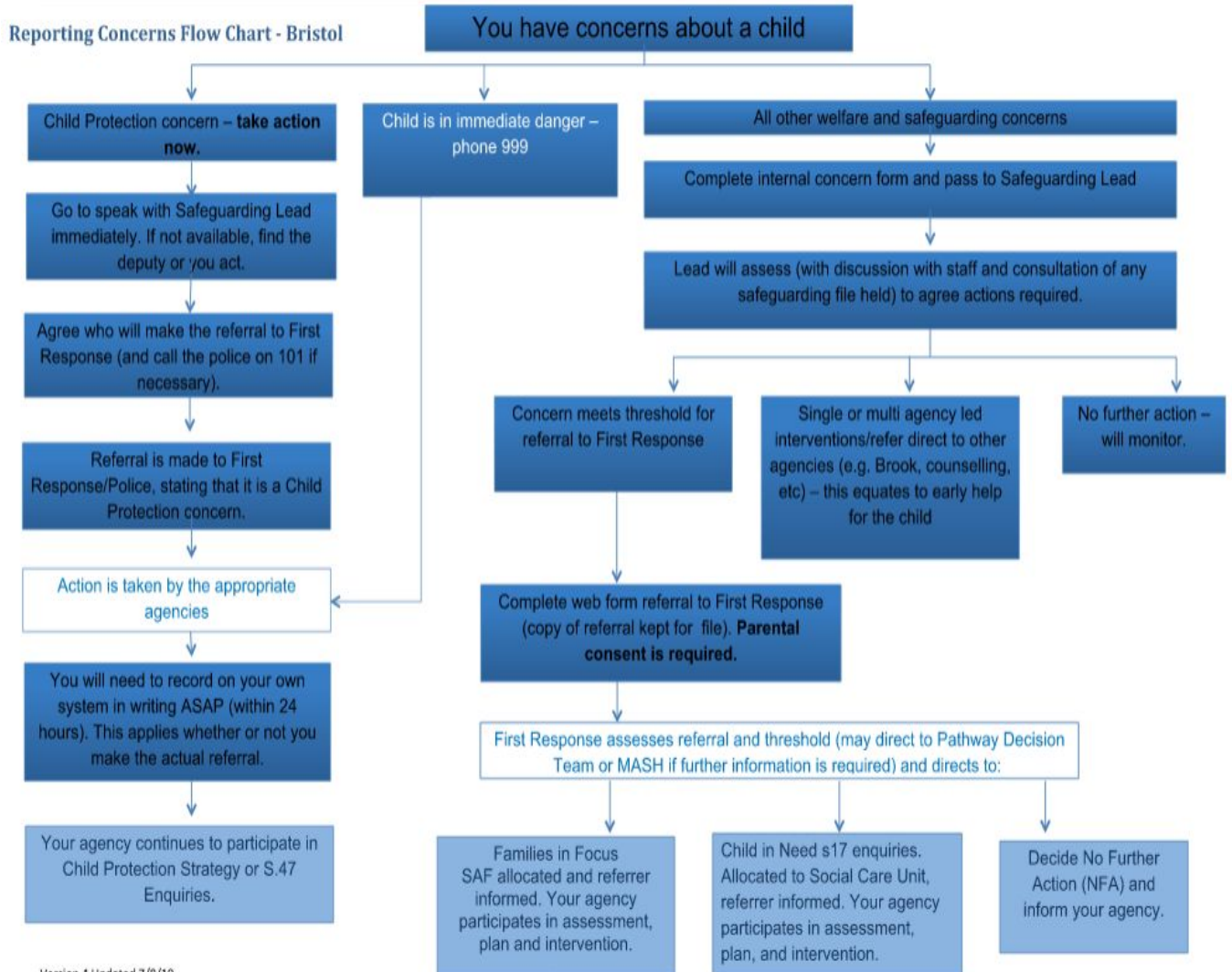
Reporting Concerns Flowchart - **Bristol**– [Click here](#)

Process flow chart responding to incidents of Peer on Peer incidents and Mental Health Problems – [Click here](#)

Safeguarding contacts Poster – Multi-agency contacts in Bristol. – [Click here](#)

Neighboring Local Authority Contacts - [Click here](#)

