



SAFEGUARDING AND CHILD PROTECTION POLICY

CHARTERHOUSE

DIRECTORY & QUICK REFERENCE

If you think a child is in immediate danger, or you believe a crime has been committed, ring the police on 999 before doing anything else. Then ring Charterhouse's duty Security Officer on 07831 467362.

*If you want to report a concern to the police or seek their advice,
but an immediate response is not required, call 101.*

Safeguarding concerns can be raised with the DSL or either of the Deputy DSLs — it does not matter which:

Designated Safeguarding Lead (DSL)	Mr John Richardson	07833 435904 01483 291619
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jmr@charterhouse.org.uk

C Block Room 16, or office in Old Bursary — mail c/o Brooke Hall, Charterhouse, Surrey GU7 2DX

Deputy Designated Safeguarding Lead	Miss Annabel Hawkins	07827 956697 01483 291771
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ajah@charterhouse.org.uk — office in Old Bursary

Deputy Designated Safeguarding Lead	Ms Karen Davies	07824 498804 01483 291719
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kld@charterhouse.org.uk — office in Old Bursary

Headmaster	Dr Alex Peterken	01483 291600
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Headmaster@charterhouse.org.uk

Chair of Governors	Mrs Vicky Tuck	for phone number see paragraph 75 (p.22) below
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VickyTuckGB@charterhouse.org.uk

Governor with Leadership Responsibility for Safeguarding	Very Revd Dianna Gwilliams
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DiannaGwilliamsGB@charterhouse.org.uk

*Anyone with a concern about a child can get advice from, or
make a referral to, the local authority (see paragraph 34 (p.10) below):*

Surrey County Council Children's Services	0300 470 9100 – Monday to Friday, 9am to 5pm
Multi-Agency Partnership:	01483 517898 (emergency team, out-of-hours)
Single Point of Access (C-SPA)	csplash@surreycc.gov.uk

For allegations against staff working in schools (see below, paragraph 70 (p.21) forwards):

Local Authority Designated Officer for Surrey	0300 123 1650 (option 3) LADO@surreycc.gov.uk
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You can also seek advice at any time from the NSPCC helpline:

National Society for the Prevention of Cruelty to Children	0808 800 5000 help@nspcc.org.uk
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PART ONE: BASIC INFORMATION

Introduction: key principles, documents and definitions

1. The purpose of this policy is to provide Charterhouse staff with the framework they need to keep children safe in the School. The policy is openly available to anyone. Staff at Charterhouse are obliged to read it, and the School must ensure it is fully implemented. The policy also offers information to pupils, parents and others about how safeguarding and child protection work.

2. Charterhouse recognises its moral responsibility to safeguard and promote the welfare of children, and its duty to ensure its safeguarding policy and practice follows the law, the government's statutory guidance, and various other directives. Chief among these are:

- *Working Together to Safeguard Children* (HM Government, July 2018)
- *Keeping Children Safe in Education* (HM Government, September 2019)
- *Boarding Schools: National Minimum Standards* (HM Government, April 2015)
- *Surrey Children's Safeguarding Partnership protocols, guidance and procedures* (online)
- *Handbook for the Inspection of Schools: Commentary on the Regulatory Requirements* (Independent Schools Inspectorate, September 2018)

A full list of the laws, regulations and other documents which the School must follow or to which it must have regard in a safeguarding context is included on pages 35 and 36 below.

3. This policy is reviewed annually by the School's Designated Safeguarding Lead ('DSL') working with the Deputy DSLs and the Governor who has leadership responsibility for safeguarding. It is submitted to the Governing Body for approval in the first term of each new school year.

4. In this policy, 'members of staff' means anyone directly employed by Charterhouse (teaching and support staff, as well as music teachers), but must also be taken to include regular contractors such as instructors, sports coaches, Sports Centre and Elio employees, in addition to Governors, volunteers, and students undertaking placements.

5. This policy is one of a number of sometimes overlapping Charterhouse documents which staff can find on the 'Greyhound' web pages (under 'Safeguarding and Child Protection' or 'Resources'):

- Professional conduct policy
- Raising concerns at work ('whistleblowing')
- Anti-bullying policy
- Cyber-bullying policy
- Prevent, Fundamental British Values, and Visiting Speakers
- Safer recruitment, selection and disclosure policy and procedure
- Pupil behaviour policy
- Safeguarding and contractors policy
- Equality policy, and Accessibility policy
- Joiners, Leavers, and Long Term Absences (CME)



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6. In English law, a child is 'anyone who has not reached their 18th birthday'. The term 'child' is used in this policy to refer to anyone under 18, even when one might more naturally speak of 'a young person'. Although the policy is designed chiefly to apply to Charterhouse's pupils, the School expects staff to exercise equal care with regard to other children resident on the campus or visiting. The School extends the same level of pastoral care to pupils over 18, but recognises they have a different legal status: see 'Vulnerable Adults Policy' (forthcoming).

7. From September 2019, the old county safeguarding children boards will be replaced by new 'Children's Safeguarding Partnerships'. The Partnership in Surrey will be established and led, jointly and equally, by Surrey County Council, Surrey Police, and Guildford & Waverley Clinical Commissioning Group (on behalf of all NHS providers in Surrey). Schools (including independent schools) will become 'Relevant Agencies', and as such will be required to act in accordance with the Partnership's arrangements and to contribute to their operation. At the moment the Surrey Children's Safeguarding Partnership ('SCSP') is based at Fairmount House, Bull Hill, Leatherhead, Surrey KT22 7AH, and can be reached on 01372 833330 or partnership.team@surreycc.gov.uk. For the time being the SCSP is continuing to use the web address of the old safeguarding board's *Procedures Manual*:

<http://surreyscb.procedures.org.uk/page/contents>

Although the SCSP will set local policies and procedures, referrals of individual children are not made to the SCSP, but (usually) to social workers who work for Surrey County Council Children's Services.

8. In this policy, 'Surrey County Council Children's Services', 'The Local Authority' and 'Children's Social Care' refer to the same body. The homes of many pupils who board at Charterhouse are not in Surrey, so the School sometimes contacts other local authorities. If the School needs to consult about the safeguarding of pupils who live overseas, it contacts Surrey County Council (using the contacts on the front cover of this policy).

The meaning of 'safeguarding' and 'child protection'

9. There are **four** elements within the government's definition of safeguarding. **Two** of them, **(a)** "Ensuring that children grow up in circumstances consistent with the provision of safe and effective care" and **(b)** "taking action to enable all children to have the best outcomes", refer to the general activity of safeguarding and promoting the welfare of every single one of our pupils.

10. Charterhouse recognises that children have a right to feel safe and secure, and cannot learn effectively unless they do. We also recognise the statutory responsibility of each and every member of our staff to provide a safe environment for children, and that this principle is especially important in a boarding school. In this sense 'safeguarding' is a huge umbrella concept incorporating a number of areas covered in separate policies: our recruitment methods, our security arrangements, our health & safety practice, the management of our computer network, and so on.



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11. We also aim to teach our pupils how to look after themselves and each other. To that end we use tutorials, Year Group assemblies, PSHE (Personal, Social and Health Education) and RSE (Relationship and Sex Education) sessions to educate pupils about safeguarding, consent, and how they can recognise and build resilience to various forms of bullying and abuse, including peer-on-peer abuse. We aim to teach them about the risks posed by adults and children who use methods including the internet, mobile technology and social media to bully, groom, exploit, abuse or radicalise other people. We also aim to teach our pupils to understand and appreciate the fundamental values of democracy, the rule of law, individual liberty, and mutual respect for and tolerance of those with different faiths and beliefs. Finally, we aim to help pupils make a safe transition to the world of higher education and work. (These aims are expanded upon in our policies on PSHE and on the Prevent duty). Additionally, using focus groups, surveys, pupil forums and tutorials, we aim to listen to our pupils' own views about their safeguarding, and to respond accordingly.

12. The **second two** of the four parts within the definition of safeguarding are **(c)** "protecting children from maltreatment" and **(d)** "preventing impairment of children's health and development". These relate to the more specific activity of child protection, which means working to protect particular children from abuse and neglect. This is sometimes predictive, meaning identifying children at risk and addressing their needs before they become serious problems, and sometimes reactive, meaning responding quickly and effectively to the needs of children who have already been identified as suffering.

13. Knowing what to look for is vital. Effective safeguarding then relies on information sharing. We aim to offer Monitors (prefects), Peer Supporters and other senior pupils age- and role-appropriate training in the kinds of thing to look out for in their dealings with peers and younger children.

14. Yet if we are to offer our pupils the highest quality of pastoral care, we need in particular to have a culture of vigilance amongst our staff. That means all staff need to be in the habit of thinking 'it could happen here'; be constantly alert and sensitive to the presentation and needs of children; be willing to listen to them; and be instinctively ready to put the interests of the child above other considerations.

15. Charterhouse's approach to safeguarding is child-centred. This means, firstly, keeping children in focus when making decisions about their lives, and working in partnership with them and their families. As such (unless directed not to by outside agencies), the School will generally always speak with the child to find out what he or she would like to happen. It also means, secondly, that the School is committed to acting in the best interests of the child, rather than allowing other considerations to cloud the issue. If there is a conflict of interest between a child and an adult, the welfare of the child will be the paramount consideration.

16. **Barriers to reporting:** staff should be aware that there are a number of factors which could delay or prevent a concern from being raised. Children themselves may decide to say nothing because they are embarrassed, afraid they will not be believed, struggle with communication, or fear the consequences of speaking up, worrying that the School will over-react and they will get people they care about into trouble. A greater risk of abuse is faced by children who come from chaotic home backgrounds, or might



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be discriminated against on the grounds of race or sexuality, or who are disabled or have special educational needs. The School recognises that minorities may be more vulnerable because they may be more prone to peer group isolation than other children, or disproportionately impacted by bullying or abuse. This greater risk may well exist due to societal attitudes and assumptions (for example, that indicators of possible abuse such as behaviour, mood and injury must relate to the child's special needs), rather than to any aspect of the child's personality or circumstances.

