

## Child Protection (Safeguarding) policy

### Guernsey Statement

'The Children (Guernsey and Alderney) Law 2008 (The Children Law 2008) states that all States Departments have a duty to work together and share information to ensure that children and young people get the services they require. This is also essential to protect children and young people from suffering harm, abuse or neglect and to prevent them from offending. Further information is available at <http://iscp.gg/>.

All island schools are required to comply with the Guernsey and Alderney Child Protection Guidelines available at <http://iscp.gg/>.

The guidelines emphasise that everyone has an important part to play in preventing the abuse of children, and in responding to situations where they think that a child may be suffering, or at risk of suffering from serious harm, or has emotional, psychological or physical needs.

Therefore, if we have concerns about a child or believe that a child has suffered or is likely to suffer serious harm or is in need, then the school will contact the Multi-Agency Support Hub (MASH), the local safeguarding authority to determine whether a referral should be made. Any concerns raised by colleagues in the school will be reported to the Deputy Principal (Pastoral) as the Designated Senior Person (DSP) for the whole College or in their absence the Principal or Deputy Head Teacher of Melrose. The contacted DSP will make contact with external agencies as appropriate.

### Introduction

We are committed to safeguarding the welfare of our pupils/students.

This policy was devised in accordance with The Children Law 2008, the guidance laid down by the States of Guernsey, (Guernsey and Alderney Child Protection Guidelines at <http://iscp.gg/>) and by the requirements set out in the UK's DfE Guidance, Working Together to Safeguard Children (July 2018) (WT), Prevent Duty Guidance: For England and Wales (July 2015) (Prevent)

This policy is published on the College website and in the parent handbook.

Teachers and other responsible adults at The Ladies' College are particularly well-placed to help safeguard children's welfare. During term-time daily contact they may observe outward signs of abuse, changes in children's behaviour or their failure to thrive. Teachers and support colleagues need to be **alert** to the possibility of abuse and/or need to be **aware** of the procedures to be followed if they have suspicions, and **confident** enough to follow those procedures.

### The aims of this policy are:

- To ensure all colleagues are aware of what is meant by a child in need and a child at risk.
- To ensure that support and help is given to any pupil/student believed to be suffering from a specific need or abuse.

- To provide the information for colleagues to carry out their duty of care.
- To ensure the College follows Guernsey's guidelines on child protection.

This policy is reviewed annually. Any deficiency noted during the review process will be remedied within ten working days of the review date.

The Ladies' College Board of Governors undertakes an annual review of these safeguarding policies and procedures and of the efficiency with which the related duties have been discharged. This review takes place in the Michaelmas Term meeting of the full Board of Governors.

**This policy should be viewed in conjunction with the following school policies: Anti-Bullying, Health & Safety, Safer Recruitment, Disciplinary, Rewards & Expectations, Data Protection, ICT, Missing Persons and Prevent policies.**

**It should also be read in conjunction: Keeping Children Safe in Education – Statutory guidance for schools and colleges September 2021**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1007260/Keeping\\_children\\_safe\\_in\\_education\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007260/Keeping_children_safe_in_education_2021.pdf)

### Key points

The DSP for the whole College is the Deputy Principal (Pastoral). The Deputy Head Teacher of Melrose is the key adult for matters relating to Melrose. The Principal is also a DSP. The full role of the DSP can be found in Annex C of the KCSIE 2021 document.

The Designated Governor for Child Protection/ Safeguarding is currently Mrs Catharine Walter.

Parents are informed of the College obligations concerning Child Protection via the parent handbook and on the College website.

Effective links with agencies are encouraged and developed, e.g. CAMHS and MASH.

Disclosure and Barring Service (DBS) checks/vetting and barring procedures are followed for the appointment of all employees and adults who work with pupils/students. Procedures are in place to ensure that all teaching and support colleagues, voluntary helpers and contractors appointed are suitable to work with children. All colleagues are given training with regard to Child Protection policies and procedures and this is completed as part of their induction. All adults employed and volunteering to support the work of the College have a DBS check and all complete the Level 1 training available from the States of Guernsey and Level 2 every three years and receive a certificate of completion. Child protection training includes details about Prevent and on-line safety.

All adults engaged at College must read at least [Part One](#) of KCSIE and are updated when new duties are introduced, e.g. Prevent (2015), bullying (2016), Child Sexual Exploitation and Child Criminal Exploitation (2020). The basic detail will be shared in Staff Meetings and line managers are asked to support colleagues where reading the detail may be a challenge.

All colleagues who work directly with pupils/students must also read Annex A of KCSIE 2021

All adult volunteers are given regular, and at least annual updates. The Principal and other DSPs receive external training in Level 3 Child Protection and Inter Agency Working as required by and provided by the States of Guernsey. This is updated every two years.

A central register is maintained throughout the year and updated annually to reflect that all adults employed by the College have read and understood their Child Protection responsibility.

The induction procedure for colleagues will include:

- Child protection policy, training and aide memoire card
- The Staff Code of Conduct
- An electronic copy of KCSIE, a hard copy will be issued on request to those without internet access.

### **Basic Principles of Safeguarding at The Ladies' College**

- All pupils/students should experience a safe and secure environment.
- Pupils/students should know how to get help if needed.
- Any concerns about a pupil/student should be reported to the DSP.
- Any disclosures made by a child should be immediately reported to the DSP.
- Child Protection guidelines should be followed at all times.

