



ST MICHAEL'S COLLEGE SAFEGUARDING & CHILD PROTECTION POLICY 2020-21

St Michael's College is committed to providing a safe and secure environment for students, staff and visitors, safeguarding students' welfare by protecting them from maltreatment and impairment to their mental and physical health and promoting a climate where young people and adults will feel confident about sharing any concerns that they may have about their own safety or the safety or well-being of others.

The College's Safeguarding Policy draws upon the duties conferred by the Children Acts 1989 and 2004, S175/157 of the 2002 Education Act, the Education & Inspections Act 2006, the Serious Crimes Act (2015), The Children and Social Work Act 2017, The Mental Capacity Act 2005, The Care Act 2014 and the guidance contained in 'Working Together to Safeguard Children' (2018), 'Keeping Children Safe in Education' (DfE 2019 & 2020), 'What to do if you're worried a child is being abused' (DfE 2015) and the multi-agency procedures produced by the London Safeguarding Children Partnership, as adopted by the Southwark Local Safeguarding Partnership. As a Relevant Agency, the College will adhere to the policies and procedures and Criteria for Action as published by the Southwark LSP. The policy is applicable to all on-site off-site and online activities undertaken by students whilst they are the responsibility of the College.

In respect of students aged 18 and over, we will adhere to the principles and procedures detailed in 'Protecting adults at risk: London multi-agency policy and procedures for protecting adults at risk from abuse', as adopted by the Southwark Safeguarding Adults Partnership.

POLICY AIMS

The purpose of this policy is to:

- Identify the names of responsible persons in the College and explain the purpose of their role;
- Describe what should be done if anyone in the College has a concern about the safety and welfare of a registered student;
- Outline the additional measures that will be taken to safeguard those students deemed vulnerable by virtue of their special educational or additional needs;
- Set out expectations in respect of training;
- Ensure that the College complies with 'Safer Recruitment' principles and duties;
- Set out expectations to ensure that our students are also safeguarded in off-site learning situations: work experience or alternative provision, for example;

- Outline how complaints or allegations against staff will be handled;
- Set out expectations regarding record keeping;
- Clarify how students will be kept safe through the everyday life of the College;
- Describe how the SMSC, PSHEC, RSE) and other curriculum areas will be used to protect vulnerable students and build all students' awareness of risk, safe behaviours, crime and consequences: e.g. raising their awareness of new criminal offences such as 'Upskirting' and
- Outline how the implementation of this policy will be monitored.

This policy is consistent with all other policies adopted by the Governors and should be read in conjunction with the following documents relevant to the safety and welfare of young people:

Online Safety and mobile devices
Anti-Bullying and Cyber-bullying
Staff Code of Conduct
Attendance
SEN and Inclusion
Central Record of Recruitment and Vetting Checks
Health and Safety
Safer Recruitment
Equalities
Educational Visits
Off-site learners
Covid-19 addendum

COVID-19

From 20th March 2020, parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend and we have adopted an addendum to our safeguarding policy based on the Local Authority's [Model COVID-19 Safeguarding Policy Addendum](#).

As it is the Government's plan that all pupils, in all year groups, will return to school full-time from the beginning of the 2020 autumn term, we note the Government's [Guidance for full opening: schools](#) and in particular the section on safeguarding.

We are aware that students may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. All staff members and volunteers will be vigilant and alert to the possible impacts of the pandemic on students' mental wellbeing and act immediately on any safeguarding concerns, including new concerns where children are returning, and share their concerns with the safeguarding team. We will put in place appropriate support systems for students and parents/carers, including working with and/or referral to relevant outside agencies. We note the Government's [COVID-19: guidance on supporting children and young people's mental health and wellbeing](#). We are aware of the continued importance for our staff to work with and support children's social workers, the local authority virtual school head for looked-after and previously looked-after children and any other relevant safeguarding and welfare partners during this period.

We will continue to ensure that arrangements are in place to keep children not physically attending the school safe, especially online. Where we identify a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, we will ensure that a robust communication plan is in place for that child or young person. Details of this plan will be recorded appropriately as will a record of contact. The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods will be considered and recorded. All our staff who interact with students, including online, will continue to look out for signs a child may be at risk. Any such concerns will be dealt with as per this policy and where appropriate, referrals will continue to be made to relevant agencies. In relation to any child receiving remote education, we note the DfE's [guidance on safeguarding and remote education during coronavirus \(COVID-19\)](#) in terms of keeping children as well as staff members safe online.

RESPONSIBILITIES AND IMMEDIATE ACTION

All adults working in this College (including visiting staff, supply staff, volunteers and professional students/trainees on placement) are required to report instances of actual or suspected child abuse, neglect or exploitation to the Safeguarding Officer.