17. Staff themselves must never try to cover up concerns about children, delay reporting them, or otherwise ignore them. Although the right of the state to intervene in family life to protect the child is established by the Children Act 1989, adults sometimes lack faith in the system, and fail to raise concerns because they have made a personal decision that the damage likely to be caused by the process will be greater than any benefit. In schools, a staff member's need to maintain a good relationship with parents can sometimes obscure the best interests of the child. Staff sometimes worry that they cannot share confidential information due to the restrictions of Data Protection legislation, even though the government has made it clear that fears about sharing information must not be allowed to stand in the way of the need to promote children's welfare, and that the legislation is not a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm. Other barriers to reporting include an occasional tendency to 'normalise' or 'explain away' low-level concerns, perhaps in the belief that "it will probably be fine tomorrow".

18. It is not the job of members of staff to investigate safeguarding issues or make judgements about the kinds of concern which ought to matter to society or not. It is their job to share concerns quickly, and with the right person. **(The procedure for reporting concerns is explained below from paragraph 29, page 9).** However at times members of staff will need to make decisions about what action to take. They may need to use professional judgement to decide whether or not the explanation they have been given satisfactorily accounts for what they have seen or heard.

19. So they are able to do this, all staff are required to have a good working knowledge of the kinds of concern they should be looking out for. All staff need to be aware of indicators of abuse and neglect so they are able to identify cases of children who may be in need of help or protection. In particular, they are required to be familiar with the government's definitions of abuse and neglect in *Keeping Children Safe in Education*. What follows, **Part Two**, is a list of the different kinds of presentation and behaviour to which members of staff and others should be alert, together with information on how to report each of those concerns.



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PART TWO: CONCERNS ABOUT CHILDREN

20. Surrey Children's Safeguarding Partnership publishes a document called [Effective Family Resilience](#) (known as 'Levels of Need') which sets out in detail the indicators, symptoms and behaviours which people who work with children must look out for constantly. It divides those into **four** levels of need. Every single person in Surrey who is under 18 will fit within one of the four levels.

Level Four: abuse and neglect

21. **Level Four**, the highest level of need, is a legal designation defined by Sections 17 and 47 of the Children Act 1989. The School must pass on to the local authority any possible Level Four concerns. Section 17 of that Act safeguards children who are 'in need', because their health or development would be weakened if they were not supported by specialised services. This includes children with serious disabilities or complex special educational needs. Under Section 47 of the Children Act, which covers **child protection**, the local authority must investigate when it becomes aware that a child is suffering (or is likely to suffer) significant harm.

22. Significant harm is caused when a child's health or development is seriously or permanently altered or damaged. Inflicting significant harm on a child, or failing to act to prevent it, is a definition of child abuse and neglect. Children may be abused in a family, or in an institutional or community setting by those known to them or, more rarely, by others (for example, via the internet). They may be abused by an adult or adults, or another child or children.

23. Detailed lists of the symptoms, indicators and behaviours associated with child abuse and neglect which are used by health and social care professionals can be found here:

[Child maltreatment: when to suspect maltreatment in under 18s](#)

These indicators are outlined in the following five paragraphs, parts of which are copied word-for-word from [Keeping children safe in education \(2019\)](#) and the government document [What to do if you're worried a child is being abused](#).

24. **Physical abuse** is 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. Nearly all children experience accidental cuts and bruises as a routine part of growing up, but staff who work directly with children should always be professionally curious about fresh injuries. Detailed information on the kinds of injury most often associated with intentional harm is given below, in Annex 1 (p.31). A conversation with a child about a recent absence or injury may initially be light-hearted, but staff should be concerned if:



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- a child's explanation does not seem to match an injury
- a child is evasive or appears reluctant to discuss the matter
- a child tries to cover up a bruise, wound or scar
- a child's explanation is muddled or alters in re-telling
- a child appears to have avoided changing for sports or seeking treatment for an injury

Unless members of staff are absolutely satisfied by the evidence or explanation, they should treat the matter as a cause for concern and report it (as explained from paragraph 29 below). Staff considering the possibility of intentional harm (by an adult or another child) should not take pictures or ask a child to remove clothing.

25. **Emotional abuse** is 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. Most harm is caused in 'low warmth, high criticism' homes, rather than in single incidents. Staff should be especially alert to:

- children who seem to have low self-esteem or put themselves down ("I'm stupid, ugly, useless")
- children who appear to blame themselves for problems at home or within a peer group
- children who offer inappropriate responses to challenging situations ("I deserve this")
- children who seem unusually withdrawn, fearful, or anxious about doing something wrong
- children who suggest that their parents or carers turn affection on and off at a whim, or blame their children for their own problems, or make negative comments about them

Information on causes and effects associated with emotional abuse is given below in Annex 2 (p.32).

26. **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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is



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a specific safeguarding issue in education (see below, paragraphs 37-42). Staff should be particularly alert to children who:

- use sexual language or have knowledge you wouldn't expect them to
- ask others to behave sexually or play sexual games
- display knowledge or interest in sexual acts inappropriate to their age

Staff seeking information on what kinds of sexual behaviour are considered appropriate and inappropriate for teenagers may well find useful the [Brook sexual behaviour traffic light tool](#). Further information on sexual abuse is given below, in Annex 3 (p.33).

27. **Child sexual exploitation** ('CSE') is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. Children who are being groomed often resent what they perceive as interference by other adults, and rarely self-report CSE, meaning that staff must be particularly vigilant to potential indicators of risk. Sexual exploitation may be indicated if a child:

- acquires money, clothes, mobile phones (etc) without plausible explanation
- becomes isolated from peers and social networks, and/or secretive
- forms relationships with controlling or older individuals or groups
- goes missing from home or school without explanation
- regularly returns home late, perhaps under the influence of drugs or alcohol
- exhibits age-inappropriate sexualised behaviour, or sexually transmitted infection
- suffers from mood swings or changes in emotional wellbeing

Further information about CSE can be found in the government's publication [Child sexual exploitation: definition and guide](#).

28. **Neglect** is 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 (for example, 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. Neglect is not a function of social and economic disadvantage, although in affluent families it can be difficult to recognise and address. At Charterhouse, staff should be particularly alert to any suggestion that:



- a child has been left unsupervised during time away from School, or with an inappropriate carer
- medical, dental, food, clothing or other basic needs have not been met while away from School
- a child has been exposed to dangerous or illegal behaviour during time away from School
- a child, unchecked, exhibits dangerously reckless behaviour (including sexual and/or online)
- a child appears to begin thriving on return to School

Further information on the kinds of presentation which might suggest neglect can be found below in Annex 4 (p.34).

How to report concerns about abuse and neglect

29. Members of staff, parents, pupils or other persons with concerns about children in any of the above contexts – physical, emotional or sexual abuse, or neglect – should report them as follows:

In an emergency – if you believe a crime has been committed, or if you think a child might be in immediate danger – ring the police on 999 before doing anything else. Then ring Charterhouse's duty Security officer on 07831 467362.

Otherwise, staff must report all concerns about pupils to the School's Designated Safeguarding Lead (DSL) or one of the Deputy DSLs immediately, using the contact details on the front of this policy. Parents, pupils and others are asked to contact the DSL or a Deputy promptly.

30. For staff, 'immediately' means as soon as practically possible, bearing in mind that the welfare of the child is of paramount importance and therefore other commitments cannot take precedence. Obviously there may be factors affecting the speed of things, but members of staff are expected to act without hesitation in the case of children who need immediate support, and otherwise to record any concerns under Level Four with the DSL or Deputy DSLs within 4 hours by phone or in person. In some situations colleagues will need to record their concerns in writing (see below, paragraph 66), but written messages, emails or other electronic methods should not be used as a primary means of reporting serious concerns about abuse or neglect.

31. In all cases of potential abuse or neglect, the DSL or Deputy DSL will either formally refer the case to the local authority and/or the police immediately (and certainly within 24 hours), or consult them with a view to doing so. Within one working day of a referral being made, a local authority social worker should acknowledge receipt to the referrer and make a decision about the next steps and the type of response that is required. If Surrey Children's Services (or, sometimes, the authorities in the pupil's home area) judge that the child's needs do indeed meet the Level Four threshold, they will take responsibility for seeing the child as soon as possible, formally assessing the situation, building a safety plan that protects the child and meets complex needs, and coordinating inter-agency working. The School will cooperate fully with this process. Staff should be aware that they may be asked to take part in meetings about children with needs at Level Four led by a local authority.



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32. Charterhouse is mindful of the government's document [Information sharing: advice for practitioners providing safeguarding services to children \(July 2018\)](#). The School will work openly with parents as far as possible, informing them of issues promptly and seeking their consent for referrals. However, the School reserves the right to contact Children's Services or the police without notifying parents or seeking their consent if it believes that to do so might:

- place the child or any other person at risk (or increased risk) of harm
- affect or impede an investigation
- lead to an unjustifiable delay in reporting

In such cases the School will not notify parents of a referral, but instead seek the directions of the local authority or the police regarding communication on the matter.

33. During term-time, the DSL and/or one or both of the Deputy DSLs will be available at all reasonable times to discuss safeguarding concerns with colleagues, pupils or others. Charterhouse is a boarding school, and 'reasonable' means between 08.00 and 22.00, including weekends. Out of term-time, if the DSL and Deputy DSLs are unavailable, safeguarding concerns about pupils or staff should be raised with the duty member of the Senior Leadership Team (see next paragraph). During School holidays, when children are resident on the campus (for example, as a result of commercial lettings), arrangements are made with the Queen's Sports Centre's DSL and/or residential staff leaders to ensure the presence of someone qualified to take a lead in safeguarding matters.