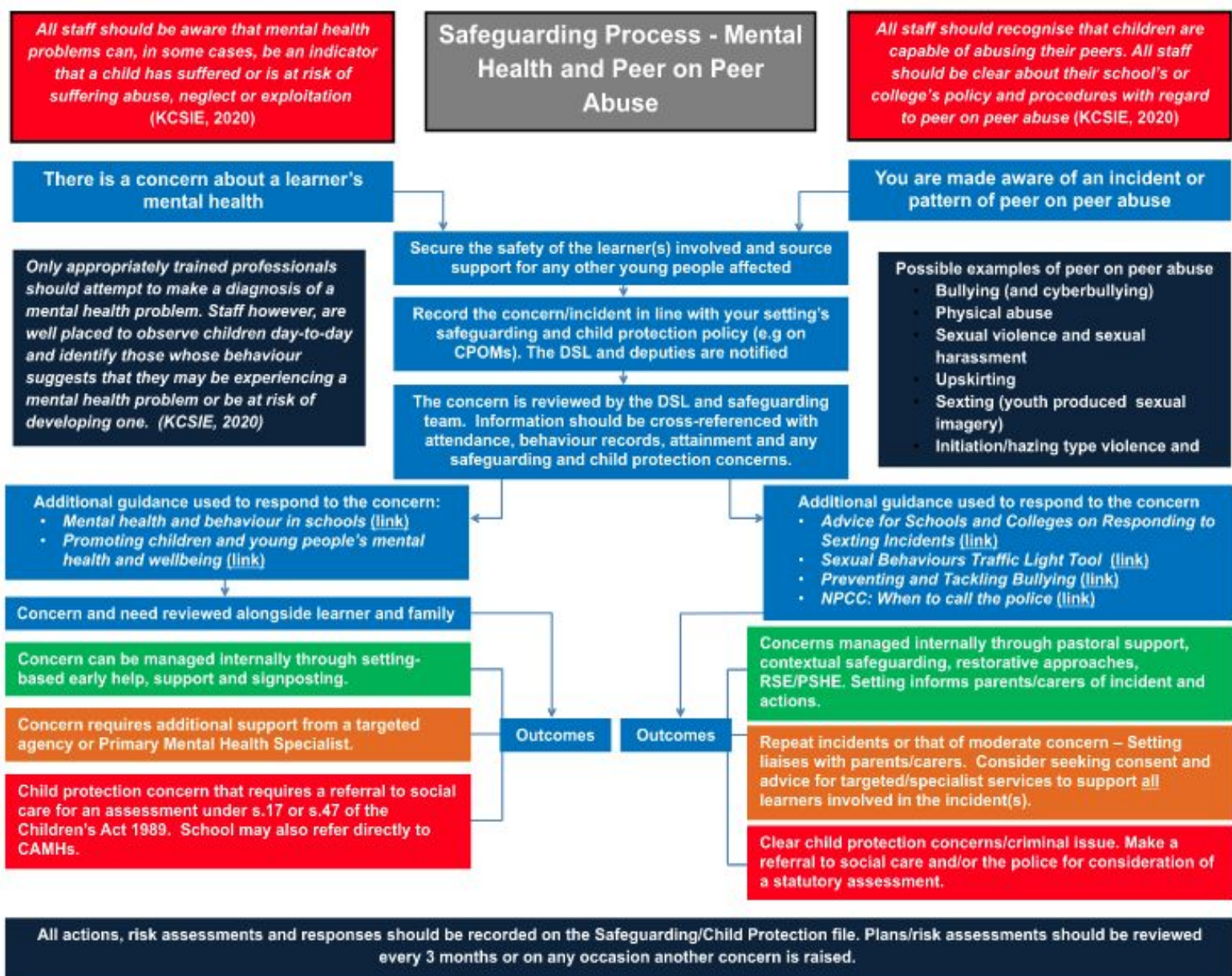
Reporting Concerns



No matter what the outcome, keep monitoring, re-refer or escalate as appropriate. Participate in all assessments and plans. Chase referrals if not kept informed – this is our responsibility.

Response to Peer on Peer Harm and Mental Health

([Click here](#) for a clearer image of the flowchart)



Multi-agency contacts for Safeguarding in education

If you have concerns about a child/young person in Bristol ...

If a child is at immediate risk call the POLICE	POLICE 999	
To make an URGENT referral, i.e. a child is likely to suffer or is suffering significant harm, call children’s social care.	FIRST RESPONSE - 0117 9036444	
Out of Hours	EMERGENCY DUTY TEAM - 01454 615 165	
To make a NON-URGENT referral, contact FIRST RESPONSE using the online form (must have parental/carer consent).	FIRST RESPONSE Online form https://www.bristol.gov.uk/social-care-health/make-a-referral-to-first-response	
To raise concerns and ask for advice about radicalisation (also contact First Response).	PREVENT DUTY - 01278 647466 PreventSW@avonandsomerset.police.uk	
To liaise with the specialist Safeguarding Police unit	Lighthouse Safeguarding Unit — Avon and Somerset police 01278 649228	
Families in Focus (Targeted Support)- For advice and guidance about whether to make a referral		
South 0117 9037770	East Central 0117 3576460	North 0117 3521499

If you have concerns about a professional working with a child...

To raise concerns and ask for guidance in relation to the conduct of someone who works with children	Local Authority Designated Officer - (LADO) Nicola Laird T: 0117 9037795
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For information, advice and guidance in relation to safeguarding policy and procedures.

<p align="center"><u>Safeguarding in Education Team</u></p> <p>T: 0117 9222710</p> <p>E: Safeguardingineducationteam@bristol.gov.uk</p>	
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South Advisor Helen Macdonald helen.macdonald@bristol.gov.uk	East Central Advisor Jess Curtis jessica.curtis@bristol.gov.uk	North Advisor James Gregory james.gregory@bristol.gov.uk
Child sexual exploitation & child criminal exploitation	Operation Topaz (Avon and Somerset Police) https://www.avonandsomerset.police.uk/forms/vul	
Safer Options Team - Education inclusion managers		
South Ingrid.Hooper@bristol.gov.uk	East Central Calum.Paton@bristol.gov.uk	North Ross.Moody@bristol.gov.uk
Child Missing from Education	Bristol City Council – Education Welfare https://www.bristol.gov.uk/schools-learning-early-years/children-missing-education-cme	
Children affected by Forced Marriage	Forced Marriage Unit T: (0) 20 7008 0151 E: fmu@fco.gov.uk	
Online Safety Advice	Professional Online Safeguarding Helpline T: 0344 381 4772 E: helpline@saferinternet.org.uk	
Reporting online sexual abuse and grooming	Child Exploitation and Online Protection command https://www.ceop.police.uk/ceop-reporting/	
FGM advice	NSPCC FGM Helpline T: 0800 028 3550 E: fgmhelp@nspcc.org.uk	
Domestic Abuse support (Bristol)	Directorate of local and national services https://www.bristol.gov.uk/crime-emergencies/abuse-violence	
Young Carers – advice and support.	Carers Support Centre T: 0117 958 9980 W: https://www.carerssupportcentre.org.uk/young-carers/contact-young-carers/	
Whistleblowing professional policy	NSPCC Whistleblowing hotline T: 0800 028 0285 E: help@nspcc.org.uk	
Mental health Advice (Local)		
Primary Mental Health Specialists (advice) Child and Adolescent Mental Health		
South 0117 3408121	East Central 0117 3408600	North 0117 3546800
Advice around harmful sexualised behaviour.	Be Safe 0117 3408700 W: https://cchp.nhs.uk/cchp/explore-cchp/be-safe	
	Brook Traffic Light Tool https://legacy.brook.org.uk/brook_tools/traffic/index.html?syn_partner=	

Other Local Authority Contacts

Local Authority in which the child is resident	Contact details	Out of hours/ Weekend
South Gloucestershire	<p>Access and Response Team</p> <ul style="list-style-type: none"> ● 01454 866000 - Monday to Thursday 9.00 – 5.00, 4.30 on Friday ● accessandresponse@southglos.gov.uk <p>Website: https://www.southglos.gov.uk/health-and-social-care/care-and-support-children-families/access-response-team-art/ </p>	<p>Emergency Duty Team</p> <p>01454 615165</p>
North Somerset	<p>Single Point of Access</p> <ul style="list-style-type: none"> ● 01275 888 808 –Monday-Thursday 8.45am-5pm, Friday 8.45am-4.30pm <p>Website: https://www.northsomersetsafeguarding.co.uk/children-safeguarding-board/i-work-with-children/how-to-make-a-referral </p>	
Bath and North East Somerset (BANES)	<p>Children’s Social Work Services</p> <ul style="list-style-type: none"> ● 01225 396312 or 01225 396313 weekdays, 8.30am to 5pm, except Fridays when we're closed from 4.30pm ● Download and complete our request for service form and email it to ChildCare_Duty@bathnes.gov.uk <p>Website: https://beta.bathnes.gov.uk/report-concern-about-child </p>	

Appendix C - Dealing with a disclosure of abuse

When a child tells me about abuse they have suffered, what must I remember?

- Stay calm.
- Do not communicate shock, anger or embarrassment.
- Reassure the child. Tell them you are pleased that they are speaking to you.
- Never promise confidentiality. Assure them that you will try to help but let the child know that you may have to tell other people in order to do this. State who this will be and why.
- Encourage the child to talk but do not ask "leading questions" or press for information. Use 'Tell Me, Explain to me, Describe to me' (TED) questioning.
- Listen and remember.
- Check that you have understood correctly what the child is trying to tell you.
- Praise the child for telling you. Communicate that they have a right to be safe and protected.
- It is inappropriate to make any comments about the alleged offender.
- Be aware that the child may retract what they have told you. It is essential to record all you have heard.
- At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know.
- As soon as you can afterwards, make a detailed record of the conversation using the child's own language. Include any questions you may have asked. Do not add any opinions or interpretations.