The Designated Safeguarding Lead is: Jo Nottage

The Safeguarding Officer and Deputy Designated Safeguarding Lead is: Debbie Freegard

The Safeguarding Officer is the first point of contact for external agencies that are pursuing child protection investigations and co-ordinates the College's representation at child protection conferences and Core Group meetings (including the submission of written reports for conferences). When an individual concern/incident is brought to the notice of the Safeguarding Officer, they will be responsible for deciding whether this should be reported as a safeguarding issue to the Multi Agency Safeguarding Hub (MASH team) for the student's home address. Where there is any doubt as to the seriousness of this concern, or disagreement between the Safeguarding Officer and the member of staff reporting the concern, advice will be sought from the Designated Safeguarding Lead and the LA's Strategic Lead Officer for safeguarding in education services or the Early Help Service (EHS) Duty Manager, as necessary.

A member of the safeguarding team will be available throughout the College day during the school term and will be contactable during those periods outside of term time when students are engaged in school journeys or other College-led activities.

The College acknowledges that safeguarding is the responsibility of the whole school community and that individual staff have the right to initiate a child protection referral to the Multi-agency Safeguarding Hub (MASH) where they believe a student to be at immediate risk of harm. However, it is our expectation that the member of staff concerned will do so only in the case of a genuine emergency and having pursued the escalation procedures contained in this policy as far as possible. Where a member of staff makes an independent referral, they will have the support of the Designated Safeguarding Lead in doing so.

Parents/carers will ordinarily be consulted before a referral is made to the MASH team. However, if the concern involves alleged or suspected sexual abuse, female genital mutilation, so called 'honour' based violence, fabricated/induced illness, child on child sexual violence or harassment, or the Safeguarding Officer has reason to believe that informing the parent at this stage might compromise the safety of the student or any other individual, nothing will be said ahead of the referral and arrangements for informing the parents / carers will be agreed with the MASH team.

Where concerns arise about the safety, welfare or well-being of a student who is over the age of 18, contact with parents/carers will be considered in accordance with the College's home-school and learner agreements. Where it is thought that an adult learner might be 'at risk' of abuse, neglect, exploitation or self-harm, the Safeguarding Officer will raise an 'alert' with Adult Social Care's, Safeguarding Adults Manager (SAM) to initiate consideration of a mental capacity assessment or other interventions.

Referrals will be made to the MASH (or equivalent service) in the student's home local authority and will be confirmed in writing, using the relevant pro forma. This will be copied to Southwark's Schools Safeguarding Coordinator as an additional safeguard for the student and the College.

The DSL and Safeguarding Officer will exercise their duty to challenge the actions or decisions of Children's Social Care or any other partner agency, in accordance with the relevant LSCP's escalation procedures, where it is believed that an individual professional or agency might not be acting in the best interest of the student concerned.

In circumstances where a student has an unexplained or suspicious injury that requires urgent medical attention, the safeguarding referral process should not delay the administration of first aid or emergency medical assistance. If a student is thought to be at immediate risk because of parental intoxication, substance abuse, mental illness, threats to remove the young person during the college day, parental or peer violence, for example, urgent Police intervention will be requested.

Where a student sustains a physical injury or is distressed as a result of reported chastisement, or alleges that they have been unlawfully chastised by the use of an implement or substance, this will immediately be reported as a safeguarding concern for investigation and possible referral to the MASH.

All parents applying for places at the College will be informed of our safeguarding responsibilities and the existence of this policy on induction and through the College's website. Parents and carers are expected to inform the College of any illness, injury, upset or family event that might otherwise cause us to be concerned about the safety, welfare or wellbeing of the student, In situations where students sustain injury or are otherwise affected by an accident or incident whilst they are the responsibility of the college, parents will be notified of this as soon as possible.

St Michael's College recognises the need to be alert to the risks posed by strangers, criminal gangs or others (including the parents or carers of other students) who may wish to harm young people in, or travelling to/from, the College and will take all reasonable steps to lessen such risks through liaison with relevant community safety partnerships and our 'School Beat' police officer.

THE ROLE OF THE GOVERNING BODY

The Governing Body will ensure that the College complies with its duties under legislation to safeguard all students and promote their welfare and well-being. They will confirm that policies, procedures and training in the College are effective and comply with current legislation, DfE guidance / advice and the London Safeguarding Children Partnership's (and Southwark LSP) procedures at all times.

The Governing Body will ensure that the College contributes to inter-agency working and the local Early Help offer in line with statutory guidance, '*Working Together to Safeguard Children*' and that the College's safeguarding arrangements take into account the procedures and protocols adopted by the Local Safeguarding Partners.

In formally adopting this policy, the Governing Body will review its contents annually or sooner if any legislative or regulatory changes are notified to it by the LSP, local authority or the Principal.

The Governing Body has nominated **Marjorie Bannister (Chair)** to liaise with the local authority and/or partner agencies on issues of child protection and in the event of allegations of abuse made against the Principal and she (or the Vice-chair) will attend any strategy meetings called in respect of such an allegation.

The Principal will provide termly and annual reports to the Governing Body, outlining details of any safeguarding issues that have arisen during the term/year, the outcome of any cases identified, the numbers and types of referrals made to the investigating agencies and the outcomes of these referrals. These reports will respect all issues of confidentiality and will not therefore identify any person(s) by name. Governors will also note any training undertaken by College staff or Governors and any changes in national or local guidance and priorities. This is in addition to, and does not replace, the responsibility that rests with the Principal to monitor the work and performance of the Designated Safeguarding Lead.