### **We will:**

- Ensure all colleagues are aware of what is meant by child abuse and a child in need.
- Give help and support to any pupil/student believed to be suffering from abuse or in need.
- Provide the necessary information for colleagues to carry out their duty of care.
- Ensure that on receiving a notification of concern the DSP will decide promptly on the appropriate course of action, seeking expert advice if needed. If sufficient concern exists that a pupil/student may be, or has been, at risk of significant harm a referral will be made without delay following the Guernsey and Alderney Child Protection Guidelines.
- Maintain appropriate monitoring and review procedures to ensure these guidelines are adhered to.
- Promote the child's welfare (including PSHCE/PSHE/RSE).
- Follow guidelines to ensure that all adults who work independently with pupils/students are checked following our Safer Recruitment procedures and ensure that appropriate regulatory checks are completed, as required by the regulations. Ensure that the curriculum makes provision for teaching pupils/students to keep themselves safe, including on-line.

The Designated Safeguarding Person (DSP) will:

### **Procedure for Colleagues**

Any colleague who has suspicions that a student is at risk of harm or in need should inform the whole College DSP (the Deputy Principal (Pastoral)) or the Melrose DSP (the Deputy Head Teacher of Melrose) or the Principal. These are the designated colleagues with responsibility for liaising with the relevant local agencies. Please note that such suspicions will not automatically be formally referred. What is important is that concerns are shared so that advice from MASH can be sought. This is sometimes done 'hypothetically' with no names given.

**Although referral via the DSP is the norm, every adult has the right to report and to contact MASH if they are concerned about any young person and numbers are provided on the aide memoire card.**

**If you think a pupil/student is at risk contact the DSP**

**There are 3 DSPs and you are encouraged to contact whichever is most expedient for you. Your full name and that of other colleagues and their current position of responsibility should be recorded on all records, as safeguarding records may be read in 25 years' time.**

### **Categories of Child Abuse**

Child abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Neglect, abuse and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap. Child abuse falls into four main categories:

- Physical Abuse
- Neglect
- Emotional abuse
- Sexual abuse

(Descriptions of some of the main signs of abuse are included in the appendix 2)

Colleagues must have an awareness of additional indicators of abuse (see Annex A, KCSIE, 2021) such as frequent absences and dangers linked to behaviours such as drug taking, truanting, sharing nudes and semi nudes. Abuse may also take the form of bullying, cyberbullying, abuse by peers (such abuse must never be tolerated or passed off as 'banter' or part of growing up), sexting, sexual assaults between young people and gender-based issues. Colleagues should also recognise that students with special educational needs & disabilities face additional safeguarding challenges. Victims and perpetrators of peer-on-peer abuse will be fully supported by the pastoral team. It is recognised that some forms of abuse, such as emotional and sexual abuse, may not show physical signs at all. Furthermore, a child may be reluctant or even prevented from disclosing abuse. It is vital that all observations and suspicions are brought to the attention of the DSP. Abuse may also be by one student against another student (please see the College Anti-Bullying Policy). Mental health issues can also be a sign of abuse. A bullying incident must be treated as a child protection concern when 'there is reasonable cause to expect that a child is suffering, or likely to suffer, significant harm.' **All colleagues should keep an open mind and be aware "it could happen here"**. Advice and procedures for the above are included in this policy

### **Listening to pupils/students**

It is important that colleagues receive information from a pupil(s)/student(s) (a disclosure) with tact and sympathy. The adult's role is not to investigate but to listen carefully, make relevant notes and pass on the information to the DSP. No undertakings of absolute confidentiality should be given to a student. The Ladies' College has a professional responsibility to share relevant information about the protection of children with other professionals. If a young person confides in a responsible adult and requests that information is kept secret it is important to tell the student sensitively that they have a duty to pass on the information to the DSP. Within that context, however, the pupil/student should be reassured that the matter will only be disclosed to people who need to know about it.

## What to do if a student wants to tell you something has happened

- **Listen carefully** to the child, reflecting back, using the child's language, **being non-judgmental and reassure them that they are being taken seriously**. Being clear about boundaries and how the report will be progressed, not asking leading questions and only prompting the child where necessary with open questions – where, when, what, etc. It is important to note that whilst leading questions should be avoided, colleagues can ask children if they have been harmed and what the nature of that harm was
- **Do not promise confidentiality** at the initial stage as it is very likely a concern will have to be shared further (for example, with the designated safeguarding person or children's social care) to discuss next steps. Colleagues should only share the report with those people who are necessary in order to progress it. It is important that the victim understands what the next steps will be and who the report will be passed to.
- Recognize that a child is likely to disclose to someone they trust: this could be anyone in College. The child has placed the person in a position of trust. They should be supportive and respectful of the child;
- Recognise that an initial disclosure to a trusted adult may only be the first incident reported, rather than representative of a singular incident and that trauma can impact memory and so children may not be able to recall all details or timeline of abuse
- keep in mind that certain children may face additional barriers to telling someone because of their vulnerability, disability, sex, ethnicity and/or sexual orientation;
- consider the best way to **make a record of the report**. Best practice is to wait until the end of the conversation and immediately write up a thorough summary. This allows the colleagues member to devote their full attention to the child and to listen to what they are saying. It may be appropriate to make notes during the report (especially if a second member of colleagues is present). However, if making notes, colleagues should be conscious of the need to remain engaged with the child and not appear distracted by the note taking. Either way, it is essential a written record is made;
- **only record the facts** as the child presents them. The notes should not reflect the personal opinion of the note taker. Schools and colleges should be aware that notes of such reports could become part of a statutory assessment by children's social care and/or part of a criminal investigation
- **inform the DSP**, as soon as practically possible, if the DSP is not involved in the initial report.
- Up load notes and actions onto CPOMS ensuring the 'child protection/safeguarding' category is ticked (see advice below)

Records should include:

- a clear and comprehensive summary of the concern;
- details of how the concern was followed-up and resolved;
- a note of any action taken, decisions reached and the outcome
- Be aware that written material and forms may be shown to parents or external agencies, so a professional tone is imperative.
- Do not take it upon yourself to investigate what the pupil/student has told you.

