



**This policy is reviewed on an annual basis or whenever there is a change in legislation and/or the regulations.**

**Date reviewed:**

**September 2020 Rob Grosse**

September 2019 Fiona Long

September 2018 Fiona Long with Governors and all staff.

Governors March 2018

Fiona Long October 2017

SG May 2017

Governors November 2016

Signed off by Governors: August 2016 Sophie Green

Annual review by Governors June 8<sup>th</sup> 2016

**1 Policy statement**

This policy is in accordance with the Royal Borough of Windsor and Maidenhead's locally agreed inter-agency procedures. The school also has regard to the guidance in Working Together to Safeguard Children July 2018 and to Keeping Children Safe in Education, September 2020, Preventing and Tackling Bullying 2014 and Prevent Duty Guidance March 2015.

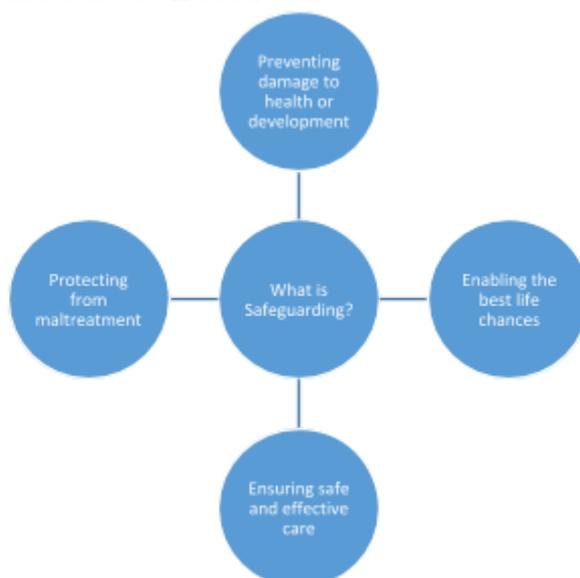
All staff should also read 7b Whistleblowing & Keeping Children Safe in Education September 2020. The policy should be read together with 10a Antibullying, 9a Behaviour, 7h E-safety & Acceptable Use Policy, 14 a,b, & c Supervision policy, 17a Equal Opportunities Policy, 18a Safer Recruitment Policy

**Aim of the Policy**

- To assist the school, local authority and agencies in identifying CME.
- Raise awareness of the notification process;
- Explain how children will be tracked and monitored
- Explain the mechanism
- Provide clarity on how children can be tracked across boundaries when a child moves to another local authority area.

## Definition

For the purpose of this document a child missing education is defined as: 'Any child of compulsory school age (5-16) who is not on a school roll being educated otherwise (e.g.at home, privately, or in alternative provision) and who had been out of any education provision for a substantial period of time (practice nationally is four weeks or more). ' Department for Education



This policy has been authorised by and is annually reviewed by the Governors, is addressed to all members of staff and is available to parents on request and is published on the School website. **Safeguarding incidents could happen anywhere and staff should be alert to possible concerns being raised in this school.** This policy applies wherever staff or volunteers are working with pupils even where this is away from the School, for example at an activity centre or on an educational visit.

Every pupil should feel safe and protected from any form of abuse which, in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation, emotional ill-treatment, on line exploitation and radicalisation

Herries Preparatory School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. At all times, we consider what is in the best interests of the child at the centre of all procedures and we practise good listening. Pupils know they can speak to a trusted adult at the school and adults will always make the time and space to listen to children's concerns. Children are frequently reminded of this by teachers, in assemblies and at School Council meetings.

**Designated Safeguarding Lead:**  
Rob Grosse

**DDSL:**  
Katrina Sands

**Nominated Governor:**  
Helen Essa

Concern put in writing on a Safeguarding concern Form 1

*(Consider level of urgency, give verbal account, follow up in writing later)*

**If concern relates to behaviours of a person in a position of trust, report should be made to the Headteacher. If the concern is about him, report should be escalated to Chair of Governors. If no action results and child remains at risk staff should use the schools Whistle Blowing Policy and report to the LADO**

Hand concern form 1 to the Headteacher

Staff, pupils and parents with Safeguarding concerns are able to contact ISI by email to: [concerns@isi.net](mailto:concerns@isi.net) or call 020 7600 0100.