The Governing Body has nominated **Janice Babb**, as its champion for safeguarding issues in the College. The champion will regularly scrutinise the Central Register of Checks (Single Central Record) and meet on a termly basis with the Designated Safeguarding Lead to ensure that the College is meeting its duties and extend Governors' understanding of current issues and challenges faced by staff and students. Acknowledging that all Governors play a role in safeguarding, the Health, Safety & Premises Committee will have oversight of the implementation of this policy.

REFERRALS

Where there is a safeguarding concern, we take into account the student's wishes and feelings when determining what action to take and what services to provide. We have systems in place for children to express their views and give feedback. We acknowledge that children and young people who are affected by abuse or neglect may demonstrate their needs and distress through their words, actions, behaviour, demeanour, school work or other children. Ultimately, all our systems and processes operate with the best interests of the child at heart.

Referrals to services regarding concerns about a child or family typically fall into three categories:

- Early Help Services;
- Child in need - Section 17 (Children Act 1989) referrals;

- Child protection - Section 47 (Children Act 1989) referrals.

[The Southwark Safeguarding Board Multi Agency Threshold Guide](#) sets out the different levels of need and detailed guidance about how concerns within these different levels should be responded to by Southwark agencies.

Safeguarding referrals should be made to Southwark Multi Agency Safeguarding Hub ([MASH](#)) via [the Referral Form](#) and copied to the LA's Schools Safeguarding Coordinator. Prior to any written form being sent as a referral to social care, there should be a verbal consultation with the MASH social worker or manager, by calling the duty desk on **020 7525 1921**, to ensure that making a referral is an appropriate action. The parent/carer will normally be contacted to obtain their consent before a referral is made. However, if the concern involves, for example alleged or suspected child sexual abuse, Honour Based Abuse, fabricated or induced illness or the Designated Safeguarding Lead has reason to believe that informing the parent at this stage might compromise the safety of the child or a staff member, nothing should be said to the parent/carer ahead of the referral, but a rationale for the decision to progress without consent should be provided with the referral.

When we make a referral, the local authority should make a decision, within one working day of a referral being made, about the type of response that is required and should let us, as the referrer know the outcome. We will follow up if this information is not forthcoming.

If, after a referral, the child's situation does not appear to be improving, we will consider following local escalation procedures to ensure that the concerns have been addressed and, most importantly, that the child's situation improves.

The [Early Help Referral Form](#) will be used to request additional early help for a family when the needs of a child are beyond the level of support that can be provided by universal services. Southwark's [Family Early Help Service](#) Duty number is **020 7525 1922**, which will give four options:

- General enquiries and signposting
- Family Early Help Duty Manager for general advice including consultations around potential and new referrals and current casework
- Education, Inclusion and Attendance support and advice including all enforcement activity
- Parenting support and advice and information on parenting course and group work programmes

In circumstances where a child has an unexplained or suspicious injury that requires urgent medical attention, the CP referral process should not delay the administration of first aid or emergency medical assistance. **If a pupil is thought to be at immediate risk because of parental violence, intoxication, substance abuse, mental illness or threats to remove the child during the school day, for example, urgent Police intervention will be requested.**

Where a child sustains a physical injury or is distressed as a result of reported chastisement, or alleges that they have been chastised by the use of an implement or substance, this will immediately be reported for investigation.

All parents applying for places at the College will be informed of our safeguarding responsibilities and the existence of this policy. In situations where pupils sustain injury or are otherwise affected by an accident or incident whilst they are the responsibility of the school, parents will be notified of this as soon as possible.

St Michael's College recognises the need to be alert to the risks posed by strangers or others (including the parents or carers of other pupils) who may wish to harm children in school or pupils travelling to and from school and will take all reasonable steps to lessen such risks through liaison with relevant community safety partnerships and our allocated 'School Beat' police officer under the Safer Schools Partnership.

VULNERABLE STUDENTS

The College's pastoral support systems reflect the governing body's legal obligations and commitment to safeguarding all students. We recognise the value of early help, early intervention and coordinated support through a 'Team Around the Child / Family' approach, early help assessments and formal plans for children in need and children at risk of significant harm. We also recognise the need to support students who may be susceptible in areas of their real or online lives over which their parents may have little or no direct influence or control, which may result in bullying, peer-on-peer abuse or grooming for the purposes of sexual or criminal exploitation, serious youth violence, gang activity, 'County Lines' exploitation, modern slavery, radicalisation, relationship abuse, 'honour-based' crime and other contextual safeguarding risks.

Vigilance will be exercised in respect of students who are the subject of Child Protection or Child in Need Plans and any incidents or concerns involving these young people will be reported immediately to the allocated Social Worker (and confirmed in writing; copied to the LA's Schools Safeguarding Coordinator). If the student in question is a Looked-After child, this will also be brought to the notice of the **Designated Teacher with responsibility for children looked after and formerly looked after in public care: Debbie Freegard**. The attendance of these pupils is monitored daily and reported to Welfare Check.

