



PHILIPS HIGH SCHOOL

POLICY ON

Child Protection & Safeguarding Policy and Procedures including Self-harm and Domestic Abuse 2020 – 2021

This policy is reviewed annually or earlier if national or local information is received or new guidance is published. The safeguarding policy also links with the e-safety policy, Anti-bullying policy and BSCB Whistleblowing Policy.

All staff and governors at Philips High School understand that they have a vital role to play in safeguarding children as part of a wider safeguarding system. The school is fully committed to safeguarding and promoting the welfare of all its pupils and is compliant with the new relationships, sex and health education curriculum (DfE, 2019). School staff understand and follow the systems described in updated statutory guidance **Keeping Children Safe in Education – (September 2020)** and:

- statutory guidance [Working Together to Safeguard Children](#);
- departmental advice 'What to do if you are Worried a Child is Being Abused'
- departmental advice Sexual Violence and Sexual Harassment Between Children in Schools and Colleges

which include Peer on Peer Abuse, Child on Child Abuse, Contextual Safeguarding (Serious Youth Violence and County Lines), Prevent, and Honour Based Abuse (Female Genital Mutilation, Forced Marriage and Breast Ironing) reporting duties.

Non statutory guidance on information sharing has also been taken into consideration following updated General Data Protection Regulations (GDPR) and Data Protection Act 2018. Guidance is included following disclosure of self-harm.

Philips High School works with Operation Encompass which is the reporting to schools before 9am on a school day when a child or young person has been involved or exposed to a domestic abuse incident the previous evening. When a report is received, this will be logged in the child's individual records and they will be signposted to sources of support e.g. The Hide Out.

Philips High School is committed to the 'Think Family' element of safeguarding. Under the term 'Educational Record', information which enables school to plot the educational attainment of a child, including the long lasting impact of Adverse Childhood Experiences (ACEs), which will be collated, stored and shared with key staff on a 'need to know' basis.

The Designated Safeguarding Lead is: **Mr Ivan Brown**

The Designated Deputy Safeguarding Leads are: **Mr Chris Hibbert, Mrs Joanne Potts and Mrs Judith Dalziel.**
Safeguarding Governor: **Mr David Evans**

It is these senior colleagues who are responsible for taking action where the welfare or safety of children or young people is concerned. If staff are uncertain about whether their concerns are indeed 'child protection' then a discussion with the designated safeguarding lead or deputies will assist in determining the most appropriate next course of action.

Staff who discover that an act of female genital mutilation (FGM) appears to have been carried out must report this PERSONALLY to the police on 101 or 999 then discuss the case immediately with the DSL or deputies. The duty does not apply in relation to at risk or suspected cases, but staff must treat such cases as a safeguarding matter and follow the procedures outlined below.