34. In exceptional circumstances the DSL and Deputy DSLs may not be immediately available. If there is a risk of harm to a child staff should not delay, but either consult another member of the Senior Leadership Team (using the Emergency 'On Call' rota, available via the duty Security officer: phone 07831 467362), or contact the police and/or local authority directly using the contacts given on the front page of this document. Anyone can make a referral to Surrey Children's Services. Note that, if you do, you are likely to be asked to complete a [Request for Support Form](#). You can find the contact numbers for any other local authority children's care team in England by entering a postcode on this government website: [Report child abuse to your local council](#)

Staff consulting in this manner, or making a direct referral, should keep careful written records of their actions and inform the DSL or Deputy DSLs as soon as possible.

35. In addition to the varieties of abuse and neglect just described, there are a number of specific issues which people who work in schools are required to know about. These are explained next. They are covered separately because some involve specific guidance or have special reporting requirements:

Children: specific concerns, and how to report them

36. **Acute mental and physical health problems** are primarily health matters and must be reported urgently to the Hunt Health Centre (and perhaps emergency services). However, they often meet Surrey



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Council's 'Level Four' threshold as safeguarding concerns, too. Thus members of staff who become aware of any of the following must also report them to the DSL or Deputy DSLs immediately:

- a child who is considering, has a plan for, or is making an attempt at suicide
- a child who has repeatedly self-harmed (cutting, burning, picking, scratching, banging, hitting etc.)
- a child who has experienced a psychotic episode
- a child with an eating disorder
- a child missing most immunisations
- a child with emergent serious physical health issues (but without a diagnosed medical problem)

Staff should be familiar with the School's document 'Mental Health: policy and procedures'.

37. **Peer-on-peer abuse:** people under the age of 18 are capable of physically, sexually or emotionally abusing other people under the age of 18. The evidence suggests girls are more likely to be victims, and boys perpetrators. Staff are reminded that Charterhouse is a boarding school with a significant gender imbalance, meaning that as a minority group female pupils may be more vulnerable. Peer-on-peer abuse includes, but is not limited to:

- **sexual violence and sexual harassment.** This can occur between two children of any age and sex, and can involve individuals or groups of children. 'Sexual violence' refers to criminal behaviour such as rape and sexual assault as defined by the Sexual Offences Act 2003. 'Sexual harassment' refers to conduct of a sexual nature which is unwanted by the person on the receiving end, either in the physical world or online. It can be either stand-alone, or part of a broader pattern of abuse, and it can relate either to those who are (or who are perceived to be) heterosexual or homosexual, such as:
 - calling someone sexualised names, or telling sexualised stories or jokes about them
 - making sexualised comments about their clothes, appearance or behaviour
 - displaying sexualised images
 - making sexualised threats
 - physical behaviour such as touching or squeezing bottoms, breasts and genitalia (eg. "sack attack"), interfering with someone's clothes (eg. "debagging", flicking bra straps, lifting up skirts), or brushing against someone in a sexual manner. Staff should be aware that these kinds of physical behaviour can *easily* cross the line from harassment into sexual assault.
 - 'upskirting', which is now a crime under the Voyeurism Act 2019, typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks for sexual gratification, or to cause them humiliation, distress or alarm.

Staff should also be aware that children who are abused in any of these ways may hide it well, but are likely to be profoundly affected by their experiences. Charterhouse cannot allow its pupils to suffer in this context, and it cannot send young people out into the world believing that this kind of behaviour is somehow acceptable. Further information is available in Part 5 of [Keeping children safe in education \(2019\)](#) and in the government's document [Sexual violence and sexual harassment between children in schools and colleges](#).



- **sexting**, which is also called **Youth Produced Sexual Imagery ('YPSI')**, is the creation and sharing of sexualised images by people under the age of 18, usually via mobile phones, social media sites or direct messaging such as 'Snapchat' or 'WhatsApp'. Even for a child, making, viewing or sharing a sexual image of someone under 18 is a criminal offence, and for a variety of reasons can quickly become harmful behaviour. 'Sexting' is thus a safeguarding issue and in every instance must be referred to the DSL or Deputy DSLs, who will then follow the School's protocol (which is based on the UKCCIS guidance). In particular, members of staff who suspect that a sexualised image of a child is contained on an electronic device should not ask to view the image, but should consider confiscation (while bearing in mind that the confiscation of one pupil's device may quickly affect the circulation or deletion of images amongst other children). Information for school staff on the confiscation of devices from pupils is given in the government's document [Searching, screening and confiscation](#).
- **violence, physical abuse and bullying** (including online bullying through social networks, online games or mobile phones). Single or multiple instances of punching, hitting, jabbing, kicking, shaking, slapping, gripping, biting, hair pulling (etc) may well cause harm, and staff should ensure they report every instance as a possible safeguarding issue. Staff should also be alert to potentially harmful initiation or 'hazing'-type violence and rituals, especially amongst boys, such as bed-flipping or the football-based game 'bums'. Any form of bullying can become emotionally harmful, and thus abusive, in that it can quickly have a profound effect on a young person's development. More detailed information on reporting bullying, and the point at which 'bullying' becomes 'abuse', is provided in the School's 'Anti-Bullying Policy'.

38. It is not acceptable to tolerate any form of peer-on-peer abuse — physical, sexual or emotional — as “banter”, or “just part of growing up”, or “kids having a laugh”, or “boys being boys”. It must be taken as seriously as abuse by adults and be subject to the same safeguarding procedures. At Charterhouse, all staff are trained in responding to potential peer-on-peer abuse, for example:

- following the School's guidance on child disclosures (see paragraph 60 forwards (p.19) below)
- intervention and/or de-escalation strategies for incidents
- ensuring the welfare of those involved is checked
- ensuring timely reporting

The training makes it clear that staff must not attempt to deal with peer-on-peer abuse as a pastoral, classroom or disciplinary issue, and should not impose their own thresholds before referring concerns to the DSL or Deputy DSL. It is true there will sometimes be a grey area between, on the one hand, incidents which should be regarded as abusive, and on the other, incidents which are more properly dealt with in schools such as (for example) children fighting or experimenting sexually. The DSL or Deputy DSLs will advise staff on thresholds, and will investigate every potential instance of peer-on-peer abuse.

39. If it is suspected a child has suffered or is likely to suffer harm at the hands of another child, the DSL will refer the matter immediately (and certainly within 24 hours) to the local authority and/or the police, whose directions the School will follow. Allegations against pupils who have left the School but remain under 18 will be passed to the police and/or the local authority in the area in which the pupil is



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currently living. (On former pupils aged over 18, see paragraph 74 below). The School will inform the parents of victim(s) and perpetrator(s) of peer-on-peer abuse, unless paragraph 32 (above) applies.

40. A victim of peer-on-peer abuse is likely to need support, especially within a boarding environment. In addition, the perpetrator is likely to have unmet needs (the evidence suggests they have often suffered disruption in their own lives) as well as posing a risk of harm to others. A pupil against whom an allegation of abuse has been made may be suspended from the School during an investigation. After the immediate issues have been addressed, and depending on their severity, the local authority may decide to oversee safety plans for children, in which case the School will cooperate fully.

41. It is also possible that the local authority will decide to hand the matter back to the School, in which case the DSL will take responsibility for recording the safeguarding concern and supervising any investigation required. The needs of the victim and/or perpetrator will be addressed as matters of 'Early Help' (see paragraph 52 forwards, below) below, and the DSL or Deputy DSLs will write, implement and review any safety plans judged necessary.

42. To help minimise the risk of peer-on-peer abuse, the School has in place a multi-component strategy involving (amongst other things):

- PSHE, including active promotion of a clear anti-bullying policy and school-wide message
- active promotion of the School's core values and fundamental British values
- clear and robust policies which are consistently implemented
- investigating every instance of potential peer-on-peer abuse
- pupil surveys, careful record-keeping and regular SLT discussion
- encouraging pupils to report concerns discreetly, for example via the 'SaySomething' facility
- management of pupils' access to electronic devices, and thus social media
- inclusion of peer-on-peer abuse scenarios in school-wide staff update training
- provision of peer safeguarding training for School Monitors and other senior pupils
- opportunities for parents to attend (eg.) safer internet presentations

43. **Children Missing Education (CME)**: children who disappear from the educational system, or go missing for periods of time, are far more vulnerable to abuse and neglect. More information is provided in Charterhouse's separate policy 'Joiners, Leavers, and Long Term Absences (CME)' (on the Intranet under 'Safeguarding and Child Protection'). Appendix A of that policy must be read by all employees and volunteers new to Charterhouse. It summarises the School's response to children missing education. In particular, it explains that staff are required to notify the DSL of any pupil who leaves the School permanently at an irregular point in their education or, during term-time, remains absent from school for more than 10 days without (for example) medical certification, since schools are required to inform the local authority. It also explains that staff are required to inform the DSL if they become aware that, at any time including during school holidays, a child has been resident for 28 days or more (consecutively) with a person in the UK who is not a close family member, since this is the legal threshold at which the local authority must be informed.



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Families: specific concerns, and how to report them

44. A number of family situations can suggest that children have needs at Level Four because they significantly increase the chances of abuse or neglect. Members of staff who, perhaps in conversation with pupils, become aware of any of the following should consult the DSL:

- families in which relationships have broken down, such that children have either moved beyond parental control or been excluded from the home
- families in which separation or divorce involve the child being used as a pawn
- families in which mental health, substance abuse (including alcoholism) or disability makes it difficult for parents to provide children with adequate support
- families in which a parent is in prison or involved in serious criminal activity
- families in which one member abuses another (domestic abuse and violence).