Local authorities should share with our school/setting the fact a child has a social worker, and the DSL will hold and use this information so that decisions can be made in the best interests of the child's safety, welfare and educational outcomes. This will be considered as a matter of routine. There are clear powers to share this information under existing duties on both local authorities and schools and colleges to safeguard and promote the welfare of children. Where children need a social worker, this will inform decisions about safeguarding (for example, responding to unauthorised absence or missing education where there are known safeguarding risks) and about promoting welfare (for example, considering the provision of pastoral and/or academic support, alongside action by statutory services).

The College retains safeguarding obligations in respect of any student who is educated off-site and we will regularly monitor the attendance, attainment, welfare and well-being of all such students. We will only place students off-site with appropriately registered providers.

If a student discloses that they have witnessed domestic abuse or it is suspected that they may be living in a household which is affected by family violence, this will be referred to the Safeguarding Officer as a safeguarding issue. The College acknowledges the additional need for support and protection of young people who are vulnerable by virtue of medical needs, Special Educational Needs, learning or physical disability, risk of offending, homelessness, refugee/asylum seeker status, the effects of substance abuse within the family, those who are young carers, Travellers, mid-year admissions, excluded pupils or otherwise placed in alternative provision and speakers of English as an additional language. We will also be vigilant to the attendance and individual needs of students who might be at risk of female genital mutilation (FGM) or forced marriage: both of which are now categorised as so called 'honour'-based (hate) crimes, and bullying linked to race, gender or sexual orientation. Staff in regulated professions are aware of their legal obligation to report the actual or suspected female genital mutilation of an under-18 as an urgent safeguarding concern and possible criminal offence.

The College will use both the formal and informal curriculum to minimise the risk of peer on peer abuse and encourage respectful and healthy relationships between students. Staff and students are expected to report and challenge inappropriate behaviours, ‘banter’ and comments. We will have particular regard to need to support female students who are subject to sexual touching or assaults and also boys who might be subjected to initiation or ‘hazing’ acts of violence. All such incidents will be reported immediately to the Safeguarding Officer.

We will notify Children’s Social Care of any private fostering arrangements that come to our notice. We will also prioritise the safeguarding needs of any student who is reported by their parents/carers as missing from home.

We know that young people who are affected by abuse or neglect, may demonstrate their needs and distress through their words, actions, behaviour, demeanour, academic work or other young people. The College has a strong commitment to an anti-bullying policy and will consider all coercive acts and inappropriate child-on-child behaviour and unlawful sexual activity or harassment within a Child Protection context and in accordance with Part 5 of ‘Keeping Children Safe in Education’.

The College acknowledges our legal obligation to support students with medical needs and will work with students, parents and the health authorities to implement Health Care Plans that support the attendance, inclusion and attainment of students with acute or chronic medical or mental health conditions.

Where it comes to our notice that a child under the age of 13 is, or may be, sexually active: whether they are a student of this College or not, this will result in an immediate referral to the relevant MASH team. In the case of a young person between the ages of 13 and 16, an individual risk assessment will be conducted, in accordance with the London Child Protection Procedures. This will determine how and when information will be shared with parents and the investigating agencies.

TRAINING

All College staff will be issued with the current version of Part 1 from ‘Keeping Children Safe in Education’ (DfE) and regularly updated on safeguarding procedures and issues through induction programmes, staff meetings and briefings, to ensure that they fully understand this policy and their critical role in safeguarding.

Whole-school in-service training on safeguarding issues will be organised in accordance with the recommendations of the Southwark Local Safeguarding Children Partnership’s Education Sub-group, which currently advises that this should be undertaken on a 3 yearly cycle. The next CP INSET session for all staff will take place in **January 2021**. In addition, staff will be regularly briefed on safeguarding issues and developments through staff meetings, updates and bulletins. All newly recruited staff (teaching and non-teaching) and Governors will be appraised of this policy and will be required to attend relevant internal or external induction training. All new and temporary staff will be required to attend an induction session with a member of the safeguarding team on their first day in the college.

The Designated Safeguarding Lead (and their Deputies) will attend a dedicated induction course and undertake recommended refresher training at least every two years. They will be

encouraged to attend appropriate network meetings and will update themselves on an annual basis; through online learning, attending conferences or participating in the multi-agency training programme and dissemination/network events organised by the Southwark Safeguarding Children Partnership, for example.

All staff have been made aware of the College's duty to prevent students from being drawn into violent extremism, through dedicated 'Prevent' training and their obligation to refer students or families of concern to the Designated Safeguarding Lead as the College's 'Single Point of Contact' for referral to the Prevent, Channel risk assessment/management panel.