NB It is not education staff's role to seek disclosures. Their role is to observe that something may be wrong, ask about it, listen, be available and try to make time to talk.

- The 5 'R's are helpful in understanding what professionals duties are in relation to responding to an incident.

Recognise – Respond – Reassure – Refer - Record

Appendix D - Types of abuse and neglect

The Department for Education's Tackle Child Abuse campaign has accessible videos to watch <https://tacklechildabuse.campaign.gov.uk/>

Abuse and neglect is defined as the maltreatment of a child or young person whereby someone may abuse or neglect a child by inflicting harm, or by failing to prevent harm. They may be abused by an adult or adults or by another child or children.

All school and college 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. For children with Special Educational Needs and Disabilities (SEND) additional barriers can exist when identifying abuse and neglect, these include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- being more prone to peer group isolation than other children;
- the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

To address these additional challenges, schools and colleges should consider extra pastoral support for children with SEND (KCSIE, 2020).

The following are the definition of abuse and neglect as set out in Working Together to Safeguard Children (2018) however, the ultimate responsibility to assess and define the type of abuse a child or young person may be subject to is that of the Police and Children's Services – 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.

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 care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

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). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Appendix E Specific actions to take on topical safeguarding issues

General or national guidance will not be included here. A summary of specific duties are in [Keeping Children Safe in Education 2020 Annex A](#) and Access to local guidance can be found in [Appendix A](#) of this document.

In recognition that the threshold of child protection is 'likely to suffer' significant harm, Cotham School may need to make a referral to children's social care. Where possible, this will involve notifying the parent/carer if it does not place the learner at further risk of harm. In all other circumstances information will be shared in line with section [2.2 Information Sharing](#).

It is also important to recognise the importance of liaising with other education settings who may have siblings attending. It is likely that they may hold additional information which will support early identification of harm and in turn develop your assessment of need.

Child Exploitation – both Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

Cotham School will ensure that early help intervention is provided as soon as a concern of exploitation is identified. Discussion and advice will be sought from targeted services to consider what support may be available. The learner and their families will be part of any planning and interventions.

- If the learner is at risk of CSE or there is intelligence which indicates that the learner or peer group are at risk of CSE, Cotham School will share information with Operation Topaz (the police). This information will support proactive activity to disrupt criminal activity in relation to sexual exploitation.
- If the learner is at risk of CCE information should be shared with Bristol's Violence Reduction Unit - Safer Options. The Safer Options Education Inclusion Managers can advise and support settings to manage risk. Targeted support may be available to disrupt learners from getting involved with criminality.
- Avon and Somerset Police share 'Missing persons' notifications (which a learner is reported missing from home or care) with education settings with a view to support them to take proactive action and reasonable adjustments in relation to behaviour management and achieving positive educational outcomes. These should be stored securely on the learner's Safeguarding/Child Protection file.

Domestic Abuse –

Operation Encompass is a national operation where local police forces notify when the police are called to an incident of domestic abuse. Avon and Somerset have their own version of this and will notify education settings whenever they have responded to a domestic abuse incident. This will enable the education setting to take proactive action and reasonable adjustments in relation to behaviour management and achieving positive educational outcomes.

Under the current information sharing protocol, the education setting **is not permitted** in sharing this information without seeking consent from Avon and Somerset police in case this can put a victim and learners at further risk of harm. The only exception to this is when information is shared with a new education setting (part of statutory duties in relation to transfer of the Safeguarding/ Child Protection file, Keeping Children Safe in Education). Additional instructions around this are sent out with every single notification.

- Education settings must have signed up to a Police Safeguarding Notification Briefing to receive these.
- Each setting should have at least 2 members of trained staff able to receive and act upon these notifications.
- Each setting should promote an open culture of safeguarding to enable learners and families to disclose and feel safe to talk about their experiences and what support may be required.

Female Genital Mutilation -

Mandatory reporting duty: [Click here for government guidance](#)

This is a legal duty for all professionals undertaking teaching work to report known cases of FGM to the police via 101. This is when they:

1. are informed by a girl under 18 that an act of FGM has been carried out on her; or
2. observe physical signs which appear to show that an act of FGM has been carried out on

These cases must be referred to the DSL who will support them to carry out their duty. It is also advised any referrals made to the police under the mandatory reporting duty is followed up with children's social care so an assessment of need and support is concurrently considered.

Travel:

National guidance has highlighted going on holiday to a risk affected country is cause for concern, local guidance has been developed to prevent discriminatory action against families from risk affected communities.

- Families are encouraged to notify the education setting when they are looking to travel during term time dates.
- This will prompt a conversation with the DSL/ specialist trained member of staff to discuss and explain what FGM is in that; it is significantly harmful and illegal to practice this.
- The setting will complete an [FGM Referral Risk assessment](#) (available on the [Keeping Bristol Safe Partnership website](#)) with the family to identify any support that the family may require in relation to FGM.
- Proportionate action is taken. Referrals to social care should NOT be automatically made – however should be made if there are high risk concerns identified from the FGM Referral Risk Assessment.
- These assessments should be saved onto the child's Safeguarding/Child Protection file to avoid duplication with new incidents of travel.

Online Safety – Annex C of Keeping Children Safe in Education highlights additional actions schools should take to keep learners safe online.

- For concerns around individual cases where a child has been harmed through online mediums, advice and guidance can be made through the **Professional Online Safeguarding Helpline**, T: 0344 381 4772, E: helpline@saferinternet.org.uk
- Where there have been established cases of online abuse or grooming, the school settings should alert - **Child Exploitation and Online Protection command (CEOPS)** <https://www.ceop.police.uk/ceop-reporting/>

[Mental health](#) – linked to section within main body of this policy

[Peer on Peer Abuse](#) - linked to section within main body of this policy.

Serious Youth Violence -

To be read in conjunction with the above section around Child Criminal Exploitation. There has been local guidance issued on the issue of [‘Offensive Weapons in Education Settings’](#).

It is important to note that should a weapon be used or there is threat of use, the police should be called immediately.

- The same day a weapon is found Safer Options should be called for a multi-disciplinary assessment of risk.
- Whilst it is acknowledged that the decision to exclude remains with the Headteacher/principal it is recommended that consultation with the Safer Options Education Inclusion Manager is made so as not to further put the child at further risk of harm if they are excluded.
- Alternatives to exclusions should be considered first in recognition that by doing so a learner it may be at further risk of harm out in the community.
- Police will be notified through the multi-agency discussion held at the ‘Out of Court Disposals Panel’ to prevent students unnecessarily getting a criminal record.