More information on domestic abuse can be found on the [Healthy Surrey: domestic abuse](#) website.

Advice can be sought from the SW Surrey Domestic Abuse Outreach Service (01483 898884).

Charterhouse is signed up to Operation Encompass, which provides confidential notifications to schools when Surrey Police have been called out to the homes of pupils in this context.

Communities: specific concerns, and how to report them

45. **'Contextual safeguarding'**: in addition to threats to the welfare of children from within their families and their boarding school, members of staff and others should be aware that children may be vulnerable to abuse or exploitation in the wider community and/or online. Parents and staff sometimes have little influence over the relationships that children form in these contexts, meaning that assessments and interventions need to focus not only on the family, but also on these wider environmental factors. The possibility of sexual exploitation has already been included (see above, paragraph 27). Two further threats are considered next.

46. **Serious violence, gangs, and child criminal exploitation** (CCE). Children are increasingly at risk from criminal gangs, networks, and serious violent crime. Staff should be aware that pupils forming new or unusual associations with older individuals or groups, perhaps accompanied by new possessions, unexplained travel patterns or suggestions of violence, should be a cause for serious concern. In particular, CCE is a geographically widespread form of harm often associated with (but not limited to) 'county lines', in which criminal gangs (using dedicated phone lines for customer 'orders') groom and exploit children and young people to carry drugs and money from urban areas to market and seaside towns, often on train routes. As with child sexual exploitation, it is typified by some form of power imbalance and can still be exploitation, even though the young person consents to the activity.

47. **Honour-based violence** (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or community. Of these crimes, one of the most significant is **forced**



marriage, which is a marriage entered into without the full and free consent of one or both parties and where violence, threats (physical, emotional or psychological) or any other form of coercion is used. Forcing a person into a marriage is a crime, and should not be confused with arranged marriage. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. The government has set up a 'Forced Marriage Unit' to offer advice. It can be reached by email and phone at:

fmu@fco.gov.uk

020 7008 0151 (or 020 7008 1500 out-of-hours)

Anyone who believes that a child (or adult) is in imminent danger of being forced into marriage must phone the police on 999. Anyone with concerns about a family exerting pressure upon a child in this context should consult the DSL or the local authority.

48. **Female genital mutilation** ('FGM') comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Anyone who believes an act of FGM is about to be carried out on a girl (or woman) must phone the police on 999. There is now a statutory duty upon teachers (along with regulated health and social care professionals) to report to the police personally if they are informed by a girl under 18 that an act of FGM has been carried out on her (or observe visual evidence). Unless the teacher has a good reason not to, they should also still discuss any such case with the DSL and involve children's social care as appropriate. In Surrey, a girl who has an immediate family history of FGM is automatically considered 'at risk', and members of staff who know of that history must report it to the DSL and/or Children's Services. The same applies when members of staff know that a girl comes from a family who come from a country where FGM is practised.

49. **Radicalisation** refers to the process by which a person comes to support terrorism and forms of extremism. Detailed information is provided in the School's document 'Prevent, Fundamental British Values and Visiting Speakers' (Greyhound > School policies > other). Radicalising children is a form of abuse, and as with other forms of harm and abuse, schools have a duty to protect children from it. During the process of radicalisation it is possible to intervene to prevent vulnerable people being radicalised. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. Specific background factors may contribute to vulnerability which are often combined with influences such as family, friends or online, and with needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people. A few possible indicators:

- a conviction that their religion, culture or beliefs are under threat and treated unjustly
- a tendency to look for conspiracy theories, and a distrust of mainstream media
- a sense of debt or guilt
- blaming parents for family problems
- feeling let down, and perhaps 'religious seeking'



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- peer pressure, low self esteem, and/or the need for identity and belonging
- physical change/growth spurt (being bigger than peers)
- being secretive about who they have been talking to online and what sites they visit
- switching screens when you come near the phone, tablet or computer
- possessing items – electronic devices or phones – you have not given them
- becoming emotionally volatile

50. **The Prevent Duty** applies to a wide range of public-facing bodies, including schools, and legally obliges them to have “due regard to the need to prevent people from being drawn into terrorism”. The government’s statutory guidance requires schools, amongst other things, to train staff so that they can identify children at risk of being drawn into terrorism and challenge extremist ideas. At Charterhouse, the DSL has completed WRAP training (‘Workshop to Raise Awareness of Prevent’, led by SCSP and Surrey Police), and is able to provide advice to staff on protecting children from the risk of radicalisation. The DSL and other members of staff have also completed online training which includes information on identifying factors that can make people vulnerable to radicalisation. In addition, the School has a risk assessment for pupils being drawn towards terrorism or extremist ideas, and members of staff have an understanding of the risks affecting children in the area. We work to build pupils’ resilience to radicalisation by promoting fundamental British values and enabling pupils and staff to challenge extremist views. Although Surrey may appear to be a low-risk county, the global reach of the internet provides significant opportunities for radicalisation, and the School aims to ensure that pupils are safe from terrorist and extremist material when using its internet facilities.

51. **Reporting concerns under ‘Prevent’:** Anyone who has cause to believe that a young person is engaging with individuals or groups undertaking extremist activities, or is being taken out of the country for the purpose of radicalisation, must phone the police on 999. Members of staff who have concerns about pupils exploring or expressing extremist views must consult the DSL and/or the local authority. In Surrey, members of staff are not required to make referrals to the Channel process themselves, but should consult with the DSL and/or local authority. However, anyone seeking advice could also contact Claire McDonald, Surrey Police’s Prevent Supervisor, on 01483 632982. Alternatively, Surrey’s Prevent referral form, which is attached [here](#), can be completed and sent to

preventreferrals@surrey.pnn.police.uk

In addition, the government provides a dedicated telephone helpline and mailbox for non-emergency advice for school staff and governors:

020 7340 7264 or counter-extremism@education.gsi.gov.uk

Early Help Plans (‘Level Two’ and ‘Level Three’) and universal support services (‘Level One’)

52. **Level One:** the large majority of children at Charterhouse (and in Surrey more generally) are said to be at Level One, the lowest of the four Levels of Need, because they are developing and achieving outcomes as expected. As part of growing up, many children will have health concerns, family issues,



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academic worries or problems with peer relationships. It is a key part of the role of Housemasters, Housemistresses and their teams to offer children and their families advice and information on support which is universally open to all pupils: Tutors and Matrons, the Special Educational Needs department, the Chaplaincy, the Hunt Health Centre, NHS services, and so forth.

53. Sometimes, despite the best efforts of House teams and individual colleagues, a child's problems seem to be going on too long, or getting worse, or becoming a crisis. While it is clear that the child is nowhere near the legal threshold of being 'in need' or 'at risk' to the extent that the local authority or police must intervene, it is nevertheless obvious that the child is vulnerable in the sense that he or she may have physical or mental health needs, family difficulties, academic or behavioural issues which could escalate to become more serious and longer-term problems.

54. **Reporting these concerns:** when there is no suggestion at all of abuse or neglect, or of any of the other issues explained above under Level Four, but a member of staff still has a concern about the welfare of a child or the potential for escalation, he or she should either speak with the DSL or Deputy DSLs, or record the concern directly on the School's pastoral management database CPOMS (which automatically alerts the DSL). By this stage it is likely that staff will already have discussed their concerns with the pupil's Housemaster or Housemistress, in which case there should be clear agreement on which member of the House team will record the matter on CPOMS or speak with the DSL.

55. What is important is that, if there is any chance that welfare concerns are becoming serious, extending or escalating over time, they are in every case recorded centrally on CPOMS. The central record is crucial because it will quickly reveal whether concerns about the same child have already been raised by other people, and thus help to avoid 'the jigsaw effect', whereby a number of colleagues hold pieces of information which seem to them separately trivial but when put together become significant.

56. General welfare concerns shared in this way with the DSL or Deputy DSLs (in person or via CPOMS) are almost certain to be discussed at the Welfare Management Committee, which meets once per week during term-time with the following members:

- Designated Safeguarding Lead (Chair)
- Assistant Head (Pastoral) (Deputy DSL)
- Deputy Head (Pastoral) (Deputy DSL)
- Senior Chaplain
- Senior Counsellor
- Senior Nurse
- Special Educational Needs Coordinator

Level Two: if the DSL, working with the Welfare Management Committee, judges that the child's situation requires a more formal coordination of the School's internal services, he or she is said to be at Level Two. The Committee will identify a 'Lead Professional' who will have responsibility for assessing the pupil's needs and then writing, implementing and reviewing an Early Help Plan (Charterhouse version). The plan will be shared with the pupil and their parents, and with House staff and others on a need-to-



know basis. The purpose of an Early Help Plan is to improve the child's situation by formulating a response, coordinating the work of colleagues, and regularly reviewing progress. If, on review, the pupil's situation does not seem to be improving, the Committee will consider escalation.

57. At **Level Three**, the child's needs are moving beyond what the School alone can provide. For example, the School's Medical Officer may have referred the pupil to CAMHS, or the SENCO may have decided that specialised external support is required. If the DSL, working with the Welfare Management Committee and the Safeguarding Partnership's [Effective Family Resilience](#) document, judges that the child's needs might best be met by a mixture of the School's internal services working together with the targeted help provided by specialised exterior services, then the DSL will refer the child to Surrey Council's Early Help Hub using the Children's Single Point of Access (contact details on the front of this policy), or to services provided within the pupil's home area (if not Surrey). Parents must always provide written consent for a referral, and the resulting Early Help Plan (local authority version) must include and be shared with them and the child. An Early Help review at which the parents and the professionals who are offering support to the pupil meet is called a TAF ('Team around the Family') meeting.