Link to Keeping Children Safe in Education (KCSIE) and Working together to safeguard children

At the beginning of the academic year, all staff will take part in Safeguarding training delivered by the DSL & DDSL. They will read Part 1 of KCSIE and complete an online assessment to check understanding. The DSL or DDSL will then follow up where any gaps in knowledge become apparent. This will result in all staff having a working knowledge of the main types of abuse and specific issues raised in KCSIE, as well as how to recognise signs and consequently how to act upon any suspicions. Issues including but not inclusive of:

- Types of child abuse and neglect (Abuse, Physical, Emotional, Sexual & Neglect)
- Mental Health
- Child Criminal Exploitation (CCE)
- Child Sexual Exploitation (CSE)
- 'Sexting'
- Serious violence
- Child criminal exploitation: county lines
- Peer on peer abuse
- Sexual violence and sexual harassment between children
- Domestic abuse
- Violence Against Women and Girls (VAWG)
- So-called 'honour-based' abuse (HBA) (including Female Genital Mutilation and Forced Marriage)
- Female Genital Mutilation (FGM)
- Forced marriage
- Preventing Radicalisation
- Channel
- Private Fostering

RECRUITMENT

St Michael's College is committed to the principles of safer recruitment and maintaining recruitment processes that will help to deter, reject or identify unsafe adults who might seek to gain access to our students and their families. All staff recruited to the College will be subject to appropriate vetting, identity, qualification and health checks. References will be verified and appropriate Disclosure and Barring Service (DBS) and barred/prohibited persons list checks will be undertaken in accordance with Part 3 of 'Keeping Children Safe in Education'.

The College maintains a Single Central Record of employment and vetting checks which is regularly checked by the Principal, a member of the governing body and an external consultant.

Relevant members of the leadership team and governors who are involved in recruitment, will undertake online or face-to-face safer recruitment training, which has been accredited by the 'Safer Recruitment Consortium'. All recruitment panels must have at least one member who has successfully completed this training within the past 3 years.

The College will only use employment agencies which can demonstrate that they positively vet their supply staff and provide photographic ID. Any alleged misconduct of a temporary member of staff will be reported to the employer concerned and to the Local Authority's Designated Officer (LADO). Staff joining the College on a permanent or temporary basis will be given access to this policy and provided with a summary of key points and contacts. Additionally, the Staff Handbook issued to all staff confirms the College's safeguarding procedures, the Staff Code of Conduct and the allegations against staff procedures.

Any member of staff who is found to be culpable of gross misconduct relating to the assault, ill-treatment or exploitation of a student will be notified to the Disclosure and Barring Service for consideration of discretionary barring. Any individual who resigns during or ahead of a management investigation or disciplinary action will similarly be notified to the DBS.

VOLUNTEERS

Any individual or organisation engaged by the College to work in a voluntary capacity with students will be subject to all reasonable vetting procedures and Disclosure and Barring Service checks. Where individual risk assessments deem that it is not appropriate to instigate an enhanced DBS check for occasional volunteers, they may be required to provide references and asked to sign a declaration that they have not been convicted of any criminal or disciplinary offence which would preclude their employment as a worker with young people or adults at risk. Volunteers will work under the direct supervision of an established staff member and will be subject to the same code of conduct expectations as paid employees of the College. Volunteers will at no time be given responsibility for the personal care of students. Voluntary and third sector groups that operate within the College, provide off-site services for our students or use College facilities, will be expected to adhere to this policy or operate a policy which is compliant with the procedures adopted by the Southwark Local Safeguarding Children Partnership. Premises lettings and loans are subject to acceptance of this requirement.

STAFF CODE OF CONDUCT

All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with students and their families, on site, off site and online; which reflects the 'Teachers Standards' and the 'Guidance for safer working practice for those working with children and young people in education settings' (*Safer Recruitment Consortium 2019*). Students will be treated with respect and dignity and no punishment, detention, restraint, sanctions or rewards are allowed outside of those detailed in the College's Behaviour Management Policy. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and young people, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. Where incidents occur that might otherwise be misconstrued, or in the exceptional circumstances where it becomes necessary to physically restrain a student for their own protection or others' safety, this will be appropriately recorded and reported to the Principal and parents. Any physical restraint used will comply with DfE and LA guidance and the College's Behaviour Management Policy.

Staff are expected to present a professional image to students and parents at all times and to dress appropriately for the task at hand. They must be careful not to engage in formal or informal discussions with students or parents that could undermine their professional credibility or the reputation of the College.

Except in cases of emergency, first aid will only be administered by qualified First Aiders. If it is necessary for the student to remove clothing for first aid treatment, there will, wherever possible, be another adult present. If a young person needs help with intimate care, another adult should be present or within earshot. All first aid treatment and non-routine or personal care will be recorded and shared with parents/carers at the earliest opportunity.

For their own safety and protection, staff should exercise caution in situations where they are alone with students. Other than in formal teaching situations; musical instrument tuition, for example, the door to the room in which the one-to-one teaching, counselling or meeting is taking place, should be left open. Where this is not practicable because of the need for confidentiality, another member of staff will be asked to maintain a presence nearby and a record will be kept of the circumstances of the meeting. All rooms that are used for teaching or counselling students will have clear and unobstructed glass panels in the doors or walls.

College staff have been alerted to risks that can arise from social contact with students outside of the college. Home visits to students or individual tuition of students should only take place with the prior knowledge and approval of the Principal. Any unplanned contact of this nature or suspected infatuations or “crushes” will be reported to the Principal. Staff supervising off-site activities or College journeys will be provided with a college mobile telephone as a point of contact for students, parents and carers.