Preventing Radicalisation - The Prevent duty

All schools and colleges are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”.¹¹⁰ This duty is known as the Prevent duty.

The Prevent duty should be seen as part of schools’ and colleges’ wider safeguarding obligations. Designated safeguarding leads and other senior leaders should familiarise themselves with the revised [Prevent duty guidance: for England and Wales](#), especially paragraphs 57-76, which are specifically concerned with schools (and also covers childcare).

The guidance is set out in terms of four general themes:

- risk assessment,
- working in partnership,
- staff training, and
- IT policies.

Private Fostering

A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child:

- under the age of 16 years (under 18, if disabled)
- by someone other than a parent or close relative(*Close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and step-parents; it does not include great-aunts or uncles, great grandparents or cousins.)
- with the intention that it should last for 28 days or more.

Cases of private fostering arrangements must be reported to children's social care to ensure that needs are adequately made.

Statutory guidance states that this should be done at least 6 weeks before the arrangement is due to start or as soon as you are made aware of the arrangements. Not to do so is a criminal offence.

Further support and reasonable adjustments should be made by the education setting to promote achievement of positive educational outcomes.

Young Carers

A young carer is a person under 18 who regularly provides emotional and/or practical support and assistance for a family member who is disabled, physically or mentally unwell or who misuses substances.

The setting will support learners who are young carers to appropriate support. To find out what is available locally visit the Bristol City Council Website -

<https://www.bristol.gov.uk/social-care-health/support-for-young-carers>

The Carers Support Centre can undertake an assessment of need and provide bespoke support. <https://www.carerssupportcentre.org.uk/young-carers/making-a-referral/>

Appendix F – COVID 19 Addendum Policy in the event of lockdown.



Part A: Covid-19 Addendum to the Safeguarding/Child Protection Policy in the event of partial or full school closure

This document has been developed to reflect changes in practice as a result of the COVID -19 (Coronavirus) outbreak on a local level. Elements of the document have been amended to reflect local arrangements at Cotham School.

It is important that all staff and volunteers are aware of this addendum to the policy and are kept up to date as it is revised. The revised policy should continue to be made available publicly.

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Background

This guidance has been developed to consider and reflect changes in line with government guidance and local arrangements as a result of the COVID-19 pandemic.

This guidance is relevant to all schools including: maintained, non-maintained, independent, academies, academy trusts, free schools, alternative provision academies, maintained nursery schools and pupil referral units.

Where the guidance refers to 'colleges' this includes all of the following: further education colleges, sixth-form colleges, institutions designated as being in the further education sector, other further education providers, funded by the Education and Skills Funding Agency, such as 16 to 19 academies and independent learning providers, including special post-16 institutions.

Practice should reflect statutory guidance Keeping Children Safe in Education (KCSIE) 2019 and settings should continue to have regard to their legislative duty.

The government is preparing legislation to suspend or modify some requirements of schools to enable them to focus on the new arrangements. Schools should focus on safeguarding duties as a priority. Where schools and trusts have concerns about the impact of staff absence – such as their Designated Safeguarding Lead (DSL) or first aiders – they should discuss immediately with the local authority (see further details below) or trust ([Coronavirus \(COVID-19\): school closures](#)).

A full list of up to date government guidance around education settings can be found here - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#).

What staff and volunteers should do if they have any concerns about a learner

The way this setting is currently operating in response to concerns about the welfare of a learner, during the COVID – 19 outbreak, is fundamentally the same:

- ☐ With regard to safeguarding, the best interests of learners must always continue to come first.
- ☐ If anyone in a school or college has a safeguarding concern about any learner they should continue to act immediately.
- ☐ A DSL or deputy DSL should be available at all times.
- ☐ It is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to learners.
- ☐ Learners should continue to be protected when they are online.

It would be advantageous that staff and volunteers to remind themselves of what they need to look out for by reading Part 1 of KCSIE 2020.

Raising a concern:

All staff and volunteers should read the next section regarding the Designated Safeguarding Lead (and deputies) to know who to speak to if you have identified a concern. You should follow the usual reporting mechanisms if you continue to work in Cotham School which are:

During partial or full school closure:

Any concerns you may have about safeguarding:

- Email safeguarding@cotham.bristol.sch.uk **AND** log onto CPOMs

Any concerns about general wellbeing / welfare:

- Log onto CPOMs

All staff and volunteers should act immediately to respond to a safeguarding concern. If a DSL or Deputy DSL is not available for advice, all staff should be aware of the role of the following teams **in emergency situations**:

If a child is at immediate risk call the POLICE	The POLICE 999
To make an URGENT referral, i.e. a child is likely to suffer or is suffering significant harm, call First Response	FIRST RESPONSE 0117 9036444 (Out of Hours Emergency Duty Team 01454 615 165)
To make a NON-URGENT referral, contact FIRST RESPONSE using the online form (must have parental/carers consent).	FIRST RESPONSE Online form https://www.bristol.gov.uk/social-care-health/make-a-referral-to-first-response
To raise concerns and ask for advice about radicalisation (also contact First Response).	PREVENT DUTY 01278 647466 PreventSW@avonandsomerset.police.uk
For advice and guidance about whether to make a referral.	Families in Focus (N) 0117 3521499 Families in Focus (E/C) 0117 3576460 Families in Focus (S) 0117 9037770

Make sure there is a record of your actions, who you spoke to and what the agreed plan of action was. Notify the setting's DSL/Deputy DSL as soon as possible.

Designated Safeguarding Lead (DSL) (and Deputy) arrangements

All staff and volunteers need to know who the Designated Safeguarding Lead (DSL) and Deputy DSLs are in the setting.

- ☐ It is optimum practice to have a DSL/Deputy DSL on site at all times.

- ☐ If the DSL/ Deputy DSL is working from home they will be contactable by phone. These contact details have been made accessible to all at the setting.
- ☐ It is acknowledged that DSL training is very unlikely to take place during this period (although the option of online training can be explored). For the period COVID-19 measures are in place, a DSL (or Deputy DSL) who has been trained will continue to be classed as a trained DSL (or Deputy DSL) even if they miss their refresher training.
- ☐ The [Education Safeguarding Contacts Poster](#) has been made accessible by displaying it in spaces that are being used by staff and volunteers.