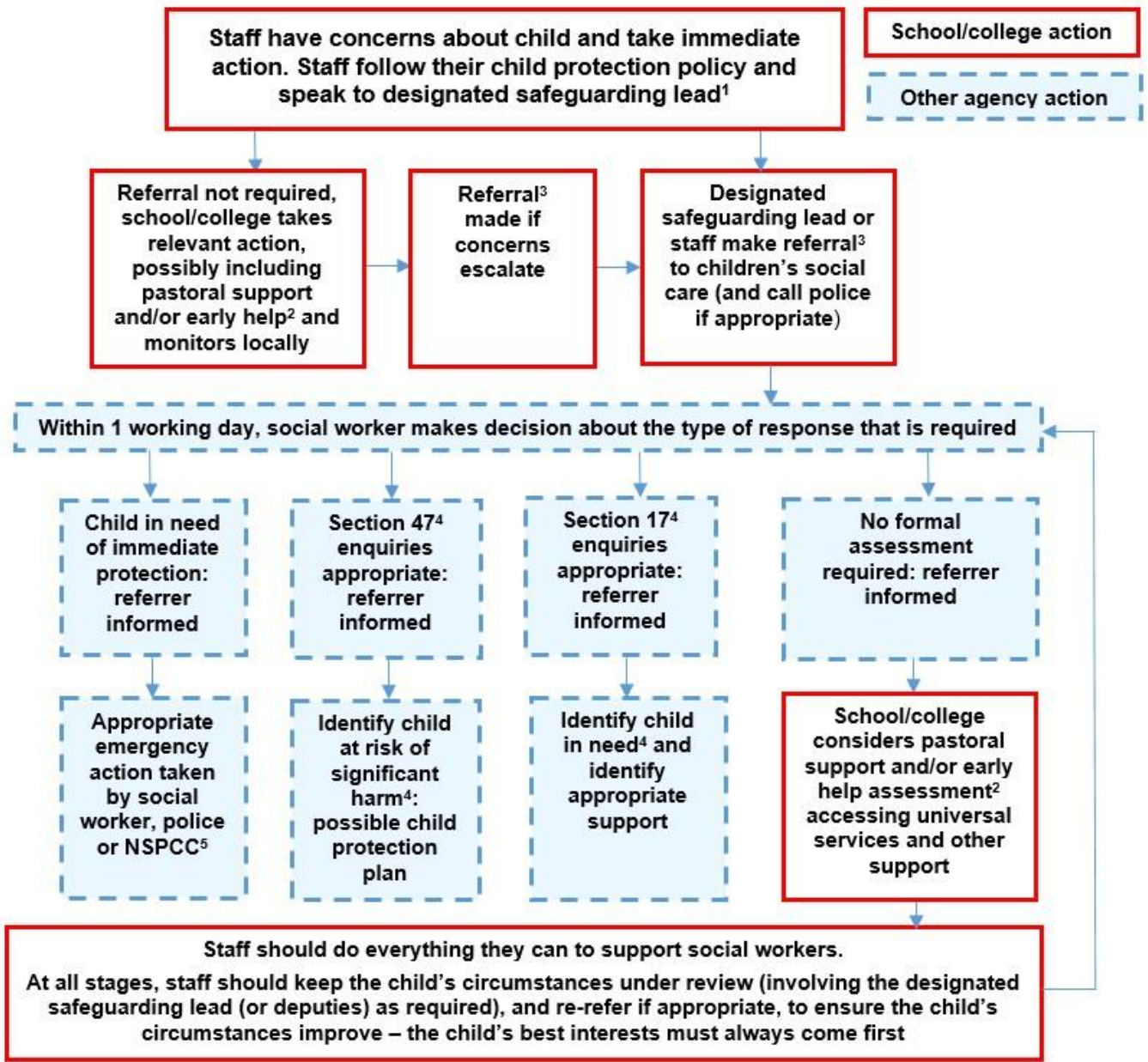
Our curriculum is broad and balanced. It promotes respect, tolerance and diversity. Children are encouraged to share their views and recognise that they are entitled to have their own different beliefs which should not be used to influence others. Drop-down days are designed to cover a wide variety of issues in age appropriate depth and detail; these include 'Keeping Safe', 'Relationships', 'Respect, Tolerance and Diversity' as well as 'Citizenship' and 'British Values' (for a full overview of the drop-down day programme, visit our website). Keeping safe on the internet, respect and the teaching of British values are visited throughout the year via the wider curriculum, use of form time and assemblies.

Pupils are encouraged to inform staff if they have concerns regarding themselves or others. Pupils are able to report issues anonymously via the SHARP system which is accessible to all via the school website.

Staff recognise that a disclosure is extremely difficult for a child, and requires a non-judgemental and sensitive response. Staff will never promise to keep confidentiality, as this may need to be broken if a child reports

something which indicates that themselves and/or others have suffered, or are likely to suffer significant harm. The school acts on all reported incidents of abuse in accordance with local and national guidelines (see flowchart)

Actions where there are concerns about a child



The school offers a wide variety of support measures including counselling, mentoring and specialist support in prevention of CSE and self-harm. Where appropriate, staff will signpost and/or refer pupils to specialist services such as Place to Be, Place to Talk, School Health, Papyrus, Early Break, Brook, and web-based advice.