Staff who are also parents of a student at the College are expected to exercise caution where friends of their own child might be visitors to their home.

Staff will not communicate with students, past students or parents through social networking sites unless these have been established by the College or this has been agreed in advance by the Principal.

Private tuition of College students by staff is not allowed.

Staff will only use the college’s digital technology resources and systems for professional purposes or for uses deemed ‘reasonable’ by the Principal and Governing Body. Staff will only use the approved college email, College Learning Platform or other College-approved communication systems with students or parents/carers, and only communicate with them on appropriate College business and will not disclose their personal telephone numbers, email addresses or social networking details to students or parents/carers. Staff will not use personal cameras (digital or otherwise) or other mobile devices for taking and transferring images of students or staff without permission and will not store images at home. Staff should exercise caution in the use of their personal mobile devices in areas of the College where students may be present and should not leave them unattended.

Staff should be aware of the College’s whistle-blowing procedures and share immediately with the Principal any disclosure or concern that relates to a member of staff and nothing should be

said to the colleague involved. If the concern relates to the Principal, this should be reported to the Chair of Governors or Vice-chair in their absence.

CONTRACTORS

Contractors who are engaged by or on behalf of the College to undertake works or maintenance on site will be made aware of this policy and the reasons for this. Long-term contractors who work regularly in the College during term time will be asked to provide their consent for DBS checks to be undertaken. These checks will be undertaken when individual risk assessments by the Leadership Team deem this to be appropriate. During major works, when large numbers of workers and sub-contractors may be on site during term time, Health and Safety risk assessments will include the potential for contractors or their employees to have direct access to students in non-teaching sessions. All contractors and sub-contractors will be issued with copies of the College's staff code of conduct and be required to present photographic identification upon their first visit to the site.

Individuals and organisations that are contracted by the school to work with or provide services to pupils will be expected to adhere to this policy and their compliance will be monitored. Any such contractors will be subject to the appropriate level of DBS check, if any such check is required (for example because the contractor is carrying out teaching or providing some type of care for or supervision of children regularly). Contractors for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children. Under no circumstances we will allow a contractor in respect of whom no checks have been obtained to work unsupervised, or engage in regulated activity. We will determine the appropriate level of supervision depending on the circumstances.

We will always check the identity of contractors and their staff on arrival at the College. Individuals and organisations that are contracted by the College to work with, or provide services to, students will be expected to adhere to this policy and their compliance will be monitored.

COMPLAINTS / ALLEGATIONS MADE AGAINST STAFF

St Michael's College takes seriously all complaints made against adults in positions of trust. Procedures are in place for students, parents and staff to share any concern that they may have about the actions of any member of staff or volunteer.

Any concern about the actions or conduct of any member of staff or volunteer should be brought to the attention of the Principal (or the Designated Safeguarding Lead if the Principal is not available) and nothing should be said to the individual involved. In cases where the Principal is the subject of the allegation or concern, this will be reported to the Chair of Governors, who will activate the appropriate procedures. We will follow the procedures described in Part 4 of 'Keeping Children Safe in Education' (2020) where it appears, or it is alleged, that the adult concerned has:

- behaved in a way that has harmed a student or might have harmed them;
- possibly committed a criminal offence against or related to a student;
- behaved towards a child or young person in a way that indicates he or she would pose a risk of harm if they continued to work regularly or closely with young people; or

- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The Local Authority's Designated Officer (LADO) will be informed of all allegations that come to the College's attention that appear to meet the above criteria. Contact may also be made with the LA's Schools Safeguarding Coordinator, who will liaise with the LADO. In cases which do not meet the criteria set out above, local arrangements will be followed to investigate and resolve complaints without delay and in accordance with our published Complaints Procedures. Where there is any doubt as to the correct course to follow, the College will consult the LADO.

Some allegations will be so serious that they will require immediate referral to the LADO, who will convene a Strategy Meeting or Discussion in accordance with the DfE guidance and the appropriate Local Safeguarding Children Partnership's (LSP) procedures. This process will agree upon the appropriate course of action, the continued presence on site of the individual concerned, the time-scale for investigations and, as appropriate a communications or media strategy. The Principal will attend, or nominate a member of the SLT to attend, any strategy meeting as the 'case manager'.

The College has a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left ahead of, or during, a management investigation or disciplinary action. This referral will be instigated by the Designated Safeguarding Lead. Referrals will be made as soon as possible after the resignation or removal of the individual.

Whilst it will be appropriate to accurately record complaints and allegations, students will under no circumstances be asked by the College to sign 'statements' relating to incidents.