In the event that the DSL is uncontactable, Cotham School has a contingency plan with the following chain of command in relation to Safeguarding and Child Protection issues. Office numbers are being redirected while school is closed:

DSL/ Deputy DSL/ Governor contacts during COVID-19 partial or full school closure		
Name	Title/ Name of setting	Contact details (Telephone, out of office telephone, email)
Domini Leong	Deputy Headteacher/ DSL	0117 919 8004 07879 552063 leongd@cotham.bristol.sch.uk
Emma Sheppard	Senior Inclusion Manager/ Designated Mental Health Lead/ Deputy DSL	0117 919 8009 shepparde@cotham.bristol.sch.uk
Patra Pierce	Senior Learning Coordinator/ Deputy DSL	0117 919 8015 piercep@cotham.bristol.sch.uk
Jessica Thomas	Inclusion Manager/ Deputy DSL	0117 919 8007 thomasj@cotham.bristol.sch.uk
Ali Avery	Inclusion Manager/ Deputy DSL	0117 919 8045 averya@cotham.bristol.sch.uk
Marie Beaver	Post-16 Student Services Leader/ Deputy DSL	0117 919 8067 beaverm@cotham.bristol.sch.uk
Julia Chapman	SENDCo/ Deputy DSL	0117 919 8073 chapmanj@cotham.bristol.sch.uk
Mary Moore	Deputy SENDCo/ Designated Children in Care (CiC) Teacher	0117 919 8003 moorem@cotham.bristol.sch.uk
Jack Barber	Safeguarding Governor	barberj@cotham.bristol.sch.uk

Cotham School will notify the safeguardingineducationteam@bristol.gov.uk if a change in DSL/Deputy has been made. This is to ensure the LA can support colleagues with the continuity around safeguarding learners.

Cluster working (the event that we may need to provide Safeguarding support and/or on-site provision to other local schools e.g. primaries whose DSLs are sick or a directive from the council to shut some schools and merge)

Arrangements are likely to be fluid and require flexibility. This could include recruitment/ redeployment of teaching/ support staff or supporting students from a partner setting. There are some basic considerations that Cotham School will take to ensure compliance with statutory guidance:

When working in partnership with other settings we will consider the following principles:

Children moving schools and colleges:

- ☐ If the vulnerable learner is on roll at Cotham School, the DSL/ Deputy DSL/SENDCo/ or appropriate staff will share relevant safeguarding information with relevant staff at the temporary setting to ensure that their welfare and safety is promoted.
- ☐ When a safeguarding concern is identified in either setting, there are clear processes in place to share this information and agreement about what actions are to be taken by which staff and where this is recorded. This sharing of information should be undertaken by the DSL/Deputy DSL – however if not, a member of the Senior Leadership Team (SLT) will take responsibility. Cotham School will also liaise with relevant lead professionals (social care/ the HOPE virtual school).
- ☐ If the vulnerable learner has temporarily moved setting, key professionals are informed.
- ☐ As a minimum the information shared will include the learner's risk assessment and any other key plans/ documents (where applicable) such as the; vulnerable child's EHC plan, child in need plan, child protection plan and contact details for the Social Worker or, for Children in Care, their personal education plan should be included. If transport is a barrier for learners with a Social Worker, travel arrangements will be considered in consultation with key professionals including the Social Worker (where applicable) and parents.
- ☐ Safeguarding Police notifications are retained at Cotham School, but knowledge of the notification and some content may be verbally shared, on a need to know basis, with any alternative settings to promote the student's safety and welfare. Information about who this information is shared with will be recorded on the child's safeguarding file as part of the notification action plan.

Movement of staff

- ☐ If a member of staff has been redeployed to Cotham School, the DSL will consider the need for safeguarding training. As a minimum they will have a copy of Cotham School's child protection/safeguarding policy and confirmation of local processes, and DSL arrangements.
- ☐ Cotham School will ensure appropriate checks have been made against that member of staff.
- ☐ For those who already hold an Enhanced DBS check, there is no expectation that a new DBS check should be obtained if that member of the workforce temporarily moves to another school or college. Cotham School will seek assurance from the current employer rather than requiring new checks. This will be recorded on the Single Central Record.
- ☐ If the member of staff is filling in duties to support with First Aid or DSL cover, that member of staff will sign to say that they have read the setting's code of conduct to enable access to relevant recording platforms (First Aid book, CPOMS, other relevant files). This will be recorded on the Single Central Record.

Recruitment of new staff/volunteers

- ☐ Where new staff are recruited, or new volunteers enter Cotham School, they will be provided with a safeguarding induction. This will include reading the up to date Child Protection/Safeguarding Policy and part 1 of KCSIE 2020.
- ☐ Where Cotham School is utilising volunteers, we will continue to follow the checking and risk assessment process as set out in s.167 to s.172 of KCSIE 2020.

- ☐ If the new member of staff or volunteer requires a new [DBS check – there has been new guidance issued](#), ID documents will be viewed over video link and scanned images will be used in advance of the DBS check being submitted.

Please seek further advice from the [Safeguarding in Education Team](#) if needed.

First Aid cover:

Cotham School has considered additional measures to cover first aid, these may include:

- ☐ Online training may be considered where face to face training is unavailable.
- ☐ Working within a cluster to ensure a trained First Aider will be onsite.
- ☐ All staff are reminded of the setting's procedures in responding, recording and reporting health and safety incidents. First Aid incidents will continue to be recorded and reported as per the setting's policy. In an emergency staff and volunteers are reminded that they can call '111' or '999' if they are worried or concerned. Parents/Carers will be notified at the earliest convenience if there is a medical/health incident.
- ☐ Where a learner requires the administration of medication an individual risk assessment has been undertaken and this is regularly reviewed.

First Aid cover during COVID-19 pandemic.	
The following list indicates all staff on the in-school rota who are qualified first aiders. There is a first aider on-site every day that the school is open.	
Allison Crossland - Business Manager with oversight of First Aid provision	
Gary Hardwick - Primary First Aider	
First Aiders on rota	School role
Beth Aiken	Learning Coordinator
Nathan Allen	Facilities Manager
Abbie Allender	Learning Coordinator
Louise Arnold	Learning Coordinator
Jack Barber	Teacher of Science/ Safeguarding Governor
Simon Barnes	Performing Arts technician
Nicola Baynton	Teacher of PE
Marie Beaver	Post-16 Student Services Leader/ Deputy DSL
Annemarie Bellamy	Art and Display technician
Kane Book	Teacher of PE
Josephine Brock	Deputy Faculty Leader of STEAM
Abhay Bygott	Learning Coordinator
Ed Carpenter	IT Services Manager
Jamie Collin	Faculty Leader of PE
Donna Ferris	Assistant Faculty Leader of PE
Cydney Forbes	Cover supervisor
Kayleigh Gully	Learning and Behaviour Support Assistant
Stephen Hallett	Teacher of PE
Jamie Lloyd	Faculty Leader of Humanities
Kelly McDonagh	Deputy Faculty Leader of Social Sciences
Mary Moore	Deputy SENDCo
Patra Pierce	Learning Coordinator
Elizabeth Smith	Behaviour Manager
Hannah Webb-Martin	Behaviour Manager
Sarah Wood	Faculty Leader of English

Local updates

In line with our statutory duties we will offer support for families at a universal level wherever possible. This will be informed by updates from the [Local Authority Education and Skills Directorate](#) and the [Keeping Bristol Safe Partnership](#) and shared with staff as appropriate.

Supporting vulnerable learners (including in the event that the setting is closed)

Cotham School has a legal responsibility to promote the safety and wellbeing of the learners who are on our roll including those who are attending on a temporary basis through cluster or partnership arrangements.