DSL reviews concern and makes a decision about next steps, consults with ESAS/FRT if necessary to inform thinking

**The Local Authority Designated Officer -LADO**

01296382070 RBWM/ 01628 683194 Bucks

[Secure-LADO@bucks.qcsx.gov.uk](mailto:Secure-LADO@bucks.qcsx.gov.uk)

**Decision - to monitor the concern.**

**Decision - to discuss the concern with the parents/carers**

**Decision - to refer the concern to social care/ Early Help**

Class teacher asked to monitor child and feedback to the DSL within an agreed timescale

Once discussed with parents DSL decides **next step**; monitor or refer to Early Help / Social Care

DSL discusses decision with ESAS, First Response the Head and agree to refer to social care/Early Help

**Monitor**

**Refer**

DSL keeps concern/welfare form in secure, confidential safeguarding file, chronology started

**Contact Details**

RBWM Social Care Referral: 01628 683150

RBWM: Out of hours: 01344 786543

Bucks First Response: 01296 383962

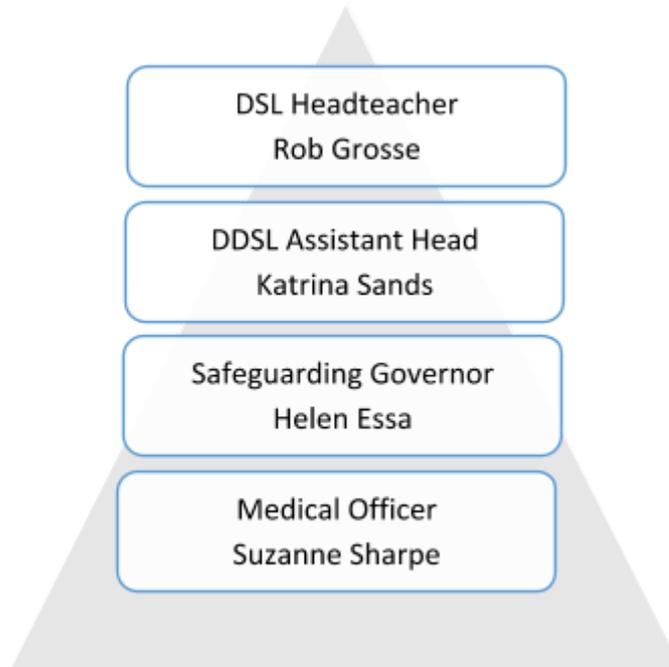
Bucks Out of hours: 0800 999 7677.

Prevent/Channel Referrals:0800 999 7677

*If you believe a child has suffered or is at imminent risk of harm referred directly to children's social care. Take advice whether parents should be informed*

## The Designated Safeguarding Lead





### **Annex A of KSCIE 2020 provides information on**

- Children and the court system
- Children with family members in prison
- County lines
- Domestic abuse
- Homelessness
- Peer-on-peer/ child on child abuse
- Sexual violence and sexual harassment
- Child Sexual Exploitation (CSE)
- Child Criminal Exploitation (CCE)

It also provides additional context for honour based abuse (HBA) and the preventing radicalisation guidance now focuses on what staff should be doing and considering.

### **MISSING IN EDUCATION**

Where a child leaves our school at a time other than at the end of Year 6, or when a child joins our school at a time other than in nursery or Reception we will inform the relevant person at the RBWM. We use the correct form to ensure that this is reported correctly. This is to make sure that children do not go missing in education and can be tracked.

01296 382835 or [childrenmissingeducation@buckscc.gov.uk](mailto:childrenmissingeducation@buckscc.gov.uk)

### **Looked After Children**

Although the school does not currently have looked after children on roll who are looked after by the local authority, if this situation should change we will ensure that staff are appropriately trained and have the suitable knowledge, skills and

understanding to keep these children safe. A member of staff would be appointed as the appointed person for Looked After Children and monitor their welfare and progress, have up to date assessment information from the relevant local authority, the most recent care plan and contact arrangements with parents, and delegated authority to carers. The Nominated Person at Herries is Mrs Amanda Malins (SENCo and Deputy Head).