## **General guidelines for teaching and support colleagues:**

- Establish and maintain an environment where pupils/students feel secure and have a sense of being valued and listened to.
- Where appropriate, include opportunities in the curriculum/assemblies for pupils/students to develop the skills to recognise and stay safe from abuse.
- Ensure the pupils/students know that there are adults in the College whom they can approach if they are worried.
- Be aware of changes in behaviour, especially a pupil/student becoming withdrawn or demanding uncharacteristic attention and share this with the Pastoral team initially and with a DSP if your concern is greater than a watchingbrief.
- Listen and respond to pupils/students with care and respect but avoid asking leading questions.
- Always work in an open environment and encourage open communication with no secrets.
- Be aware of your behaviour and ensure it is always appropriate, in order to protect pupils/students and yourself. Be aware of the potential for misunderstanding when touching pupils/students. (See Physical Contact with pupils/students.)
- If it is necessary to restrain a child because they are an immediate danger to themselves or others or to property, then the minimum amount of force should be used for the shortest amount of time.
- Always report any incidents between you and a child to the Year Co-ordinator, the Deputy Principal (Pastoral), the Deputy Head Teacher of Melrose or the Principal.
- Colleagues are expected to treat information they receive about a pupil/student in a discreet and confidential manner.
- Colleagues should not establish or seek to establish social contact with current pupils/students for the purpose of securing a friendship or to pursue or strengthen a relationship.
- Internal e-mail or messaging should only be used in accordance with College policy and great thought should be given to the appropriateness of communicating with current students via social networking sites, text messages etc.
- When providing information for use on the College's website, Facebook page or internal publications (e.g. weekly bulletin), colleagues will provide only the firstnames of pupils/students for publication. When liaising with the media (print, audio or video) full names (first name and surname) may be given. Where individual requests have been made by parents for their daughter's image or name not to be used in the media or for promotional purposes, the College will adhere to the requests made.
- Do not place yourself or girls at risk of allegations of harm e.g. giving one-to-one tuition or coaching in an isolated area, offering lifts in your car when alone, engaging in non-work-related electronic communication with a student.

See Appendix 1 for full actions when there are concerns about a child.

## **Physical Contact with pupils/students**

The positive relationship between colleagues and pupils/students is a great strength of The Ladies' College and the source of our success in enabling girls to fulfil their potential in all areas of College life. It is therefore unnecessary and unrealistic to suggest that colleagues should touch pupils/students only in emergencies. Brief physical contact, a hand on the shoulder, a pat on the back - is a natural part of celebrating success or commiserating with a disappointment. However, colleagues must bear in mind

that even perfectly innocent actions can sometimes be misconstrued. Young people can find being touched uncomfortable or distressing for a variety of reasons. It is important for colleagues to be sensitive to student's reaction to physical contact and to act appropriately. Care must be taken in situations of, for example, one-to-one tuition or during activities taking place out of school hours or off-site, e.g. trips.

### **Allegations against colleagues, pupils/students and other adults (including supply staff)**

All colleagues have a professional duty to take immediate action on suspicions of abuse or reported allegations of abuse concerning pupils/students. They also have a professional duty to report wider concerns about pupils/students so that prompt action and early intervention can be taken to ensure they have the best outcomes. Colleagues should not assume a colleague will act or share information that might be critical in keeping children safe. Every report, disclosure or suspicion of abuse from within or outside the College will be taken seriously. Colleagues are aware, from training and from KCSIE (September 2021) that concerns should be raised immediately with the Designated Safeguarding Person. The DSP will offer advice to colleagues reporting concerns and keep the Principal informed of all actions unless the Principal is the subject of the concern or complaint. In this situation the complaint should be made directly to the Chair of Governors, Advocate Caroline Chan.

Within College concerns should be raised face-to-face and recorded via CPOMS (stating the date, time and place of the discussion or concern raised and naming others present) and clicking safeguarding/Child Protection so that accurate records are maintained. The Vice-Principal, Bursar and Clerk to the Governors will provide contact with the Chair of Governors, in the case of The Principal.

There may then be up to four strands in consideration of the allegation:

- A police investigation of a possible criminal offence.
- Notification to Guernsey's Committee *for* Health and Social Care, via MASH, or other services about whether the young person is in need of protection. Such notification will take place within 14 days of the allegation whether the allegations relate to harm or abuse committed on the College premises or elsewhere.
- Consideration by the College of disciplinary action in respect of the individual.
- A report to the DBS (Disclosure and Barring Service), if referral criteria are met (i.e. they have caused harm or posed a risk of harm to a child). This detail should also be reported to the National College for Teaching and Leadership (NCTL) and this applies to a circumstance in which a teacher is dismissed or would have been dismissed, had they not resigned.