58. The record of any concerns raised, decisions made and actions taken about the safety or welfare of a child at Levels Two, Three or Four constitutes his or her 'child protection file'. Unless there is good reason not to, the existence of a child protection file will be noted on the School's pupil data systems (ISAMS and CPOMS). The DSL is responsible for keeping these files securely and for fulfilling the School's statutory duty to pass them on promptly to the future educational establishment of any pupil leaving Charterhouse before the age of 18. The School does not share child protection or safeguarding records with other schools as part of an admissions process unless either (a) the pupil has already been offered and accepted a firm place, or (b) parents have given their written consent.

59. Where reasonable enquiries fail to identify the child's new school, or where the pupil moves into home-schooling, the DSL will inform the local authority's 'Children Missing Education' team in the pupil's home area that a child protection file is outstanding. If there is a child protection plan in place, the DSL will immediately notify the child's social worker. Where a pupil with a child protection file moves abroad, the DSL will consider contacting the Head Teacher of the new school to offer a report. The child protection files of pupils who remain at Charterhouse until age 18 would ordinarily be kept securely for a further seven years before being destroyed, but due to the ongoing Independent Inquiry into Child Sex Abuse the School has currently suspended the destruction of records until the inquiry is concluded.

What to do when a child discloses: procedure to follow

60. If a child (either as a victim or a third party) discloses to any member of staff anything relevant to any of the issues outlined above, the adult's first thought should be reassurance. Even if it is not immediately apparent, the child may have been struggling with this decision for days, and may have had



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to summon up tremendous courage to speak. Children should never be told to go off and speak to someone else.

61. However, the child must not be promised that the matter will be kept confidential and go no further. Instead, as part of their reassurance, the adult should make it clear that information may need to be shared with one of the safeguarding staff, who are discreet, caring and experienced people. Children can be assured that safeguarding staff will speak with them and take their wishes and feelings into account in responding to the matter.

62. The member of staff should listen calmly, sympathetically and carefully to whatever the child has to say. Some issues (for example, 'sexting') will be intensely personal, and will need an especially sensitive response. Adults should allow children to speak freely, without interruption (for example, to pursue minor details), and should not react with strong emotions ("this is outrageous!") or blame the perpetrator ("I can't believe he did that!"), since this can cause children to feel even more uncomfortable, and cease speaking.

63. As a basic principle children should be given a fair hearing and taken seriously. Even if the adult has suspicions about the truth of the child's disclosure, they should continue to listen without challenging the child or betraying scepticism. It is helpful when members of staff get clarification of basic facts such as "what?", "when?" and "where?" However, adults must not ask leading questions or invite the child to speculate ("how do you think she felt?"), as this can prejudice investigations and outcomes. The adult should not write notes while the child is speaking, as this can put unhelpful pressure on the child by formalising the situation.

64. At the end of the disclosure, the adult should reassure the child that he or she has done the right thing, and explain what will happen next. The child should be advised not to discuss the matter with anyone else for the time being. No member of staff is in a position to tell a child not to speak to his/her parents, so children should only be advised about discretion and confidentiality in the broader community, including social media. However, if the subject of the allegation *is* a parent, the advice of the DSL, local authority or police must be sought as a matter of urgency.

65. In rare cases of immediate danger the adult will need to stay with the child. In particular, staff should be aware that disclosures about peer-on-peer abuse put all of the young people involved, whether perpetrators or victims, 'at risk'. This means it is important to think carefully about what might happen when the child leaves the room, and to act quickly in sharing relevant information so that risk assessments can be undertaken.

66. Otherwise, as soon as the child has left (but perhaps after phoning or speaking with the DSL), the member of staff should write, sign and date a full note of all that has been said. Safeguarding records often involve 'sensitive processing' under the Data Protection Act 2018 (§35), and in some circumstances a child or parent may later read them. For this reason and others, staff should write down safeguarding concerns clearly, without including opinion, and using the child's words wherever possible.



67. If the child is in serious danger or a crime appears to be taking place, the police should be informed. If any part of the child's disclosure contains an allegation against a member of Charterhouse staff, the procedures in Part Three below should be followed first. Otherwise, the DSL or Deputy DSLs should be notified immediately by phone or in person, and the disclosure passed on. (If the DSL or Deputy DSLs are unavailable, see paragraph 34 above). Strict confidentiality must be maintained: the matter should not be discussed with persons other than those mentioned here, unless failure to do so would put the child at greater risk.

What to do if you feel your concerns are not being acted upon: whistleblowing

68. A member of staff who has raised a concern with the DSL, or directly with the local authority, should expect a confirmatory response within one working day. Should that not be forthcoming, staff should seek it out, pressing for reconsideration if they feel their concerns have not been addressed, or the child's situation is worsening.

69. A member of staff who has concerns about poor or unsafe practice within the School's safeguarding regime should raise the matter with the Headmaster, or the Governor with Responsibility for Safeguarding (whose contact details are on the front page of this policy). The procedure is set out in the School's 'Policy on Raising Concerns at Work (Whistleblowing)', which is available on the Intranet (on the homepage under 'Safeguarding and Child Protection') or from any manager. Staff who do not feel able to speak up about child protection failures internally, or who think their concerns about the safeguarding regime are not being addressed, should seek advice from the National Society for the Prevention of Cruelty to Children's (NSPCC) helpline, which is sponsored by the government:

- 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday
- Email: help@nspcc.org.uk
- Post: NSPCC, Weston House, 42 Curtain Road, London EC2A 3NH

Any person who is not a member of staff and who feels that safeguarding practices within Charterhouse are not fit for purpose should seek advice from the NSPCC or Surrey County Council.



PART THREE: CONCERNS ABOUT, AND ALLEGATIONS AGAINST, MEMBERS OF STAFF

70. In a boarding school, staff care for children 24 hours a day, and the number of contexts in which adults might legitimately engage with pupils on a less formal basis is higher than a day school. For these and other reasons Charterhouse has clear expectations about the manner in which staff should conduct themselves around children. Detailed guidance on these expectations is given in the School's 'Professional Conduct Policy', which is available on the Intranet (under 'Safeguarding and Child Protection' on the homepage) or from any manager. All staff read a copy when they join the School, and the policy is regularly reviewed and re-circulated.

71. Members of staff need to be aware that, under the Sexual Offences Act 2003, it is an "abuse of a position of trust", and thus a criminal offence, for someone working in a school to 'groom' or engage in sexual activity with a pupil aged under 18. The consent of the pupil (or the agreement of their parents) is irrelevant. Staff should also note that, under the Serious Crime Act 2015, it is an offence for an adult to communicate with a child under 16 if the communication is sexual or intended to elicit a sexual response. As is made clear in the 'Professional Conduct Policy', a relationship between a member of staff and a pupil aged over 18, or a recent former pupil, is likely to be judged inappropriate by the School, and will lead to an assessment of that member of staff's suitability for work in an educational context.

72. There is a difference between 'allegations' about the behaviour of staff in schools, and 'concerns' about their conduct. Charterhouse follows the guidance provided by Surrey Council (in their training course 'Managing Allegations Against Staff and Volunteers') on distinguishing between allegations and concerns. Under the Children's Safeguarding Partnership's definition (in part 3.2.1 of their Procedures Manual: see paragraph 7 above), an allegation is said to exist if it is suspected or alleged that any member of staff (including volunteers) has:

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

However, issues raised about the conduct of colleagues mostly relate to minor indiscretions or questionable professional practices and can be termed 'concerns', in the sense that they warrant a constructive response, but fall short of this statutory definition of an 'allegation'.

73. All staff working at Charterhouse are trained to raise both allegations and concerns, however apparently minor, and not to ignore them, cover them up or delay reporting them. We try to teach all pupils the same thing, and we would ask all parents and other people reading this policy to do likewise. It is made clear to our staff that, where the welfare of children is concerned, it is not their job to investigate, or to address matters personally, or to make judgements about the character of colleagues, or to decide what ought and ought not to matter in a school: it is their job to share allegations and concerns appropriately.



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74. A colleague who becomes aware of an allegation or concern involving a former member of staff or a former pupil should pass it to the DSL, who will check the existence of other relevant records before promptly informing the Headmaster and (if it appears a crime has been committed) the police. Staff who become aware of allegations involving former colleagues or former pupils must otherwise keep the matter wholly confidential.

75. All allegations and concerns about the behaviour of current members of staff towards children (whether or not they are pupils at Charterhouse) must be taken directly and immediately to the Headmaster or, in his absence, the Second Master. They should not be discussed or shared with other colleagues first. If the subject of the concern or allegation is the Headmaster himself, the Chair of Governors must be informed. The Chair of Governors' contact email address is given on the front page of this policy, and her phone number will be provided on request by the Second Master, Mr Andrew Turner (who can be contacted on 07824 537599). Staff who raise concerns about colleagues will be offered confirmation that the issue has been addressed, but otherwise all staff should expect such matters to be handled by the smallest number of people possible, and with professionalism and confidentiality.

76. If the Headmaster judges that the concern is valid but does not constitute an allegation, he may decide on (for example) further investigation, the provision of re-training, or a private reminder by a senior manager on good working practice. Written records of concerns and the resulting actions are kept securely by the Director of Human Resources and (where pupils are concerned) cross-referenced in the DSL's safeguarding records. They may or may not be shared in references to future employers, at the discretion of the Headmaster (or, for staff in some employment contexts, the Director of Finance & Strategy, or the Commercial Director of the QSC, or the Catering Manager).

77. If the Headmaster or Chair of Governors judges that the member of staff could pose an immediate risk to children, or could have committed a criminal offence, he or she may contact the police. A member of staff (including the Headmaster) must not be informed of any allegation against him or her until advice has been sought from the police or (as follows) the local authority.