Identifying vulnerable learners

- ☐ Cotham School has a vulnerable learner list which includes the following cohorts in line with latest government advice [Coronavirus \(COVID-19\): guidance on vulnerable children and young people](#).
- ☐ Those who have a social worker (those on Child Protection Plans, Child in Need and Children in Care) and those with Education Health and Care Plans (EHCPs). There has been guidance published from the government: The setting has included those learners who have been referred to children's social care but not yet appointed a social worker, or those students who would benefit from early help support (This should reflect s.18 of KCSIE 2020).
- ☐ Those learners who you have received police notifications about.
- ☐ Those learners who have [mental health](#) needs.
- ☐ Eligibility for free school meals should not, in or of itself, be a determining factor in assessing vulnerability.

Cotham School has assessed learners based on existing knowledge of vulnerability and current circumstances using a **Red/Amber/Green** (RAG) rating system to ensure we are able to prioritise our resources for the most in need. This will be reviewed on a regular basis.

Assessing, reviewing and taking action.

Cotham School will take proportionate action to support our learners and those who may attend on a temporary basis from other settings. There will be particular learners who are more vulnerable during the COVID-19 outbreak and it is important that they are identified and regularly reviewed.

Those with social workers/case coordinators

- ☐ For those who have social workers Cotham School will work in partnership with the social worker/case coordinator (with parents and carers). Where it is unclear who the allocated worker is, [Families in Focus](#) will be contacted.
- ☐ For Children in Care Cotham School will also liaise with the [Hope Virtual School](#)
- ☐ There is an expectation that vulnerable students who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at severe risk.

- ☐ In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Cotham School will explore the reasons for this, directly with the parent/carer.
- ☐ Where parents/carers are concerned about the risk of the child contracting the virus, Cotham School or a social worker will explore these anxieties with the parent/carer following the advice set out by Public Health England.
- ☐ Through a continuous review process and in conjunction with the Social Worker Cotham School will encourage learners to attend. Social workers will remain in contact with vulnerable learners and families, including remotely if needed.
- ☐ Cotham School and social workers will agree with families whether Children in Need should be attending.
- ☐ Cotham School will follow up on any learner that they were expecting to attend but does not, in line with our attendance procedures. (see Attendance Policy for more information)
- ☐ To support the above, Cotham School will take the opportunity when communicating with parents and carers to confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.
- ☐ In all circumstances where a vulnerable learner does not take up their place at Cotham School, or the temporary place discontinues, Cotham School will notify their social worker.

Those with EHCPs or who have an EHCP request pending

Those with an EHC plan (or plan pending) will be risk-assessed by Cotham School in consultation with the local authority and parents, to decide whether they need to continue to be offered a place at Cotham School in order to meet their needs, or whether these can be safely met at home. Please click here for an example of the [EHCP risk assessment](#). The SENDCo will send completed assessments to sen@bristolgov.uk

Cotham School will need to consider a number of different risks, reflected in the risk assessment for each individual (where applicable), including:

- ☐ The potential health risks to the individual from COVID-19, bearing in mind any underlying health conditions. This must be on an individual basis with advice from an appropriate health professional where required.
- ☐ The risk to the individual if some or all elements of their EHC plan cannot be delivered at all, and the risk if they cannot be delivered in the normal manner or in the usual setting
- ☐ The ability of the individual's parents or home to ensure their health and care needs can be met safely
- ☐ The potential impact to the individual's wellbeing of changes to routine or the way in which provision is delivered.

It is expected most children and young people with EHC plans will fall into the following categories:

1. Children and young people who would be at significant risk if their education, health and care provision and placement did not continue, namely those who could not safely be supported at home. This may include those with profound and multiple learning difficulties, and those receiving significant levels of personal care support. Local authorities will need to work with the individual's educational setting – especially residential special schools and specialist colleges – as well as local health partners, to ensure they are able to remain open wherever possible. This may mean deploying staff from other education settings, to keep staffing ratios safe

- Children and young people whose needs can be met at home, namely those who are not receiving personal care from their educational setting, or whose limited need for personal care can be met in their family home.

Taking proportionate action:

If the setting is open for children of Key Workers, those who have EHCPs (or pending), those with social workers (including children in care) **we will take all measures not to exclude** those identified as vulnerable learners (eligible for early help under s.18 of KCSIE 2020).

Cotham School will be flexible around this cohort to be part of a reduced school offer. This will be dependent on the setting's capacity and agreement with the family.

If they cannot attend (e.g. setting has closed fully)/will not attend then the setting will consider taking action in line with the table below (this can form part of a review of your initial RAG rating of vulnerable learners and risk assessments):

RED	<ul style="list-style-type: none"> - Ensure the setting has liaised with involved agencies – consider reviewing support/care plans with the social worker/case coordinator/Hope Virtual School. - Schedule and prioritise check ins/ home visits. - Ensure clear methods of communication established for learners and families and the setting by phone or email. - Consider supporting referrals to 3rd sector support/youth work/mentoring.
AMBER	<ul style="list-style-type: none"> - Check in when required. Agree who does this with the social worker/case coordinator if the case is open. - Clear methods of communication established for learners and families and the setting by phone or email. - Send information for self-referral support if required (click here for some shared resources).
GREEN	<ul style="list-style-type: none"> - Monitor with check ins from universal teaching staff. - Send information for self-referral support if required (click here for some shared resources).

The setting will follow:

- ☐ hints and tips of how to have supportive conversations in accordance with APPENDIX A
- ☐ Public Health/NHS guidance for those who will be self-isolating/ displaying symptoms, (or for those who are living with those anyone displaying symptoms).
- ☐ Public Health/NHS guidance around social distancing if conducting a home visit and completing a risk assessment around whether personal protective equipment may be required.

Cotham School may consider supporting vulnerable students by arranging an alternative placement through the Bristol City Council [ALP Hub](#).

Attendance

See section [Assessing, reviewing and taking action](#) for expectations around attendance.

During this period, settings do not need to take an attendance register. For administrative purposes Code # (planned whole or partial closure) will be used. Cotham School will submit a short daily return to the DfE [\(COVID-19\): attendance recording for educational settings](#), reporting whether we are open and how many

learners and staff are in school. This will generate a record of attendance for safeguarding purposes and provide accurate, up to date data to the government. This will also help the DfE to track capacity in the system, enabling the department to feed into wider tracking of the impact of the virus to support scientific advice.

APPENDIX B - procedures if a child with a Child in Need or Child Protection plan does not attend.

APPENDIX C- procedures if a Child in Care does not attend.

Identifying and responding to peer on peer abuse

Peer on peer abuse occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age; everyone directly involved in peer on peer abuse is under the age of 18. Some types of Peer on Peer abuse are identified through s. 27 of KCSIE 2020.

Whilst many of the forms of physical harm will be reduced through social distancing, for some vulnerable learners, they may still be at risk of this. It is likely that there is a risk of peer on peer harm occurring more frequently online.