Should there be any disagreement between College and external agencies, then the States "Resolution of professional disagreement procedure" will be followed:

- **Stage 1.** Any worker who feels that a decision is not safe or is inappropriate should initially consult their line manager or DSP who will seek to support the concerned worker until satisfactory resolution is achieved.
- **Stage 2.** If the problem is not resolved, then the DSP will raise the concern with the equivalent manager or child protection DSP in the other agency.
- **Stage 3.** If the problem is not resolved, the DSP will report to the Independent Child Protection Committee and meet with an agency representative to attempt to resolve the professional difference of opinion.

- **Stage 4.** If there is still no resolution the Chair of the Independent Child Protection Committee Monitoring and Evaluation Sub Committee should be informed and a panel will be convened to hear representations from the concerned professionals and make a decision about the next course of action. The decision of this panel will be binding.
- **Stage 5.** Should the panel be unable to reach a decision the matter will be referred to the Monitoring and evaluation Resolution Panel.

**The process for “Allegations against Colleagues and pupils/students and other adults” will be followed for all concerns, including any concerns about Female Genital Mutilation or Child Sexual Exploitation, which MUST be reported to the police. Unless there is good reason not to, a teacher would be expected to discuss this with the DSP and MASH should also be informed.**

### **Children with Special Educational Needs and Disabilities**

Colleagues are to be aware that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges and additional care should be taken in dealing with safeguarding. These challenges can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child’s disability without further exploration
- The potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs
- Communication barriers and difficulties in overcoming these barriers (KCSIE September 2020).

### **Child Missing from Education**

Child Missing from Education is potentially a safeguarding concern and could be a sign of abuse or neglect. Colleagues are alert to patterns of regular absence and will alert the DSP in line with other potential safeguarding concerns and their 'Prevent duty'. If a child is on the child protection register this must happen if there is an unexplained absence of more than 2 days. The DSL will notify the relevant authorities (HSC & the Police). In addition, the College, where reasonably possible, will hold more than one emergency contact number for each pupil/student. The College will inform the Schools Attendance Service of any student who fails to attend College regularly or has been absent without the College’s permission for a continuous period. The College’s attendance monitoring systems regularly highlight pupils/students whose attendance falls below 95% to pastoral colleagues to ensure that attendance is closely monitored, and regular absence is followed up

### **Children who are not collected**

Parents/Guardians are telephoned if they are not picked up on time and a member of staff waits with the pupil until they are picked up. If a pattern emerged, this would be discussed with the parents in the first instance.

### **Child Sexual Exploitation (CSE) and Criminal Child Exploitation (CCE)**

Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity.

The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse.

Some of the following can be indicators of both child criminal and sexual exploitation where children:

- appear with unexplained gifts, money or new possessions;
- associate with other children involved in exploitation;
- suffer from changes in emotional well-being;
- misuse drugs and alcohol;
- go missing for periods of time or regularly come home late;
- regularly miss school or education or do not take part in education.

Further details of criminal and sexual exploitation can be found in KCSIE 2021.

Colleagues who have any concerns regarding CSE or CCE must report this to the DSP who will contact MASH.

### **Honour based abuse (so- called) including FGM and Forced Marriage**

“Honour based violence is a crime or incident which has or may have been committed to protect or defend the honour of the family and/or community.” There is no specific offence of “honour-based crime”. It is an umbrella term to encompass various offences covered by existing legislation.

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. Section 5B of the Female Genital Mutilation Act 2003 (as inserted by Section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers to report to the police, where they discover (either through disclosure by the victim or by visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases may face disciplinary sanctions.

A forced marriage is where one or both people do not (or in cases of people with learning disabilities or reduced capacity, cannot) consent to the marriage as they are pressurised, or abuse is used, to force them to do so. It is recognised in the UK as a form of domestic or child abuse and a serious abuse of human rights. The pressure put on people to marry against their will may be physical, emotional and/or psychological. Any concerns or suspicions linked to forced marriage should be reported to the DSP or police.

Pupils/students are educated in PSHCE in order to raise awareness of honour-based violence and what to do if they have concerns.

### **Preventing the Radicalisation of Children and Young People**

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism as defined under Section 26 of the Counter-Terrorism and Security Act 2015. This duty is known as the Prevent duty. Under paragraph 7 of Prevent, extremism is defined as a “vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces”. The College aims to protect and safeguard pupils/students at risk of radicalisation and colleagues are alert to, and assess the risk of, pupils/students being drawn into terrorism and extremist ideology. We promote a tolerant, respectful ethos in College. Healthy debate and discussion of issues at age appropriate levels in various areas such as PSHCE is encouraged and the monthly values explored in assemblies are another example of this. Colleagues use their professional judgment to identify pupils/students who might be at risk of radicalisation and who may be in need of help or protection. If a member of staff has concerns over a

pupil/student at risk they will share that with the DSP who will refer the issue to MASH or directly to the police.

### **Mental Health**

In addition to physical health, children's mental health can be an indication of abuse, neglect or exploitation (KCSIE, paragraph 41). Whilst only professionals should diagnose mental health problems, colleagues are well placed to identify behaviour which may indicate that a child is experiencing mental health problems or is at risk of developing one. Colleagues should immediately raise any mental health concerns which are *also* safeguarding concerns with the DSP.

It is important to be aware that adverse experiences, like abuse and neglect, can have a lasting impact on a child's mental health, behaviour and education. Further support and guidance can be found in Mental Health and Behaviour in Schools which sets out the best practice in this area. Colleagues receive training on mental health and the role they play in supporting students. Guidance on recognising signs and pathways for support is covered in staff training and is available to all in supporting information documents (Mental Health Behaviour in Schools, page 14-15). Further training on recognising signs as well as supporting children's mental health are available in the 'well-being' section of the Staff Room area of SharePoint under 'CPD'.