Philips High School staff have regular updates on the latest safeguarding issues and training is open to all.

E- Safety Policy Statements (full details also displayed and accessible on the School Website under Policies/E-Safety Policy)

Technical – infrastructure / equipment, filtering and monitoring

The School will be responsible for ensuring that the School infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their E-Safety responsibilities

- School technical systems will be managed in ways that ensure that the School meets recommended technical requirements
- There will be regular reviews and audits of the safety and security of the School's technical systems
- Servers, wireless systems and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to School technical systems and devices.
- All users will be provided with a username and secure password. Users are responsible for the security of their username and password
- The “master / administrator” passwords for the School's ICT system, used by the Network Manager (or other person) must also be available in the School safe..
- The Network Manager is responsible for ensuring that software licence logs are accurate, up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations
- Internet access is filtered for all users. Illegal content is filtered by the broadband provider and by Philips High School using Smoothwall (Web Filtering Software). Smoothwall sends real time email notifications for any content which is categorised as inappropriate to the DSL (Designated Safeguarding Lead) and DDSLs (Deputy Designated Safeguarding Leads). The following categories are used to generate emails and monitoring reports: Adult Content, Bullying, Criminal Activity, Radicalisation, Abuse, Substance Abuse and Suicide. Twice a week on a Monday and a Thursday, a member of the IT Technical Team will also email the weekly summary to the DSL (Designated Safeguarding Lead) and DDSLs (Deputy Designated Safeguarding Leads). The DSL and DDSLs follow the ‘Responding to incidents of misuse’ flow chart in this document when they receive instant notification emails and monitoring reports. Any actions are recorded on the E-Safety Spreadsheet located in the Pastoral drive and updated on My Concern.
- Content lists are regularly updated by Smoothwall and internet use is logged and regularly monitored. There is a clear process in place to deal with requests for filtering changes. Smoothwall is a member of the *Internet Watch Foundation (IWF)* and implement the CAIC List of domains and URLs. Smoothwall also use search terms and phrases provided by the IWF (and their members) in order to block websites and trigger email notifications.
- The School has provided enhanced / differentiated user-level filtering
- Users are made aware of this in the **Acceptable Use Agreement**.
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc from accidental or malicious attempts which might threaten the security of the School's systems and data. These are tested regularly. The School's infrastructure and individual workstations are protected by up to date virus software.
- An agreed procedure is in place for the provision of temporary access of “guests” (e.g. trainee teachers, supply teachers, visitors) onto the School's systems.
- School devices must not be used by anyone, including family members, unless they are employed by Philips High School.
- An agreed procedure is in place that allows Staff to / forbids Staff from downloading executable files and installing programmes on the School's devices.
- An agreed procedure is in place regarding the use of removable media (eg. memory sticks / CDs / DVDs) by users on School devices. Personal data should not be taken off the School site unless safely encrypted or otherwise secured.

Use of Digital and Video Images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, Staff, Parents / Carers and Pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for Cyber-Bullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. The School will inform and educate users about these risks in addition to implementing policies to reduce the likelihood of the potential for harm:

- When using digital images, Staff should inform and educate Pupils about the risks associated with the taking,

use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.