The Chair of Governors is: Marjorie Bannister

The LA's DO is: Eva Simcock 020 7525 0689 There is also a duty system and one of the CP Coordinators in Quality Assurance Unit is on duty each day to deal with DO issues when DO is unavailable. Duty telephone number for enquiries/referrals is 020 7525 3297

The LA's Strategic Lead Officer for safeguarding in education services is: the Director of Education, Nina Dohel 020 7525 3252

The LA's Schools Safeguarding Coordinator is: Apo ÇAĞIRICI 020 7525 2715

RECORDS

Brief and accurate notes will be kept of all incidents or concerns relating to individual students and contacts with parents/carers and external agencies and entered as appropriate in the College's CPOMS database. Parental agreement will ordinarily be sought before making a referral to the MASH team. If consent is withheld, or it is considered that seeking such consent is likely to further endanger the student or an informant, the College will contact the MASH directly in order that an agreement can be reached as to how and when the parent or carer is to be contacted. The College will take into account the views and wishes of the young person who is the subject of the concern, but staff will always be alert to the dangers of colluding with 'secrets'.

Child protection records are not automatically open to students or parents. They are kept securely by the safeguarding team and separately from educational records. They may only be accessed by the safeguarding team and the senior managers of the College. Referrals made to Children's Services under the London SCP's / LSP procedures will be confirmed in writing, with copies sent securely to the MASH and the LA's Schools Safeguarding Coordinator.

St Michael's College acknowledges the particular risks faced by students whose irregular or non-attendance might indicate that they are at risk of sexual exploitation, criminal exploitation, radicalisation, forced marriage or female genital mutilation. If a student is withdrawn from the College having not reached the normal date of leaving or transferred to another educational provision; due to a family move or any other reason, all reasonable efforts will be made to identify any new address and the school / college to which they are being admitted and to ensure that their educational records are sent without delay to the student's new setting. If the parent/carer fails to provide this information, an urgent referral will be made to the student's home local authority in order that they might make further enquiries. If the College receives educational records concerning a young person who is not registered with us, the records will be returned promptly to the sending school with a note, advising them to refer to their LA's Children's Services Department. **A student's name will only be removed from the College's Admissions Register in accordance with the Pupil Registration Regulations and with the authorisation of the relevant local authority.** The College will make all reasonable enquiries to confirm transfers before deleting a student's name from the Admissions Register.

All additions to, or deletions from, the school roll will trigger the completion of a Common Transfer File (CTF), which will be downloaded to the appropriate database via the S2S website. Where an onward destination cannot be determined and the student is of compulsory school age, the CTF will be downloaded to the Lost Pupils' Database.

The content of Child Protection Conference or Review reports prepared by the College will follow the headings recommended by Children's Services and will, wherever possible, be shared with the parents/carer and student in advance of the meeting.

The College will require documentary proof as to the identity of students presented for admission. If there is any doubt as to the identity of a student, advice will be sought from the local authority and other statutory agencies, as appropriate. We will maintain accurate records of those with Parental Responsibility and, where possible, require at least 2 emergency contacts to be recorded. Students will only be released to the care of those with Parental Responsibility or a responsible adult acting with prior parental consent in writing.

Child Protection records will be sent to receiving schools or colleges separately and under a confidential cover, addressed to the Designated Safeguarding Lead. An inventory will be kept of the records sent and a receipt will be obtained from the receiving school or college. Where no onward destination is known, the child protection file will be retained by the College in accordance with LSCB /LSP and DfE advice and until the student's 25th birthday as a minimum. Safeguarding records for students above the age of 18 will be similarly archived.

SAFETY IN THE COLLEGE

No internal doors to classrooms will be locked whilst students are present in these areas.

Entry to College premises will be controlled by doors that are secured physically or by constant staff supervision or video surveillance. Authorised visitors to the college will be logged into and out of the premises and will be asked to wear their identity badges or be issued with College visitor badges. Unidentified visitors will be challenged by staff or reported to the Principal or College office. Carelessness in closing any controlled entrance doors or gates will be challenged.

The presence of intruders and suspicious strangers seen loitering near the college or approaching students, will be reported to the Police and the LA with a view to alerting other local schools through Southwark's Schools' Safeguarding Coordinator or the Safer Schools Partnership.

Parents, carers or relatives may only take still, video or digital images of students in College or on College-organised activities with the prior consent of the College and then only in designated areas. Images taken must be for private use only. Recording and/or photographing student images would require the consent of the parents whose children may be captured on film. Without consent, the data protection legislation is likely to have been breached. Similarly, uploading images of students to the world wide web without consent might constitute a criminal offence. If parents do not wish their children to be photographed or filmed and express this view in writing, their rights will be respected.

CURRICULUM

St Michael's College acknowledges the key role that the curriculum can play in the prevention of abuse and exploitation and in the preparation of our students for the responsibilities of adult life and citizenship. It is expected that all curriculum co-ordinators will consider the opportunities that exist in their area of responsibility for promoting the welfare and safety of students and to promote fundamental British values. As appropriate, the curriculum will be used to build resilience, help students to keep safe and to know how to ask for help if their safety is threatened. As part of developing a healthy, safer lifestyle, students will be taught, for example:

- to recognise and manage risks in different situations and then decide how to behave responsibly;
- to judge what kinds of physical contact are acceptable and unacceptable;
- to recognise when pressure from others (including people they know) threatens their personal safety and well-being; including knowing when and where to get help;
- to use assertiveness techniques to resist coercive pressure;
- mindfulness and emotional literacy.