### **Peer-on-Peer abuse**

Peer on peer abuse is likely to include, but may not be limited to:

- Bullying (including cyberbullying, prejudice – based or discriminatory bullying) ~~See Appendix 3~~
- Abuse of intimate personal relationships between peers
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- Sexual violence, such as rape, assault by penetration and sexual assault
- Sexual harassment, such as sexual comments, remarks, joke and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse
- Upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.
- consensual and non-consensual sharing of nudes or semi-nudes images or videos.
- Causing someone to engage in sexual activity without consent
- Initiation/hazing type violence and rituals.

### **Bullying**

The school has an Anti-Bullying Policy. A bullying incident will be treated as a child protection concern if there is reasonable cause to believe the child is suffering or likely to suffer significant harm. No one person works on their own when dealing with a bullying incident and the threshold for referral is discussed in all cases. Bullying is not acceptable and it should not be dismissed as 'banter' or 'part of growing up' as this can lead to normalisation of such behaviours. Governors are updated on Child Protection and bullying in their meetings and numbers are presented to Governors for discussion annually.

### **Sexual Violence and Sexual Harassment**

All colleagues should be aware that children can abuse other children and can occur inside or outside of College setting as well as online. It is important to recognise that even if there are no reports of this

abuse, it does not mean it is not happening.

### **Responding to Reports of Peer-on-peer abuse**

It is essential that all victims are reassured that they are being taken seriously, regardless of how long it has taken them to come forward and that they will be supported and kept safe. Abuse that occurs online or outside of College should not be downplayed and should be treated equally seriously. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report or their experience minimised. Colleagues must remain vigilant as direct disclosures are rare.

### **Effective safeguarding practice (for child and sexual violence) includes:**

- if possible, managing reports with two members of staff present, (wherever possible one being the DSP).
- where the report includes an online element, being aware of searching screens and confiscation advice and UKCIS Sharing nudes and semi-nudes. The key consideration is **for colleagues not to view or forward illegal images of a child. If you have viewed the imagery by accident, report to the DSP and seek support.** In some cases, it may be more appropriate to confiscate any devices to preserve any evidence and hand them to the police for inspection. See appendix 4 for more information on establish facts when referring to MASH.

The DSP will engage with children's MASH (and the Police) as required and their professional assessments will be used to inform the College's approach to supporting and protecting pupils and students

### **Action following a report of sexual violence and/or sexual harassment**

Sexual violence and sexual abuse can happen anywhere, and all colleagues working with children are advised to maintain an attitude of 'it could happen here'. Immediate consideration should be given as to how best to support and protect the victim and the alleged perpetrator(s) (and any other children involved/impacted). The starting point regarding any report is that there is a zero-tolerance approach to sexual violence and sexual harassment and it is never acceptable and it will not be tolerated. It is especially important not to pass off any sexual violence or sexual harassment as "banter", "just having a laugh", "part of growing up" or "boys being boys" as this can lead to a culture of unacceptable behaviours and an unsafe environment for children.

The DSP will advise on the College's initial response, with considerations of:

- the wishes of the victim in terms of how they want to proceed. This is especially important in the context of sexual violence and sexual harassment. Victims should be given as much control as is reasonably possible over decisions regarding how any investigation will be progressed and any support that they will be offered. (This will need to be balanced with the College's duty and responsibilities to protect other children);
- the nature of the alleged incident(s), including whether a crime may have been committed and/or whether harmful sexual behaviour has been displayed;
- the ages of the children involved;
- the developmental stages of the children involved;
- any power imbalance between the children. For example, is the alleged perpetrator(s) significantly older, more mature or more confident? Does the victim have a disability or learning difficulty?;

- if the alleged incident is a one-off or a sustained pattern of abuse (sexual abuse can be accompanied by other forms of abuse and a sustained pattern may not just be of a sexual nature);
- that sexual violence and sexual harassment can take place within intimate personal relationships between peers;
- are there ongoing risks to the victim, other children, adult students or College staff;
- other related issues and wider context, including any links to child sexual exploitation and child criminal exploitation.

See appendix 5 for considerations of managing reports

### **Unsubstantiated, unfounded, false or malicious reports**

If a report is determined to be unsubstantiated, unfounded, false or malicious, the DSP will consider whether the child and/or the person who has made the allegation is in need of help or may have been abused by someone else and this is a cry for help. In such circumstances, a referral to MASH may be appropriate. If a report is shown to be deliberately invented or malicious, College will consider whether any disciplinary action is appropriate against the individual who made it as per their own behaviour policy.

### **Ongoing response Safeguarding and supporting the victim**

When it is clear that ongoing support will be required, College should ask the victim if they would find it helpful to have a designated trusted adult (for example, their form tutor or designated safeguarding lead) to talk to about their needs. The choice of any such adult should be the victim's (as far as reasonably possible).

College will do everything we reasonably can to protect the victim as a result of any report they have made.

It is important that if the victim does move to another educational institution (for any reason), that the new educational institution is made aware of any ongoing support needs. The DSP will take responsibility to ensure this happens (and should discuss with the victim and, where appropriate their parents or carers as to the most suitable way of doing this).

### **Serious Violence**

Indicators that children are at risk from, or are involved with serious violent crime include:

- Increased absence from school,
- A change in friendships or relationships with older individuals or groups,
- A significant decline in performance,
- Signs of self-harm or a significant change in wellbeing,
- Signs of assault or unexplained injuries.
- Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation

Risk factors which increase the likelihood of involvement in serious violence include being male, having been frequently absent or permanently excluded from school, having experienced child maltreatment and having been involved in offending, such as theft or robbery. Further advice is given in 'additional reading' below.