- Parents / Carers are not allowed to take videos and digital images of their children at School events for their own personal use. To respect everyone's privacy and in some cases protection, any images/videos provided by School should not be published / made publicly available on social networking sites, nor should Parents / Carers comment on any activities involving other Pupils in the digital / video images.
- Staff and volunteers are allowed to take digital / video images to support educational aims, but must follow School policies concerning the sharing, distribution and publication of those images. Those images should only be taken on School equipment, the personal equipment of Staff should not be used for such purposes.
- Care should be taken when taking digital / video images that Pupils are appropriately dressed and are not participating in activities that might bring the individuals or the School into disrepute.
- Pupils must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include Pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Written permission from Parents or Carers is obtained when pupils join the School; before photographs of Pupils are published on the School's website or any other published document. An up to date list of permissions can be found at: Staff Shared:\Care And Guidance\CONFIDENTIAL PUPIL INFORMATION
- Pupil's work can only be published with the permission of the Pupil or Parent/Carer.

Internet access is filtered for all users. Differentiated internet access is available for Staff and customised filtering changes are managed by the School. Illegal content is filtered by broadband or filtering provider by actively employing the Internet Watch Foundation CAIC list and other illegal content lists. Filter content lists are regularly updated and internet use is logged. The Smoothwall System sends real time email alerts to the DSL and ADSLs in School if/when a user attempts to access inappropriate content. The following categories are used to generate real time email alerts and monitoring reports: Adult Content, Bullying, Criminal Activity, Radicalisation, Abuse, Substance Abuse and Suicide. Twice a week on a Monday and a Thursday, a member of the IT Technical Team will also email the weekly summary to the DSL (Designated Safeguarding Lead) and DDSLs (Deputy Designated Safeguarding Leads), which are then acted upon. There is a clear route for reporting and managing changes to the filtering system. Where personal mobile devices are allowed internet access through the School's Network, filtering will be applied that is consistent with School practice.

- The School manages its own filtering service
- The School has provided enhanced / differentiated user-level filtering through the use of the Smoothwall filtering programme.
- In the event of the Technical Staff needing to switch off the filtering for any reason, or for any user, this must be logged and carried out by a process that is agreed by a member of the SLT.
- Mobile devices that access the School's internet connection will be subject to the same filtering standards as other devices on the School's systems
- Any filtering issues are reported immediately to the filtering provider.
- Requests from Staff for sites to be removed from the filtered list are considered by the Network Manager. If the request is agreed, this action is recorded and logs of such actions are reviewed.

This e-safety policy was approved by the Governing Body on:	September 2019
The implementation of this e-safety policy will be monitored by the:	DSL, Assistant Designated Safeguarding Leads(ADSLs), Network Manager & IT Technicians
Monitoring will take place at regular intervals:	Annually – or following statutory changes
The Governing Body via the Governors Sub Committee will receive a report on the implementation of the e-safety policy generated by the monitoring group (which will include anonymous details of e-safety incidents).	Annually
The E-Safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to e-safety or	September 2020

incidents that have taken place. The next anticipated review date will be:	
Should serious e-safety incidents take place, the following external persons / agencies should be informed:	LADO, MASH Team, Phoenix Team, LA Safeguarding Officer, Police, Channel.

The School will monitor the impact of the policy using:

- Logs of reported incidents
- Monitoring logs of internet activity (including sites visited)
- Internal monitoring data for network activity
- Surveys / questionnaires of
 - Pupils
 - Parents / Carers
 - Staff

Where there are concerns around a child’s mental health which include suicidal thoughts, staff will always inform parent/carer and school nurse. Advice from Healthy Young Minds will be sought and a referral made as necessary. A Suicide Safety Plan and a School Risk Assessment will be completed.

Pupils and parents/carers will be signposted to the National Self-Harm Network and given documentation from this site if required.

HANDLING CONCERNS ABOUT THE WELFARE AND SAFETY OF CHILDREN AND YOUNG PEOPLE

1. What will staff/volunteers in Philips High School do if they have concerns about a child or young person?

Staff who are concerned about a child’s welfare or who believe that a child is or may be at risk of abuse will pass any information to the Designated Safeguarding Lead or Designated Deputy Safeguarding Lead (**DSL OR DDSL**) in school; this will *always* occur as soon as possible and certainly within school hours (see Flowchart at Appendix 1):

Staff will never:

- Do nothing/assume that another agency or professional will act or is acting.
- Attempt to resolve the matter themselves.