All computer equipment and internet access within the College will be subject to appropriate 'parental controls' and internet safety rules, in line with the Online Safety Policy. This Policy also describes how the College will use the resources and guidance of the 'Child Exploitation and Online Protection Centre' (CEOP) to help students (and parents) to understand the risks associated with online grooming and the inappropriate use of social media for sexting, hazing and other abusive acts.

St Michael's College will work with partners (including the Agencies Supporting Southwark Programme (ASSP) and Safer Schools Partnership) to promote "Healthy School" status through the curriculum with the aim of:

- Developing a college ethos and environment which encourages a healthy lifestyle for students;
- Using the full capacity and flexibility of the curriculum to help students to achieve safe and healthy lifestyles and mental health;
- Ensuring that food and drink available across the College day, reinforce the healthy lifestyle message;
- Providing high quality Physical Education and sport to promote physical activity;
- Promoting an understanding of the full range of issues and behaviours which impact upon lifelong health and wellbeing;
- Delivering the new mandatory Relationships & Sex Education (RSE) and Health Education (HE) and/or where delivered, through Personal, Social, Health and Economic (PSHE) & Wellbeing Education;
- Promoting an understanding of the full range of issues and behaviours which impact upon lifelong health and wellbeing, including emotional wellbeing and mental health;
- Working in partnerships with parents/carers, local communities, external agencies and volunteers to support health and wellbeing of all pupils including the most vulnerable and disadvantaged.

We will fulfil our obligations under the 'Counter Terrorism and Security Act' (2015), to prevent students, their families and staff from being radicalised by violent extremists from religious, political, animal rights and other extremist groups through the Spiritual, Moral, Social and Cultural Curriculum (SMSC) by;

- Enabling students to develop their self-knowledge, self-esteem and self-confidence
- Enabling students to distinguish right from wrong and to respect civil and criminal law
- Encouraging students to accept responsibility for their behaviour and make a positive contribution to the lives of others
- Enabling students to acquire a broad general knowledge of and respect for, public institutions and services
- Furthering tolerance and harmony between different cultural traditions and acquire an appreciation of and respect for their own and other cultures
- Encouraging respect for other people
- Encouraging respect for democracy and support for participation in the democratic processes

In addition, we will:

- Establish a single point of contact for the 'Prevent' strategy
- Establish a register of students deemed to be at risk of being drawn into terrorism or violent extremism
- Develop an action plan to reduce the risk
- Train staff to recognise radicalisation and extremism
- Refer vulnerable people to 'Channel' risk assessment Panels
- Prohibit extremist speakers and events
- Manage access to online extremist material
- Have regard to published DfE advice

The Prevent Single Point of Contact for ‘Prevent’ is: Jo Nottage

WORKING IN PARTNERSHIP WITH PARENTS

It is our policy to work in partnership with parents or carers to secure the best outcomes for our students. We will therefore communicate as clearly as possible about the aims of this policy.

- We will use clear statements about safeguarding in our brochures and correspondence.
- We will involve parents and students in reviews of this policy and the development of Codes of Conduct and Equalities and Behaviour Management policies.
- We will liaise with agencies in the statutory, voluntary and community sectors and locality teams that are active in supporting families through our ‘Early Help’ offer.
- We will be alert to the needs of parents/carers who do not have English as their first language and use translation services as necessary.
- We will distribute the LA’s leaflet for parents, ‘*Protecting Children in Education Settings*’.
- We will publish this policy on the College’s web site.
- We will keep parents informed of safeguarding issues as and when appropriate.
- We will encourage parents and carers to use the Principal’s regular consultation open meetings to express their views
- Encourage parents to be aware of online safety risks to their children through unsupervised access to the internet, social media and interactive computer gaming.

MONITORING AND EVALUATION

The governing body will monitor the safeguarding arrangements in the College to ensure that these arrangements are having a positive impact on the safety and welfare of children. This will be evaluated on the basis of evidence of:

- the extent to which a positive culture and ethos is created where safeguarding is an important part of everyday life in the school, backed up by training at every level;
- the content, application and effectiveness of safeguarding policies and procedures, and safer recruitment and vetting processes;
- the quality of safeguarding practice, including evidence that staff are aware of the signs that children may be at risk of harm either within the setting or in the family or wider community outside the setting;
- the timeliness of response to any safeguarding concerns that are raised;
- the quality of work to support multi-agency plans around the child;
- The College Council will be consulted regularly on matters relating to their safety, welfare and well-being and
- All safeguarding training will be evaluated for relevance and impact.

This policy will be reviewed and updated annually and in line with the LA’s model policy and the expectations of the Local Safeguarding Partnership.

COMPLAINTS

All complaints arising from the operation of this policy will be considered under the school’s complaint procedure, with reference to the LA’s Strategic Lead Officer for safeguarding in education services, as necessary.

Reviewed August 2020

_____ **Chair of Governors** _____ **Date**

_____ **Principal** _____ **Date**

_____ **Designated Safeguarding Lead** _____ **Date**

Review Date July 2021