78. The Headmaster or Chair of Governors will consult the local authority's 'designated officer' immediately (and within 24 hours) if he or she believes that a member of staff has behaved in a way that has (or could have) harmed a child, involved a criminal offence, or conducted himself or herself in such a way as to suggest he or she is not suited to working in a school. Discussions will be recorded in writing.

79. The Headmaster (or Chair of Governors) will not undertake investigations except on the advice of the designated officer, whose statutory function it is to provide guidance and monitor the investigation of an allegation directed against anyone working in a school. In Surrey, this person is called the LADO ('Local Authority Designated Officer'). She (or one of her Assistant LADOs) can be contacted as follows:

- 0300 123 1650 option 3 (general number)
- <mailto:LADO@surreycc.gov.uk>
- Surrey LADO, Fairmount House, Bull Hill, Kingston Road, Leatherhead KT22 7AH



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80. Thereafter, in consultation with the LADO, the School will follow the procedures laid out in Part Four of [Keeping children safe in education](#) and Parts 3 and 4 of Surrey Children's Safeguarding Partnership's [Procedures Manual](#). In particular, the Headmaster will quickly inform all persons concerned, principally the child, the child's parents, and the member of staff against whom the allegation has been made (provided that, in cases in which they are involved, the police agree the timing and content of what is to be disclosed and to whom).

81. The Headmaster will make every effort to guard against unwanted publicity and ensure confidentiality is maintained. Since 2012, reporting restrictions have prevented the publication of any material that may lead to the identification of a teacher against whom an allegation has been made by (or on behalf of) a pupil. This applies up until the point that the teacher waives his/her right to anonymity, or is charged with an offence, or the Secretary of State's comments on the matter are published (usually) by the Teaching Regulation Agency.

82. Charterhouse acknowledges that members of staff against whom allegations have been made will be in need of support themselves, and that the School owes a duty of care towards them, especially if they appear to have behaved in accordance with guidance on professional conduct. Working with the Director of Human Resources, the Headmaster will consider the likely effect upon the adult against whom the allegation has been made, with recommendations for support as appropriate.

83. The Headmaster may decide to suspend the member of staff while the matter is investigated, although alternatives to suspension will always be considered where that is agreed by the LADO. A member of staff suspended in such a context will be provided with a named contact. He or she must not remain on the School site; alternative accommodation for staff normally resident on campus will be arranged. Further information can be found in the School's policy 'Resident Staff in Boarding Accommodation, their Household Members & Visitors', available from the Director of Human Resources.

84. Ultimately, and in consultation with the LADO, the Headmaster will decide upon one of five outcomes. If the allegation is judged to have been (1) malicious, (2) false, (3) unsubstantiated, or (4) unfounded, a confidential record will be kept but the decision will not affect the member of staff's employment, and it will not be mentioned in any reference for employment elsewhere.

85. If the allegation is (5) substantiated, and the member of staff (whether employed, contracted, a volunteer or a student) is either redeployed to work which is not 'regulated activity', or resigns, or is asked to leave the School on the grounds that he or she:

- has harmed (or poses a risk of harm) to a child or vulnerable adult; or
- has received a caution or conviction for a relevant offence; or
- is reasonably believed to have committed a listed relevant offence; or
- has been removed from working (paid or unpaid) in regulated activity;



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– then the Headmaster, working with the DSL and the Director of Human Resources, will (as soon as possible after redeployment, resignation or dismissal) notify the Disclosure and Barring Service (PO Box 3963, Royal Wootton Bassett, SN4 4HH (03000 200 190)).

86. 'Ceasing to use a person's services' includes:

- dismissal;
- non-renewal of a fixed-term contract;
- no longer engaging or refusing to engage a supply teacher provided by an employment agency;
- terminating the placement of a student teacher or other trainee;
- no longer using staff employed by contractors;
- no longer using volunteers; and
- withdrawal from supply teaching, contract working, initial teacher training, or volunteering.

The School will not enter into settlement or compromise agreements to prevent a referral being made to the DBS when it is legally required, and it will refer to substantiated allegations in any reference provided for employment involving children or vulnerable adults.

87. Where a member of the teaching staff has been dismissed (or would have been dismissed if he/she had not resigned), then the Headmaster, working with the Director of Human Resources and consulting the LADO, will consider whether or not to refer the matter to the Teaching Regulation Agency (Cheylesmore House, 5 Quinton Road, Coventry, CV1 2WT (0207 593 5393)). The TRA may impose a prohibition order to prevent teachers from working in the profession following a finding of:

- unacceptable professional conduct;
- conduct that may bring the profession into disrepute; or
- conviction, at any time, for a relevant offence.

Further information can be found in this document:

[Teacher misconduct; the prohibition of teachers. Advice on factors relating to decisions leading to the prohibition of teachers from the teaching profession](#)

88. At the end of any process of consultation with the LADO, the question "What lessons can be learned from this?" is always asked. The School will work with the LADO to arrive at specific recommendations (wherever appropriate) on improving its procedures or practice, and implement those promptly. These recommendations (without names) are likely to be recorded in the DSL's annual report to Governors.



PART FOUR: THE MANAGEMENT OF SAFEGUARDING AND CHILD PROTECTION

89. The Governing Body will ensure that:

- a) it complies with its duties under legislation, and in particular ensures that the policies, procedures and training at Charterhouse are effective and comply with the law at all times;
- b) one Governor is appointed to take leadership responsibility for safeguarding and child protection arrangements within the School;
- c) a senior member of staff is appointed from the School's leadership team to take on the role of Designated Safeguarding Lead; the DSL's lead responsibility for safeguarding and child protection is made explicit in the role-holder's job description; and the DSL has the status, authority, funding, training, resources and support to carry out the duties of the post as detailed below;
- d) there are appropriate policies and procedures in place to support action being taken in a timely manner to safeguard and promote children's welfare; and these policies include an effective safeguarding & child protection policy, a whistleblowing policy, and a professional conduct policy for staff;
- e) these policies, together with Part One and (for School leaders and staff working directly with children) Annex A of *Keeping Children Safe in Education*, the School's 'Pupil Behaviour policy', and an information sheet on its response to children who go missing from education, are provided to all staff and Governors on induction (while a proportionate, risk-based approach is taken to the level of information provided to temporary staff and volunteers);
- f) it is aware of the arrangements under *Working Together to Safeguard Children 2018* for the move from Safeguarding Children Board oversight to the new Children's Safeguarding Partnership; understands the School's role in the new structure; and recognises the importance of sharing information with the three partners;
- g) it understands Surrey Council's practice and assessment criteria ('Effective Family Resilience') as part of the inter-agency safeguarding procedures set up by the Surrey Children's Safeguarding Partnership, and these are built into the School's safeguarding policy and procedures;
- h) the School contributes to inter-agency working in line with *Working Together to Safeguard Children* by (amongst other things) providing a co-ordinated offer of 'Early Help' when appropriate, allowing access to local authority children's services, and working with them on child protection plans;
- i) the wishes and feelings of children are taken into account when determining what action to take and what services to provide, and the School has systems in place for children to express their views and give feedback;



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- j) the safeguarding & child protection policy reflects the fact that additional barriers can exist when recognising abuse and neglect in children with disabilities and special educational needs;
- k) the safeguarding & child protection policy includes procedures to minimise the risk of peer-on-peer abuse, reflects the different gender issues that can be prevalent in it, and sets out how allegations of peer-on-peer abuse will be investigated and dealt with;
- l) the School has in place an appropriate safeguarding response to the possibility of children going missing from education;
- m) at induction, all staff members undertake safeguarding and child protection training (including online safety) in accordance with the SCSP's standards and the requirements of *Keeping Children Safe in Education* §13, which include information on the identity and role of the DSL; and thereafter staff safeguarding training (within which online safety training is fully integrated) is regularly updated in line with advice from the SCSP;
- n) there is a 'whole school' approach to online safety which includes a clear policy on the use of mobile technology in the school; and appropriate I.T. filters and monitoring systems are in place to help safeguard pupils from potentially harmful or inappropriate online material;
- o) pupils are taught about safeguarding, including online safety, as part of the provision of a broad and balanced curriculum;
- p) it is aware that current data protection provisions place duties on the School to keep personal information securely and to process it fairly and lawfully, while also ensuring that staff have due regard to the special condition under which practitioners may share information concerning the safeguarding of children and individuals at risk;
- q) Charterhouse has a written 'safer recruitment' policy; prevents people who pose a risk of harm from working with children by adhering to statutory responsibilities in Part Three of *Keeping Children Safe in Education*; takes proportionate decisions on whether to ask for checks beyond what is required; and ensures volunteers are appropriately supervised;
- r) the School has in place procedures to manage concerns about and allegations against teachers (including the Headmaster), volunteers and other staff, in line with statutory responsibilities in Part Four of *Keeping Children Safe in Education*;
- s) where an allegation against a member of staff is judged to be substantiated, the School works with the LADO to determine whether there are any improvements to be made to its procedures or practice to help prevent similar events in the future;



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- t) a review of Charterhouse's safeguarding and child protection policy is undertaken annually, together with an annual review of the effectiveness of its procedures and their implementation (including its contribution to inter-agency work); and
- u) both the revised policy and the annual review of practice are discussed by the Governing Body, and a detailed minute of those discussions kept.