What will the DSL OR DDSL consider right at the outset?

- Am I dealing with ‘risk’ or ‘need’? (By definition, a child at risk is also a child in need. However, what is the **priority / level and immediacy** of risk / need?)
- Can the level of need identified be met?:
 - In or by the school or by accessing universal services/without referral to Children’s Services or other statutory / targeted services?
 - By working with the child, parents/carers and colleagues?
- What resources are available to me / the school and what are their limitations?
- Is the level of need such that a referral needs to be made to Children’s Services which requests that an assessment of need be undertaken? (**Section 17 Child in Need referral**)
- Is the level and/or likelihood of risk such that a child protection referral needs to be made (i.e. a child is suffering or is likely to suffer significant harm)? (**Section 47 Child Protection referral**)
- What information is available to me: Child, Parents, Family & Environment?

- What information is inaccessible and, potentially, how significant might this be?
- Who do I / don't I need to speak to now and what do they need to know?
- Staff will consider the following actions: Referral to Children's Social Care, **STORY SO FAR (which replaces the Early Help Family Support Plan)**, time-limited monitoring plan, discussion with parents or other professionals.

2 Referrals to Children's Social Care will be made if the member of staff feels that there are concerns. The member of staff has a duty to consider the following:

Is this a Child In Need?

Under section 17 (S.17 (10)) of the Children Act 1989, a child is in need if:

- He / She is unlikely to achieve or maintain, or to have the opportunity to achieve or maintain, a reasonable standard of health or development, without the provision of services by a local authority;
- His / Her health or development is likely to be impaired, or further impaired, without the provision of such services;
- He / She is disabled.

Is this a Child Protection Matter?

Under section 47(1) of the Children Act 1989, a local authority has a duty to make enquiries where they are informed that a child who lives or is found in their area:

- is the subject of an Emergency Protection Order;
- is in Police Protection; or where they have
- reasonable cause to suspect that a child is suffering or is likely to suffer significant harm.

Therefore, it is the 'significant harm' threshold' that justifies statutory intervention into family life. A professional making a child protection referral under s.47 will therefore provide information which clearly outlines that a child is suffering or is likely to suffer significant harm.

The Designated Safeguarding Lead will make judgements around 'significant harm', levels of 'need' and when to refer.

Making judgements about 'significant harm'

There are no absolute criteria upon which to rely when judging what constitutes significant harm; sometimes a single traumatic event may constitute significant harm. More often, however, significant harm is a compilation of significant events, both acute and long-standing, which interrupt, change or damage the child's physical and psychological development.

Children Act Guidance and Definitions

Within the Children Act 1989, the following guidance is offered:

Significance is not defined within the Children Act although it is to be 'measured' in terms of:

- *a child's health and development; and*
- *that which could reasonably be expected of a similar child.*

'Harm' means ill treatment or the impairment of health or development;

'Development' means physical, intellectual, social, emotional or behavioural development;

'Health' means physical or mental health; and

'Ill treatment' includes sexual abuse and forms of treatment that are not physical, including for example, impairment suffered from seeing or hearing the ill treatment of another.

STORY SO FAR process (formerly Early Help Family Support Plan).

Staff will:

1. Identify a child/young person has an additional need.
2. Discuss identified need with the child/young person and/or their parent/carer.
3. During the discussion gain consent to complete the STORY SO FAR and share information. (Any child aged 12 or over and is deemed competent can consent to their own support without the parent's permission to complete an STORY SO FAR). If a parent refuses to give consent, this will be logged along with reasons for refusal given. Parents will have the opportunity to re-engage with the process at every meeting. Further concerns must be logged and may result in a request for support from Children's Social Care.
4. Document the information from the assessment on the STORY SO FAR form.
5. Agree next steps with the family and record these on the action plan of the STORY SO FAR form.
6. There are 3 likely results from the assessment:
 - a) assessment indicates no additional support is required
 - b) assessment indicates additional support is required from another single agency - liaise with this agency regarding provision of support
 - c) assessment indicates a multi-agency response is required – arrange a Child in Need (CIN) meeting.