## **Online safety**

This guidance should be read in conjunction with the ICT, Expectations policy and Antibullying policy

Students are given an online safety presentation as well as time to review and sign an acceptable use policy annually. Online safety is also covered in ICT and PSHCE lessons satisfying statutory Relationships and Sex Education (RSE) requirements.

All colleagues should be aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face. In many cases abuse will take place concurrently via online channels and in daily life.

Online Safety Measures are in place for appropriate online filters and monitoring systems (Smoothwall) to help ensure the online safety of pupils/students. All students sign an acceptable user policy at the beginning of the school year and are made aware of the College expectations and how to report concerns. The College aims to work closely with parents to ensure that children enjoy the freedom ICT brings whilst also educating to keep themselves safe. Within the ICT and PSHCE curriculums, pupils/students are taught a range of topics which include keeping safe on-line. E safety is also regularly reviewed in assemblies, tutor time and parents' talks and RM Unify has a Whisper Button which a pupil/student can use anonymously if they are unable to speak with a parent or adult.

If you feel someone is at risk, concerns should be reported to the DSP and any notes, observations or discussions recorded on CPOMS. Further information and support can be found in Annex D of KCSIE 2021.

## **Recording/filming devices**

The Ladies' College does permit colleagues to film and record/students engaged in educational tasks or co-curricular activities. This is an essential part of our responsibilities with regard to teaching and learning assessment, tracking, public examination procedures and quality control in the 21<sup>st</sup> century curriculum as well as carrying out promotional and marketing activities. Colleagues should not use their own devices to record or film on site and are asked to upload video or sound files onto the College network, or burn to a CD, as soon as possible after recording. If colleagues find themselves in extenuating circumstances and use of their own device is the only option, the Principal must be made aware, with confirmation that details have been deleted from the device and all linked platforms, as soon as the information has been uploaded onto the College system. Regardless of the device used, once uploading has been completed all files should be deleted from the College's cameras or other hand-held devices.

## **Sixth Forms in Partnership**

Our 'Sixth Forms in Partnership' arrangement means that some girls take A-level classes at Elizabeth College. We are satisfied that the safeguarding policies and procedures at this HMC school, which like The Ladies' College is subject to inspection by the Independent Schools Inspectorate, are appropriately robust and regularly reviewed. For some students, where there is a known safeguarding issue, details are shared confidentially between the Colleges at the start of the academic year by the Heads of Sixth Form, to ensure that those students receive the support required and colleagues are well-placed to support the student.

## **Pupils/students who leave The Ladies' College before the end of Sixth Form.**

Safeguarding and Child Protection concerns / documentation will be shared with the DSP at the destination school. The Principal or Head Teacher should ensure that this is completed within 2 working weeks of the destination being known, or in September if they leave at the end of the Trinity term. Should the destination be unknown this would be raised with the Attendance Office, the Committee for Education, Sport and Culture.

## **Recruitment and Selection Process**

The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all colleagues, Governors and volunteers to share this commitment.

The College has suitable procedures for ensuring its recruitment process screens applicants for child protection purposes and to explore disqualification by association. The procedures which apply to colleagues and volunteers who are engaged in regulated activity relating to pupils/students and who may work unsupervised with children and are found in the College's Safer Recruitment policy.

## **Work experience**

From time to time, the College seeks to support Work Experience for young people under the age of eighteen. In these instances, the young person is supervised when in College and does not access confidential areas of the College, such as Offices and the Staff Room. They are never left unsupervised with other young people.

We also make contact with the home school, to ascertain whether there are any safeguarding issues about which we should be made aware, not only to support the young person but to also consider any appropriate risk assessment which may be required in addition to the general supervision and support of the student.

## **Whistle blowing**

It is important to develop an environment which supports the reporting of concerns. Fostering an open culture encourages transparency and will help individuals to feel supported and listened to. The College is committed to the highest standards of openness and accountability and expects employees who become aware of activities which they believe are illegal, improper, unethical or otherwise inconsistent with this Code of Conduct to report the matter to the Principal, or in the case of the accusation being against the Principal, this should be referred to the Chair of the Board of Governors.

In particular, with regard to safeguarding, all colleagues are required to report to the Principal any concern or allegations about school practices or the behaviour of colleagues, which are likely to put pupils/students at risk of abuse or other serious harm. There will be no retribution or disciplinary action taken against a colleague for making such a report, provided it is done in good faith.

## **CPOMS**

Since January 2020, all records for Child Protection are recorded on CPOMS. Child Protection data is reviewed regularly by the Governor with responsibility for Child Protection. In the event of being unable to access CPOMS, provide a written report directly to the DSP following the guidelines above.

## **Operation Encompass**

Operation Encompass is a police and education early intervention safeguarding partnership which supports children and young people who experience Domestic Violence and Abuse. Children were recognised as victims of domestic abuse in their own right in the 2021 Domestic Abuse Bill. Operation Encompass means that the police will share information with College about all police attended Domestic Abuse incidents which involve any of our pupils/students PRIOR to the start of the next school day.