90. The Designated Safeguarding Lead (DSL) will:

- a) take lead responsibility for safeguarding and child protection at Charterhouse, including online safety. The DSL will not delegate lead responsibility, although some activities will be delegated to the deputy DSLs, who will be trained to the same standard. A full list of responsibilities and activities delegated can be found in the DSL and Deputy DSL Job Descriptions, which are available from the DSL or the Director of Human Resources;
- b) act as a point of contact and liaise closely with the three safeguarding partners, referring cases of suspected abuse as required, contributing to the assessment of children, and taking part in strategy discussions and inter-agency meetings (including discussions on whether or not to make a referral) in line with *Working Together to Safeguard Children*. The DSL will refer cases where a crime may have been committed to the police and cases where there is a radicalisation concern to the Surrey Police 'Prevent' coordinator;
- c) liaise with the Headmaster to inform him of any ongoing issues (especially police investigations, enquiries under section 47 of the Children Act 1989, and uses of Surrey's [inter-agency escalation policy](#)), and, as required by the Headmaster, liaise with the LADO and the 'case manager' (as defined in Part Four of *Keeping Children Safe in Education*) in cases which concern a member of staff. The DSL (working with the Headmaster and the Director of Human Resources) will ensure that cases where a member of staff has been dismissed or left due to risk or harm to a child are reported to the Disclosure and Barring Service, as required;
- d) liaise with staff (especially pastoral support staff, school nurses, IT staff and the SENCO) on safeguarding matters (including online safety), and when deciding whether to make a referral;
- e) act as a source of advice and expertise for all staff on safeguarding and child protection matters, and support those staff who make their own referrals or are required to take part in meetings with local authority children's services or the police;
- f) maintain an overview of safeguarding within the School and monitor the effectiveness of policies and procedures in practice, ensuring in particular that the safeguarding & child protection policy is updated regularly; known, understood and used appropriately; and, working with the Governor with lead responsibility, reviewed annually (as a minimum);



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- g) ensure that the safeguarding & child protection policy is available publicly, and that parents are both aware of the fact that referrals about suspected abuse or neglect may be made, and aware of the School's role in making referrals;
- h) liaise with Surrey Children's Safeguarding Partnership to make sure staff are aware of training opportunities and the latest local policies on safeguarding;
- i) ensure that, when pupils leave the School, their child protection file is transferred to the new school or college as soon as possible, and that files are transferred separately from the main pupil file, secure 'tracked' transit is ensured, and confirmation of receipt is obtained;
- j) consider whether it would be appropriate to share in advance any other information with the new school or college; for example, information which would allow it to have appropriate support in place for when the pupil arrives;
- k) ensure that adequate and appropriate cover arrangements are made when either the DSL or the Deputy DSLs are out of School, and for any out of hours or out of term activities.

91. The DSL and Deputy DSLs will:

- a) undergo training to provide them with the knowledge and skills required to carry out the role. The training will be updated at least every two years. For the DSL, this will include WRAP training ('Workshop to Raise Awareness of Prevent', provided by the SCSP working with Surrey Police);
- b) refresh their knowledge and skills at regular intervals, but at least annually (in addition to the formal training referred to in the previous paragraph) via e-bulletins, meeting other DSLs, or taking time to read safeguarding developments, so as to allow them to keep up with any developments relevant to their role. These will include:
 - understanding the referral, assessment and inter-agency arrangements for statutory intervention and the provision of early help;
 - having a working knowledge of how local authorities conduct a child protection case (and review) conference and being able to contribute to these effectively when required to do so;
 - ensuring each member of staff (especially new and part time staff) has access to and understands the School's safeguarding & child protection policy and procedures;
 - being alert to the specific needs of 'children in need', those with special educational needs and young carers;



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- understanding the provisions of the Data Protection Act 2018, the General Data Protection Regulation, and Surrey's [Multi-Agency Information Sharing Protocol](#);
- understanding the importance of information sharing, both within the School and with the three safeguarding partners, other agencies and practitioners;
- being able to keep detailed, accurate, secure written records of concerns and referrals;
- understanding the requirements of the Prevent duty and being able to provide advice and support to staff on protecting children from the risk of radicalisation;
- understanding the risks associated with online safety and being confident that they have the up-to-date knowledge required to keep children safe whilst they are online at School;
- recognising the additional risks that children with SEN and disabilities face online and being confident they have the capability to support SEND children to stay safe online;
- obtaining access to resources and attending any relevant or refresher training courses; and
- encouraging among all staff a culture of listening to children and, in any measures the School may put in place to protect them, taking account of their wishes and feelings.

92. Where staff training is concerned, the DSL will ensure that:

- a) at induction, all new members of staff (including temporary staff and volunteers) are provided with policies and information in accordance with paragraph 89 (d), (e) and (m) above;
- b) all new members of staff are trained in accordance with the SCSP's directions (as published in 'Training Pathways'), which include that all school staff in Surrey undertake its "Working Together to Safeguard Children" (WTSC) induction course. This will be delivered by the DSL, who is accredited by the SCSP. Staff who arrive at Charterhouse in possession of a certificate showing they have completed the Surrey WTSC course within the previous 36 months will be exempt, but will be required to undertake a shorter induction and update session with the DSL covering all the areas listed on the SCSP's 'WTSC exemption checklist'. This is also true of staff who have attended WTSC-equivalent courses within the previous 36 months (for example, the Sport England Safeguarding course for sports coaches), although 'equivalence' remains at the DSL's discretion;
- c) all existing staff and Governors re-read at least Part One and (as appropriate) Annex A of *Keeping Children Safe in Education* when it is required by the government, and are otherwise updated via presentations in whole-staff meetings and/or email or paper bulletins when the document is revised to include specific new duties;



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- d) all new staff working directly with children complete the Home Office's online 'Prevent Awareness' course, and all new and existing staff are helped to develop the knowledge and confidence to identify children at risk of being drawn into terrorism, to challenge extremist ideas and to know how to refer children and young people for further help;
- e) all staff are helped to understand their safeguarding responsibilities via regular refresher training (including presentations at staff meetings and email or paper bulletins) as required. This includes staff responsibilities under Part One and Annex A of *Keeping Children Safe in Education*, online safety, the 'Prevent' duty, the management of peer-on-peer abuse allegations, and the importance of listening to children. As directed by the SCSP, after initial induction training, formal refresher training will be undertaken at least once every three years. 'Understanding' safeguarding responsibilities will include making special provision for members of staff whose first language is not English.

Policy written by JM Richardson

Designated Safeguarding Lead

July 2019 (v1)

with minor alterations August 2019 (v2)

with minor alterations (and red bars denoting additions/revisions removed) October 2019 (v3)

NB This policy was considered by the Governing Body's Education Committee (May 2020) and recommended for adoption by the full Governing Body at its meeting (June 2020)



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ANNEXES

NB Two good sources of further information on all aspects of child abuse and neglect, including warning indicators (and the source for much of the information in the Annexes below) are the government's booklet [What to do if you're worried a child is being abused](#) (March 2015) and [preventing abuse](#) on the NSPCC website.

Annex 1: Physical Abuse

The following injuries and behaviours are often associated with physical abuse:

Bruising: children often have accidental bruising, but this is usually to the 'hard' areas of the body over bones (eg. knees, shins). Staff should be alert to bruising on the 'soft' areas of the body and on the head, which is the most common location for abusive injuries in children. The following in particular must be considered non-accidental unless the evidence or explanation is wholly satisfactory:

- two simultaneously bruised eyes, without bruising to the forehead (rarely accidental)
- repeated or multiple bruising on the head or on sites unlikely to be injured accidentally
- bald patches, a bruised scalp and/or swollen eyes from hair being pulled violently
- variation in colour possibly indicating injuries caused at different times
- clusters of bruises on the upper arm, outside of the thigh or on the body
- bruises in the shape of a hand or object, e.g. belt marks, finger rings, hand prints or a hair brush
- bruising or tears around, or behind, the earlobe/s indicating injury by pulling or twisting
- bruising around the face
- bruises with dots of blood under the skin
- defensive wounds, commonly on the forearm, upper arm, back of the leg, hands or feet
- bruising on the arms, buttocks and thighs may be an indicator of sexual abuse

Burns and Scalds can be caused by hot liquids, hot objects, flames, chemicals or electricity. It can be difficult to distinguish between accidental and non-accidental burns and scalds. They will always require experienced medical opinion. Any burn with a clear outline may be suspicious, for example:

- circular burns from cigarettes (but may be friction burns if along the bony protuberance of the spine)
- linear burns from hot metal rods or electrical fire elements
- burns of uniform depth over a large area
- scalds with upward splash marks or that have a line indicating immersion or poured liquid (a child voluntarily getting into hot water will struggle to get out and cause splash marks)
- old scars indicating previous burns/scalds which did not have appropriate treatment or adequate explanation



Bite Marks can leave clear impressions of the teeth. Human bite marks are oval or crescent shaped. Those over 3 cm in diameter are more likely to have been caused by an adult or older child. A medical opinion should be sought where there is any doubt over the origin of the bite.