Note - should a CIN meeting be convened it cannot go ahead without the child (if age appropriate)/young person and/or their parent/carer being present. If concerns are sufficient, a Professionals meeting may be held without the presence of the child/young person and/or their parent/carer.

10. The Lead Professional is appointed at the first CIN meeting. This is not necessarily the person who completed the STORY SO FAR but usually the person who is most relevant to the action plan.
11. The STORY SO FAR Action Plan and CIN plan will be reviewed regularly.
12. Copies of completed STORY SO FAR and CIN documentation including reviews will be:
 - a) kept as part of our own child/young person school records
 - b) given to the child/young person or parent/carer
 - c) sent to STORY SO FAR admin

Note - STORY SO FAR forms and CIN documentation along with further information on the STORY SO FAR process and advice on completing common assessments can be obtained from www.bury.gov.uk and type 'STORY SO FAR' in the search facility. If you have any queries in respect of STORY SO FAR contact the STORY SO FAR Consultants on 253 5200 or e-mail childwellbeing@bury.gov.uk

Record keeping/information sharing and retention (including consideration under GDPR)

Safeguarding files will always be collated separately to the general school files and stored confidentially (only certain staff have access). Information will be stored until a child reaches the age of 25 then destroyed.

Philips High School follows the Bury Safeguarding Board policy on Whistleblowing. Concerns regarding a member of staff must always be reported to the Designated Safeguarding Lead and the Headteacher. In the event of concerns regarding the Designated Safeguarding Lead or Headteacher, these concerns will be shared with the Chair of Governors Mr John Mallon and the LADO Mr Mark Gay.