### **The duties and responsibilities of these teams include:**

- Tracking
- Ensuring all notifications are correctly recorded on the relevant databases
- Investigating relevant databases
- Coordinating casework in relation to investigating including working closely with relevant services and agencies to determine appropriate provision
- Raise awareness

A significant number of children referred as missing education are either found in education following initial investigations or found but not in education and subsequently supported to return.

There are a number of children who are not found in education as the family cannot be located following the normal investigations.

A child who is not found in education following investigations does not infer that the child is at risk. However, it is appropriate to escalate the concerns to consider potential risks to the child. A process is in place to facilitate this.

### **Duty of Employees, Governors and Volunteers**

Every employee and governor of the School as well as every volunteer who assists the School is under a general legal duty:

- to protect children
- to be aware of the School's child protection procedures and to follow them
- to know how to access and implement the procedures, independently if necessary
- to keep a sufficient record of any significant complaint, conversation or event
- to report any matters of concern to the Designated Safeguarding Lead

Every employee is under a legal duty to undertake appropriate training including refresher training at regular intervals in line with the local authority's requirements; this includes volunteers and part time staff. At Herries staff complete safeguarding training at least every year and a record of this is kept the school office. In line with new guidance staff are required to complete the Channel on line general awareness training about radicalisation which can be accessed through this link:

[http://course.ncalt.com/Channel\\_General\\_Awareness/01/index.html](http://course.ncalt.com/Channel_General_Awareness/01/index.html)

**Induction-** All new staff are given training on Child Protection before they start working with children, as part of the staff induction programme. This training will involve the Designated Safeguarding Lead explaining this policy and procedures of the school with regards to Child Protection. All new staff and volunteers are given a copy of this policy and also a copy of the most recent summary document of Keeping Children Safe in Education.

**Reporting:** All suspicion or complaints of abuse must be reported to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead. As the DSL is the Head then any complaints about the Head should be taken to the Chair of Governors. Any person can report any suspicion of abuse directly.

**Action by the DSL:** The action to be taken will take into account:

- the local inter-agency procedures of the Royal Borough of Windsor and Maidenhead's and the Buckinghamshire County Council's Local Safeguarding Children Boards
- The DSL will consider whether a case may be that of a child at risk or a child in need. A child in need may not be at risk of immediate danger but may require help and support from different agencies. If a child in need does not receive appropriate help then the case may become that of a child at risk. If the DSL and/or other staff feel that the child is a child in need the LSCB (from September 2019 three new 'local safeguarding partners' will be the local authority, a local clinical commissioning group and a chief of police who will work in collaboration to designate 'relevant agencies' when a multi-agency referral form (MARF) has been completed.

**Who can make a referral?** Although it is usually the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead, who would usually make a referral, all staff are able to do so should the need arise. The contact numbers of the Social care and Referral and assessment team and the LADO are available throughout this policy and at the end of it.

**Missing child procedures:** All staff are informed of the separate procedure to be used for searching for, and if necessary, reporting any pupil missing from school. The procedure includes the requirement to record any incident, the action taken and the reasons given by the pupil for being missing.

### **Contact numbers**

**Designated Safeguarding Lead is** Rob Grosse 01628 539 442  
headteacher@herries.org.uk

**Deputy Designated Safeguarding Lead and EYFS Safeguarding Lead** Katrina Sands 07724 243 902 sands@herries.org.uk

**Helen Essa - link Governor for Safeguarding** – contacted through the school  
01628 530442

The telephone numbers of the Royal Borough of Windsor and Maidenhead Social Services Departments are as follows:

Local Safeguarding Children Board	01628 683 234
LADO	01628 685 325
Children's Social Care Referral and Assessment team	01628 683 150
Out of Hours team	01344 786 543
Thames Valley Police	08458 505 505
Thames Valley Police out of hours	01865 291 046
The number for the Social Care Referral and Assessment Team in Buckinghamshire is	08454 600 001
CAMHS	03003 650 300

The following telephone numbers may be useful:

Family Information Service	01628 685 632
Childline	0800 1111
NSPCC	0808 800 5000
Parent Line	0808 800 222
Thames Valley Police	08458 505 505