Cotham School will continue to educate and provide support for learners who may be experiencing peer on peer abuse. Learners are likely to continue to seek support from trusted adults such as teachers, pastoral staff as well as parents. Parents and students are regularly reminded of the safeguarding@cotham.bristol.sch.uk email address via the weekly mailing and on the school website to report any concerns they may have.

Cotham School will continue to play a role in taking proportionate action to support the wellbeing of learners online, in line with Part 5 of KCSIE 2020.

Keeping safe online

Whilst social distancing measures are in place it is important that settings consider utilising technology to support students in a safe way. Staff will continue to look out for signs a child may be at risk. Any concerns should be reported as in section [What staff and volunteers should do if they have any concerns about a child](#).

- ☐ Staff will be reminded of the staff behaviour policy (sometimes known as a code of conduct). The staff behaviour policy should amongst other things include acceptable use of technologies, staff pupil/learner relationships and communication including the use of social media. The policy should apply equally to any existing or new online and distance learning arrangements which are introduced.
- ☐ Cotham School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. Cotham School will complete/review a [Data Protection Impact Assessment](#) when planning to use virtual learning opportunities.

Virtual learning:

Recently published guidance from the [UK Safer Internet Centre on safe remote learning](#) and from the [London Grid for Learning on the use of videos and live streaming](#), can help plan online lessons and/or activities safely. Staff at Cotham School will take into account these steps when considering virtual learning.

Using social media to communicate with learners at home:

It is **strongly advised staff and volunteers do not use social media platforms** (e.g. WhatsApp, Facebook, Twitter, Snapchat etc.) to communicate with students at home. It is unlikely that the safety and welfare of the child will be compromised enough to warrant its usage without the need to notify the police or social care in these cases.

See Appendix A for hints and tips around communicating with learners at home.

What to do if you have concerns about a staff member or volunteer who may pose a safeguarding risk to learners

Any concerns about the conduct of staff/ volunteers should be raised with the Head Teacher. In the event that the concern is regarding the Head Teacher, concerns should be raised to the Designated Safeguarding Lead who will then escalate this to the Chair of Governors, Jim Bowyer. The LADO will be contacted before any form of investigation commences.

Cotham School will continue to follow our legal duty to refer to the Disclosure and Barring Service anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at s.163 of KCSIE 2020 and will continue to operate under Part 4 of KCISE 2020.

Appendix A

Check-ins/Monitoring welfare of vulnerable learners- hints and tips-

Key Activities:

- ☐ Cotham School has set up a school professional email for the safeguarding team to jointly access. This has been provided to families and young people to enable them to liaise with us if they require help and support.
- ☐ A script has been written to be used by staff when checking in with families to ensure a consistency of approach
- ☐ Staff will continue to act in accordance with the setting's code of conduct. Cotham School will continue to monitor wellbeing via phone call, email or conducting a home visit (following public health social distancing protocols).
- ☐ Staff will use school accounts to communicate via email or online platforms, never personal/ private accounts.
- ☐ When a member of staff needs to use their own personal device, they will ensure any phone calls are made from a blocked number so personal contact details are not visible.

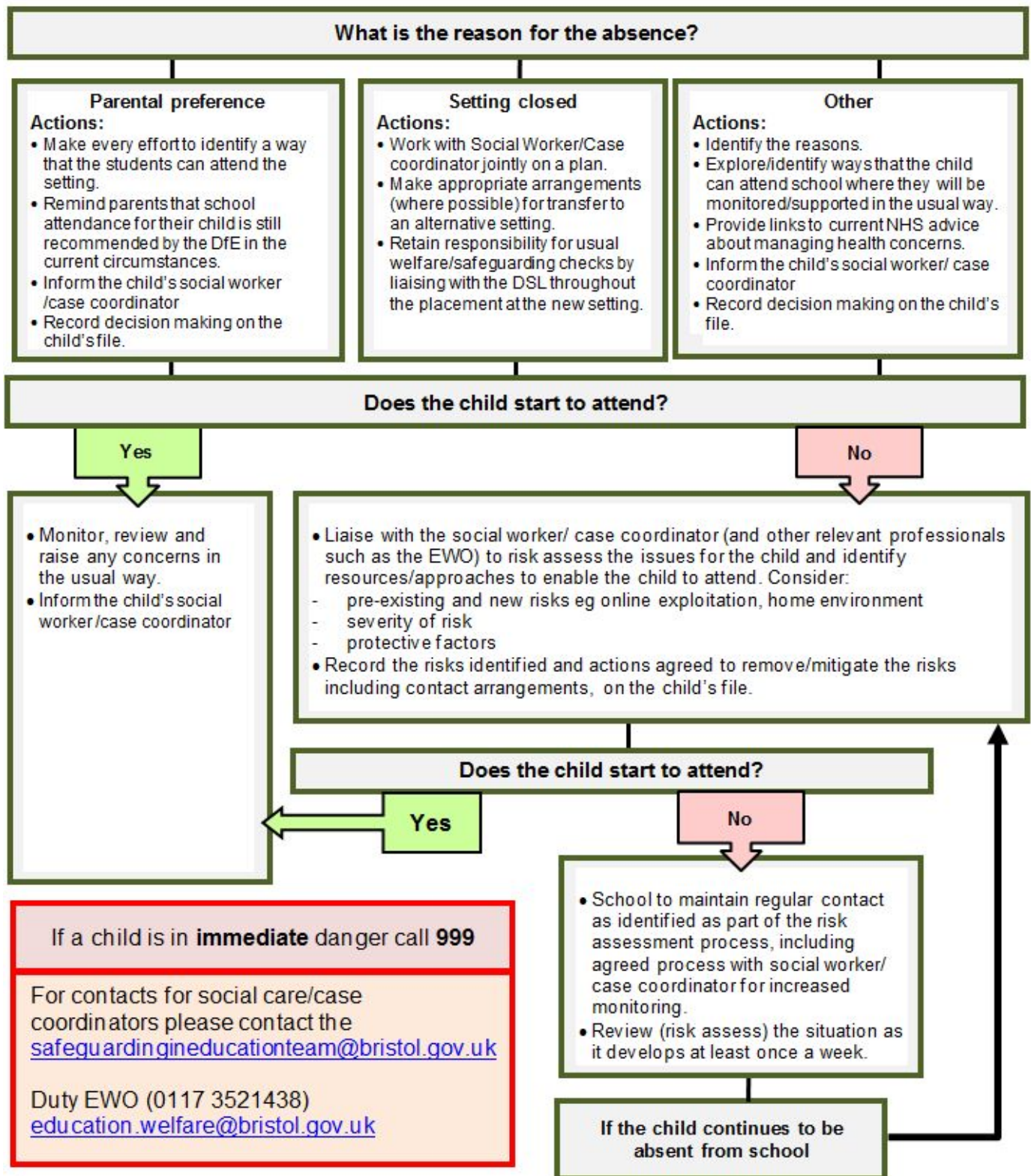
Arranging contact:

- ☐ Cotham School will liaise with the social worker/ Case Co-ordinator or other key professional if one is involved and contact arrangements are agreed as part of the plan.
- ☐ Cotham School will continue to be open with all families of learners that you may need to check in with from time to time to **offer support** and **educational provision** during this difficult time. This may be a member of the safeguarding team, Inclusion team, Learning Coordinator, SLT or their tutor.
- ☐ Cotham School will pre-warn families where possible of when to expect a call and whether calls are likely to be from a withheld number. This will be a supportive call asking how they are and how they are coping.