The 'Key Adult' (DSP) has attended Operation Encompass briefing and completed the online 'Key Adult' training and has cascaded the principles of Operation Encompass to all other colleagues including training for all school staff and Governors about Operation Encompass, the prevalence of Domestic Abuse and the impact of this abuse on children as well as how we can support our children who are experiencing Domestic Violence and Abuse on a day to day basis and particularly following the Operation Encompass notification. We are aware that we must do nothing that puts the child/ren or the non-abusing adult at risk. The Safeguarding Governor will report on Operation Encompass in the termly report to Governors. All information is anonymised for these reports. The Key Adult has used the

Operation Encompass Toolkit to ensure that all appropriate actions have been taken by the school.

Parents have been made fully aware that we are an Operation Encompass school and the Operation Encompass information is available on our website.

The Operation Encompass information (see appendix 6) is stored on (CPOMS) with all other confidential child protection information under the category 'child protection – Operation Encompass'.

### **Team Around the Child (TAC)**

The College will either organize or be part of a TAC for an individual pupil or student, depending on where the initial need might have been identified. If identified in College, this is always referred through to MASH (Multi-Agency Support Hub in Guernsey). Details will be recorded on CPOMS and actions taken to support the child, as agreed in the meeting and as part of our pastoral support generally.

### **Additional Reading**

In addition to the above guidance, this document should be read in conjunction with the below statutory guidance, information and advice as listed below:

#### **Keeping children safe in education: statutory guidance for schools and colleges**

**Part 1 to be read by all colleagues and Annex A to be read by those with direct contact with pupils / students.**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1007260/Keeping\\_children\\_safe\\_in\\_education\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007260/Keeping_children_safe_in_education_2021.pdf)

#### **Mental Health in Schools**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/755135/Mental\\_health\\_and\\_behaviour\\_in\\_schools\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/755135/Mental_health_and_behaviour_in_schools_.pdf)

<https://campaignresources.phe.gov.uk/schools/topics/mental-wellbeing/overview>

#### **Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/779401/Working\\_Together\\_to\\_Safeguard-Children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf)

#### **What to do if you're worried a child is being abused: advice for practitioners**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

#### **When to Suspect Child Mistreatment**

<http://pathways.nice.org.uk/pathways/when-to-suspect-child-maltreatment>

#### **What is Serious Harm?**

[http://www.icpc.gg/article/118095/What is Serious Harm](http://www.icpc.gg/article/118095/What%20is%20Serious%20Harm)

#### **Child Sexual Exploitation Protocol**

[http://www.icpc.gg/article/150809/Child Sexual Exploitation](http://www.icpc.gg/article/150809/Child%20Sexual%20Exploitation)

**Sexual violence and sexual harassment between children in schools and colleges**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/719902/Sexual\\_violence\\_and\\_sexual\\_harassment\\_between\\_children\\_in\\_schools\\_and\\_colleges.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/719902/Sexual_violence_and_sexual_harassment_between_children_in_schools_and_colleges.pdf)

**Advice for schools and college on gangs and youth violence**

<https://www.gov.uk/government/publications/advice-to-schools-and-colleges-on-gangs-and-youth-violence>

**Criminal exploitation of children and vulnerable adults: county lines**

<https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines>

**Preventing and tackling bullying**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/623895/Preventing\\_and\\_tackling\\_bullying\\_advice.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/623895/Preventing_and_tackling_bullying_advice.pdf)

**Cyber bullying: Advice for headteachers and school staff**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/374850/Cyberbullying\\_Advice\\_for\\_Headteachers\\_and\\_School\\_Staff\\_121114.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/374850/Cyberbullying_Advice_for_Headteachers_and_School_Staff_121114.pdf)

**Advice for parents on cyberbullying**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/444865/Advice\\_for\\_parents\\_on\\_cyberbullying.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/444865/Advice_for_parents_on_cyberbullying.pdf)

**Sharing nudes and semi nudes: Advice for education settings**

<https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people/sharing-nudes-and-semi-nudes-how-to-respond-to-an-incident-overview>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1008443/UKCIS\\_sharing\\_nudes\\_and\\_semi\\_nudes\\_advice\\_for\\_education\\_settings\\_Web\\_accessible\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1008443/UKCIS_sharing_nudes_and_semi_nudes_advice_for_education_settings_Web_accessible_.pdf)