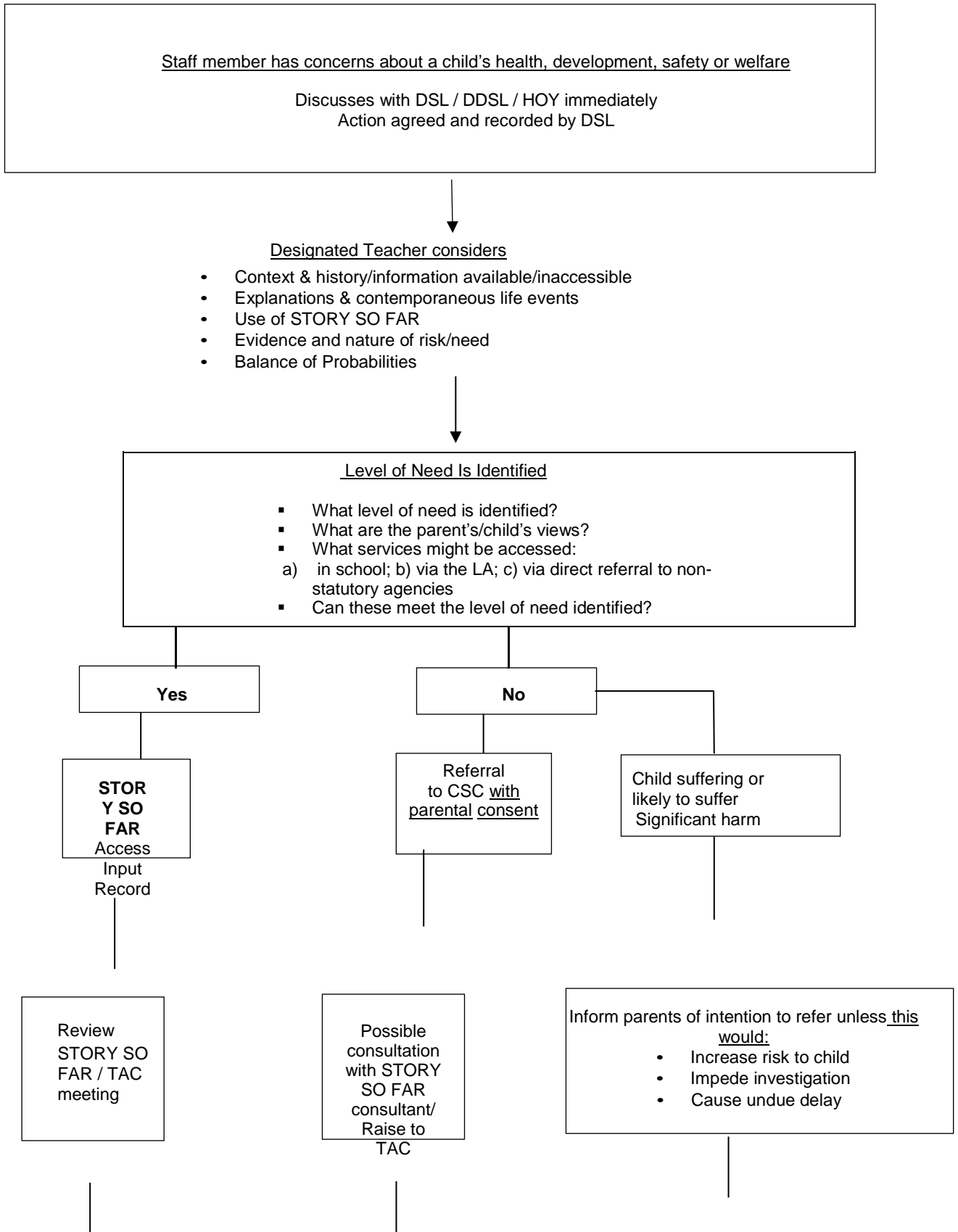
John Mallon
(Chair of Governors)

email: J.Mallon@philipshigh.co.uk

Mark Gay
(Local Authority Designated Officer)

0161 253 5342
07583 877 250
email: m.gay@bury.gov.uk

Appendix 1: Taking Action Flowchart



Close or refer onwards

No Further Action/
Ongoing Monitoring
and Support

S.47 Child Protection Referral
Written referral to MASH
immediately

The Self-harm and Suicide Risk Assessment Process

First Contact – Baseline Risk Assessment Stage:

There are two statutory provisions that relate to the role of teachers acting in loco parentis: first, the Children Act 1989 provides that teachers have a duty of care towards the children under their supervision, as well as promoting the safety and welfare of the children in their care. The level of this duty of care is measured as being that of a 'reasonable parent.

- A young person, a peer or a parent may directly contact a member of staff. Equally a worker may notice a change in the child's behaviour or appearance that leads to a cause for concern. Either way, an early baseline self-harm assessment will take place to ensure that the child or young person gets timely and appropriate support.
- Staff will consider the levels of vulnerability and the existence of protective factors such as responsible/supportive parents/carers.
- The issue of consent will be addressed at this stage so that the child understands what information needs to be shared and the consequences of sharing.
- The baseline risk assessment will be undertaken by a delegated member of the School Pastoral Care Team

If the young person indicates that they have ingested tablets or substance, or inflicted injuries that could cause them harm, emergency medical assistance will be sought immediately either by calling an ambulance or by taking the young person directly to A & E.

NB. All recommendations made from the SCR Mario (Case A18) have been actioned and complied with.

Appendix 1

Guidance for Safer Working Practice

(jo Hyperlink from KB/Docs/Policies)

Appendix 2

Whistle Blowing Policy – Bury Local Authority

[Confidential Reporting \(Whistle Blowing\) 2019 - TON.docx](#)