In circumstances where there are concerns about a learner, staff in Cotham School will take into account the following:

- ☐ Be mindful of the rule of proportionality – does this need to occur? Can you balance this with the Family/Child's Article 8 rights – Right to a private life?
- ☐ Consider whether seeing the child is required? If so – what has been agreed by the social worker/case coordinator?
- ☐ Consider whether and how your interaction will be interpreted by the family and evaluate your approach.
- ☐ Avoid using video-conferencing for the purposes of 'checking-in'. If there is no social worker and the child is still vulnerable consider obtaining advice from the locality Families in Focus teams.

Appendix B – Flow chart of what to do if a learner with a social worker does not attend the named setting.



Appendix C

Flow chart of what to do if a Child in Care does not attend their setting

What is the reason for absence?

Corporate Parent Preference/Agreement

- If there are circumstances within the care placement preventing the learner attending, this needs to be discussed with the key professionals to develop a plan with the main setting to facilitate attendance or return (eg. after self-isolation period ends)
- Key professionals (inc. Carer, Social worker, Designated Teacher, DSL, SEINCO and HOPE Virtual School) make every effort to identify a way for the learner to attend their usual setting if it is safe to do so
- Remain mindful that school attendance for is still recommended by the DfE for children in care during the COVID 19 outbreak
- Continue to review and confirm any new arrangements with child's social worker
- Record decision in child/young person's file

Main School/Setting Closed

- Work with social worker/case co-ordinator and main setting on a plan to ensure education provision
- If main setting is unable to reopen to offer a place, key professionals need to make appropriate arrangements this may include a transfer to a hub setting or alternative learning provision. The ALP hub can provide support.
- All professionals to retain responsibility for usual welfare checks
- Liaise with Designated Teacher and DSL in relevant setting

Other

- Identify the reasons for non-attendance
- Explore/identify ways that the child/young person can attend school where they will be monitored and supported in the usual way
- Provide links to the current NHS advice about managing health concerns
- Inform the child/young person's social worker
- Record decision making on child/young person's file

Does the learner start to attend?

Yes

Monitor, review and raise any concerns following usual procedures
Inform the child/young person's social worker

No

Liaise with key professionals to review the risk assessment and identify resources /approaches to enable attendance and agree a new plan, which is recorded on the child/ you

Does the learner start to attend?

Yes

Review and agree plan with Service Manager from Social Care, Senior Leader from setting and HOPE. If agreement cannot be met contact Head of Service Permanency and Specialist Services and/or Head of Service, Inclusive City and Virtual School Headteacher. If agreement cannot be met follow [KBSP escalation guidance](#) for professional disagreements to ensure a suitable plan for the child can be developed

Appendix D – Resources:

Please see the [Safeguarding in Education Team](#) web page for a range of resources.



Part B: Covid-19 Addendum to the Safeguarding/Child Protection Policy relating to returning to school after partial or full closure

This document has been developed to reflect changes in practice as a result of the COVID -19 (Coronavirus) outbreak on a local level. Elements of the document have been amended to reflect local arrangements at Cotham School.

It is important that all staff and volunteers are aware of this addendum to the policy and are kept up to date as it is revised. The revised policy should continue to be made available publicly.

Cotham continues to provide 'remote learning' alongside increased 'face to face' provision and therefore the first addendum to the safeguarding policy still applied.

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Raising a concern:

All staff and volunteers should read the next section regarding the Designated Safeguarding Lead (and deputies) to know who to speak to if you have identified a concern. You should follow the usual reporting mechanisms whilst onsite in Cotham School which are:

For **urgent child protection** concerns:

- Speak to the DSL on site (this may be a deputy DSL who is trained to DSL level)
- **AND** log onto CPOMs

Any concerns about general wellbeing / welfare:

- Log onto CPOMs

All staff and volunteers should act immediately to respond to a safeguarding concern. If a DSL or Deputy DSL is not available for advice, all staff should be aware of the role of the following teams **in emergency situations**:

If a child is at immediate risk call the POLICE	The POLICE 999
To make an URGENT referral, i.e. a child is likely to suffer or is suffering significant harm, call First Response	FIRST RESPONSE 0117 9036444 (Out of Hours Emergency Duty Team 01454 615 165)
To make a NON-URGENT referral, contact FIRST RESPONSE using the online form (must have parental/carer consent).	FIRST RESPONSE Online form https://www.bristol.gov.uk/social-care-health/make-a-referral-to-first-response

To raise concerns and ask for advice about radicalisation (also contact First Response).	PREVENT DUTY 01278 647466 PreventSW@avonandsomerset.police.uk
For advice and guidance about whether to make a referral.	Families in Focus (N) 0117 3521499 Families in Focus (E/C) 0117 3576460 Families in Focus (S) 0117 9037770

Make sure there is a record of your actions, who you spoke to and what the agreed plan of action was. Notify the setting's DSL/Deputy DSL as soon as possible.

Social Distancing

Social distancing arrangements are in place to facilitate good hygiene and ensure the safety of all students and staff. The current government advice is for students to form year group bubbles and try to maintain 1m+ social distancing where possible and 2m+ social distance between staff and students. Each year group has its own entry/exit point and zoned area of the school, clearly demarcated to encourage social distancing and which also includes a dedicated communal/play area and access to food.

Hygiene measures

A range of increased hygiene measures are in place including hand sanitizer in every classroom, the eating areas and other communal spaces; dedicated toilets for each year group bubble; classrooms, communal spaces and toilets more frequently cleaned; a spills kit in every classroom to allow sanitization of the teaching area between lessons; lidded foot pedal bins.

PPE

Government advice currently is that there is no requirement for staff or students in schools to wear PPE; however, schools will have the discretion to allow students over the age of 11 and staff to wear masks in corridors and other communal areas, where social distancing is difficult.

Staff wellbeing

Individual risk assessments are in place to protect staff who are extremely and/or clinically vulnerable and BAME staff.

Safe Space

The safe space has been adjusted to meet new social distancing requirements/ hygiene standards.

Vulnerable/ key worker provision

Cotham School continues to support its vulnerable students alongside key workers in school. Increased hygiene measures are in place to allow for larger numbers, including students being moved to Charnwood site. Whilst students are at Charnwood a DSL or Deputy DSL will be available by radio.