Fractures may cause pain, swelling and discolouration over a bone or joint. Non-mobile children rarely sustain fractures. There are grounds for concern if:

- the history provided is vague, non-existent or inconsistent with the fracture type
- there are associated old fractures
- medical attention is sought after a period of delay when the fracture has caused symptoms such as swelling, pain or loss of movement

Scars and other physical symptoms

- a large number of scratches, scars, or scars of different sizes or ages, or on different parts of the body, may suggest abuse
- the effects of poisoning such as vomiting, drowsiness or seizures
- respiratory problems from drowning, suffocation or poisoning

Parents and carers

- parents or carers who are apparently evasive, uninterested or undisturbed by an accident or injury
- a child who repeatedly presents (or is presented by a parent/carer) with minor injuries; this may represent a “cry for help” and if ignored could lead to a more serious injury)
- family use of different doctors and A&E departments

Annex 2: Emotional Abuse

A parent, carer or peer can emotionally abuse by:

- humiliating or constantly criticising a child
- threatening, shouting at a child or calling them names
- making the child the subject of jokes or sarcasm
- blaming or scapegoating a child
- persistently ignoring a child or remaining cold and emotionless
- failing ever to say anything kind, express positive feelings or congratulate a child on success
- making a child perform degrading acts
- not recognising a child's own individuality; trying to control their life
- pushing a child too hard or not recognising their limitations
- exposing a child to distressing events or interactions such as domestic abuse or drug taking
- preventing or manipulating a child's friendships



Recognising Emotional Abuse

Emotional abuse is difficult to define, recognise and prove. The indicators are often also associated with other forms of abuse, and the signs in children are usually behavioural rather than physical:

- delay in emotional or physical development
- weak school performance
- poor, fearful or clinging attachment to a significant other person
- neurotic behaviour (eg. rocking, hair-twisting, thumb-sucking)
- self-harm, eating disorders, suicidal ideation
- aggressive or destructive behaviour
- frozen watchfulness, particularly in young children
- low self esteem and lack of confidence
- withdrawal, solitariness, difficulty in relating to others

Annex 3: Sexual Abuse

When young people engage in sexual activity with other young people, the boundary between what is abusive and what is part of normal childhood or youthful experimentation can be blurred. The determination of whether behaviour is developmental, inappropriate or abusive will hinge around the related concepts of true consent, power imbalance and exploitation. It may involve children and young people who exhibit a range of sexually problematic behaviours such as indecent exposure, obscene telephone calls, fetishism, bestiality, and sexual abuse against adults, peers or younger children.

Developmental Sexual Activity encompasses those actions that are to be expected from children and young people as they move from infancy through to an adult understanding of their physical, emotional and behavioural relationships with each other. Such sexual activity is essentially information gathering and experience testing. It is characterised by mutuality and the seeking of consent.

Inappropriate Sexual Behaviour can be either inappropriate socially, or inappropriate to development, or both. In considering whether behaviour fits into this category, it is important to consider what negative effects it has on any of the parties involved and what concerns it raises about a child or young person. It should be recognised that some actions may be motivated by information seeking, but still cause significant upset, confusion, worry, or physical damage. It may also be that the behaviour is “acting out” which derives from other sexual situations to which the child or young person has been exposed. However, boys and girls of all ages may also be sexually abused by adults, as well as by other young people. Whatever the source of the abuse, children are frequently too scared to say anything due to guilt and fear. It is particularly difficult for a child to talk about and full account should be taken of any cultural sensitivities.



Recognition can be difficult, unless the child discloses and is believed. There are a variety of physical symptoms, including pregnancy, sexually transmitted infection, and anal or genital soreness, but there may well be no physical signs, meaning that indications are likely to be emotional or behavioural. Children who are sexually abused may:

- stay away from certain people;
- avoid being alone with people, such as family members or friends;
- seem frightened of a person or reluctant to socialise with them;
- self-harm (including eating disorders), self mutilate and attempt suicide;
- show sexual behaviour that is age-inappropriate ;
- become sexually active or promiscuous at a young age;
- use sexual language or know information that they would not normally be expected to know.
- present with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy.

Annex 4: Neglect

(a) parents or carers

Neglect may occur during pregnancy. Once a child is born, neglect may involve:

- Physical neglect: when parents or carers leave a child dirty, or keep a child in a home which is indisputably dirty; fail to provide for a child's basic needs such as food, clothing or shelter (including exclusion from home or abandonment); fail to adequately supervise a child, or provide for their safety (this includes the use of inadequate care-givers, and exposing children to dangerous conditions such as drugs, alcohol and violence);
- Educational neglect: failing to ensure a child receives an education;
- Emotional neglect: failing to meet a child's needs for nurture and stimulation, perhaps by ignoring, humiliating, intimidating or isolating them (this is often the most difficult aspect to prove);
- Medical neglect: failing to provide appropriate health care, including dental care — and refusal of care, or ignoring medical recommendations.

(b) children

Evidence of neglect is built up over a period of time and can include a variety of behaviours, for example:

- a child who seems to be listless, unresponsive or constantly tired, with no apparent medical cause
- a child who fails to grow within the normal expected pattern, with accompanying weight loss
- a child who thrives away from the home environment
- a child who is often angry and aggressive, or who self-harms



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Relevant documents cited or consulted:

documents with which the School must comply or to which it must 'have regard' are in bold

- ACPO CPAI Lead's Position on Young People Who Post Self-Taken Indecent Images (Association of Chief Police Officers (n.d., but 2015)
- [Affluent Neglect:] An Exploration of How Social Workers Engage Neglectful Parents from Affluent Backgrounds in the Child Protection System (Claudia Bernard, December 2017)
- Appropriate Filtering for Education Settings (UK Safer Internet Centre, June 2018)
- Appropriate Monitoring for Schools (UK Safer Internet Centre, June 2018)
- **Boarding Schools: National Minimum Standards** (HM Government, April 2015)
- Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism: Statutory guidance for Channel panel members and partners of local panels (HM Government, April 2015)
- Child maltreatment: when to suspect maltreatment in under 18s (National Institute for Health and Care Excellence, June 2009 et seq.)
- Child protection records retention and storage guidelines (NSPCC, April 2019)
- Child sexual exploitation: Definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation (HM Government, February 2017)
- **Children Act 1989**
- **Children Act 2004**
- Children Missing Education: Surrey Council Policy Guidance for Safeguarding Children (May/November 2017)
- Children missing education: Statutory guidance for local authorities (HM Government, September 2016)
- Criminal Exploitation of children and vulnerable adults: County Lines guidance (HM Government, Sept 2018)
- Cyberbullying: Advice for headteachers and school staff (HM Government, November 2014)
- **Data Protection Act 2018**
- Disqualification under the Childcare Act 2006: Statutory guidance for local authorities, maintained schools, academies and free schools (HM Government, August 2018)
- **Education Act 2002**
- **Education (Independent School Standards) Regulations 2014**
- Effective Family Resilience ('Levels of Need') (Surrey Children's Safeguarding Partnership, March 2019)
- **Equality Act 2010**
- **General Data Protection Regulation 2018**
- Guidance: 16 to 19 study programmes (2019 to 2020 academic year) (HM Govt online, updated 15 May 2019)
- Guidance for Safer Working Practice for those working with Children and Young People in Education Settings (Safer Recruitment Consortium, May 2019)
- Guidance for the Management of Extremist Speakers (Association of Chief Police Officers, March 2015)
- **Handbook for the Inspection of Schools: Commentary on the Regulatory Requirements** (Independent Schools Inspectorate, September 2018)
- How Safe Are Our Children? An overview of data on child abuse online (NSPCC, 2019)
- How social media is used to encourage travel to Syria and Iraq (HM Government, n.d., but 2014)
- Independent School Standards: guidance for independent schools (HM Government, April 2019)
- Information guide: adolescent to parent violence and abuse (APVA) (HM Government, n.d., but 2015)
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government, July 2018)
- **Keeping Children Safe in Education** (HM Government, September 2019)
- Mandatory Reporting of FGM – procedural information (HM Government, November 2016)



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- Multi-Agency Information Sharing Protocol (Surrey County Council, 2014)
- **Multi agency statutory guidance for dealing with forced marriage** (HM Government, June 2014)
- **Multi-agency statutory guidance on female genital mutilation** (HM Government, April 2016)
- New learning from serious case reviews: a two year report for 2009-2011 (HM Government, July 2012)
- New Surrey Safeguarding Children Arrangements (from September 2019) (Surrey Statutory Partners)
- Pathways to harm, pathways to protection: a triennial analysis of serious case reviews 2011 to 2014, Final report (HM Government, May 2016)
- Prevent duty: Departmental advice for schools and childcare providers (June 2015)
- Preventing and tackling bullying: Advice for headteachers, staff and governing bodies (HM Govt, July 2017)
- Preventing youth violence and gang involvement: Practical advice for schools and colleges (HM Government, March 2015)
- **Procedures Manual** (Surrey Children's Safeguarding Partnership, online from May 2016, regularly updated)
- Process for reporting and managing allegations against individuals who work or volunteer with children in Surrey (Surrey Safeguarding Children Board (leaflet) March 2014)
- Promoting fundamental British values as part of SMSC in schools: Departmental advice for maintained schools (HM Government, November 2014)
- Protecting children and young people: The responsibilities of all doctors (GMC July 2012, updated May 2018)
- **Regulated Activity in relation to Children: scope** (Factual note by HM Government, June 2012)
- **Revised Prevent duty guidance for England and Wales:** Guidance for specified authorities in England and Wales on the duty in the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism (HM Government, revised July 2015)
- Safe use of changing facilities (Child Protection in Sport Unit/NSPCC, September 2018)
- Supporting children and young people who are bullied: advice for schools (HM Government, March 2014)
- Searching, screening and confiscation: advice for headteachers, school staff and governing bodies (HM Government, January 2018)
- Sexting in schools and colleges: responding to incidents and safeguarding young people (UK Council for Child Internet Safety (n.d., revised version January 2017)
- **Sexual communication with a child:** implementation of s.67 of the Serious Crime Act 2015 (Circular 2017/01, HM Government, April 2017)
- **Sexual Offences Act 2003**
- Sexual violence and sexual harassment between children in schools and colleges: Advice for governing bodies, proprietors, headteachers, principals, senior leadership teams and designated safeguarding leads (HM Government, May 2018)
- Teacher misconduct: the prohibition of teachers. Advice on factors relating to decisions leading to the prohibition of teachers from the teaching profession (Teaching Regulation Agency, October 2018)
- **Teachers standards** (HM Government, 2011 *et seq.*)
- Teaching online safety in school: Guidance supporting schools to teach their pupils how to stay safe online, within new and existing school subjects (June 2019)
- What is peer-on-peer abuse? (Carlene Firmin and George Curtis: MsUnderstood Partnership, 2015)
- What to do if you're worried a child is being abused: advice for practitioners (March 2015)
- **Working Together to Safeguard Children** (HM Government, July 2018)