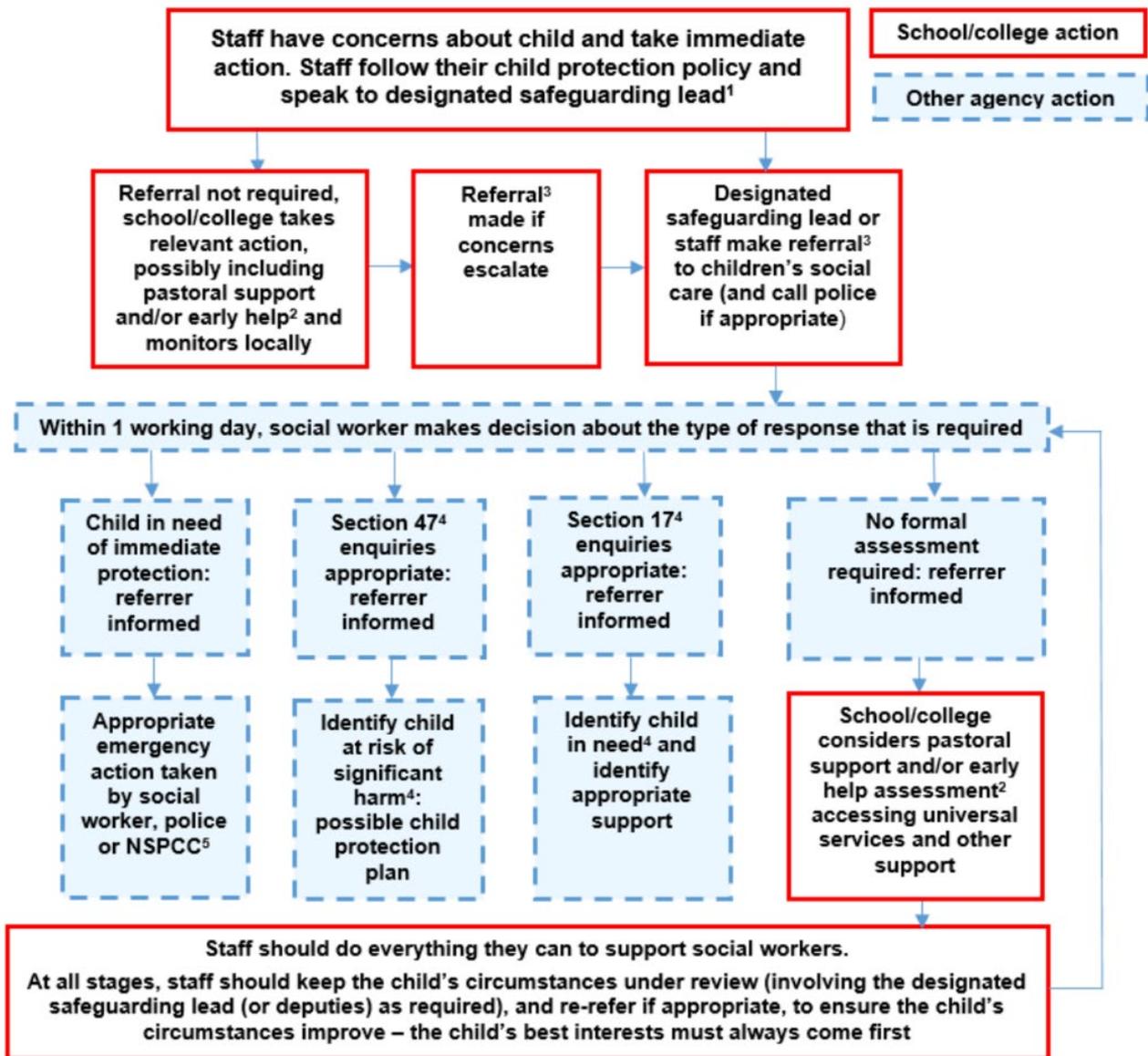
**When to call the police**

<https://www.npcc.police.uk/documents/Children%20and%20Young%20people/When%20to%20call%20police%20guidance%20for%20schools%20and%20colleges.pdf>

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APPENDIX 1.

**Actions where there are concerns about a child**



## APPENDIX 2. Categories of child abuse

If you are worried that a child is being abused in any way, watch out for any unusual behaviour.

1. withdrawn
2. suddenly behaves differently
3. anxious
4. clingy
5. depressed
6. aggressive
7. problems sleeping
8. eating disorders
9. wets the bed
10. soils clothes
11. takes risks
12. misses school
13. changes in eating habits
14. obsessive behaviour
15. nightmares
16. drugs
17. alcohol
18. self-harm
19. thoughts about suicide

The following are provided as a guide to injuries which may indicate non-accidental cause i.e. signs of possible abuse. If any colleague has concerns these should be reported.

### 1. Physical Abuse

Determining whether an injury is accidental or non-accidental is a skilled job. It requires a full assessment of the injury, explanation, history and circumstances. This is not the role of a teacher/responsible adult.

There are, however, a number of injuries which should be regarded with concern and may indicate a non-accidental cause. Some may need medical assessment and treatment, occasionally urgently. Injuries need to be accounted for. Inadequate, inconsistent, or excessively plausible explanations, or a delay in seeking treatment for the child, should signal concern.

### Physical Indicators

- Unexplained injuries or burns, particularly if they are recurrent
- Untreated injuries or lingering injuries not attended to
- Bruises and abrasions around the face, particularly if they are recurring
- Damage or injury around the mouth
- Bi-lateral injuries such as two bruised eyes
- Bruising to soft areas of the face, e.g. cheeks
- Bite marks
- Burns or scalds
- Weals suggesting beatings.

### 2. Neglect

Severe neglect is often characterised by the child being underweight, small in stature and with a poor physique. The care of neglected children is often poor and they present as unwashed, unkempt and inadequately fed and clothed. However, poverty, deprivation and neglect are not the same thing. Children may live in poverty but only a small number of these will be suffering from neglect.

Assessment over time and with the help of other agencies is vital.

### **Physical indicators**

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Inadequate clothing
- Untreated medical problems

### **Behavioural indicators**

- Social isolation – does not join in and has few friends
- Low self-esteem
- Frequent lateness or non-attendance at school
- Destructive tendencies
- Poor relationships with peers
- Compulsive stealing and scavenging
- Rocking, hair twisting and thumbsucking

## **3. Emotional Abuse**

Emotional abuse is often the most difficult to detect.

A child might be clean and physically cared for but be emotionally neglected. The parent's attitude to the child might be characterised by coldness, hostility, lack of interest. They may resort to scapegoating or humiliating the child and the giving of age-inappropriate responsibilities. They may give the impression that the child can never please, or may have expectations which are inappropriate, excessive or unrealistic.

### **Physical indicators**

- Delays in physical development, e.g. milestones delayed or underweight, lethargic (there may be medical reasons for this, medical advice essential)
- Self-harm

### **Behavioural indicators**

- Delays in intellectual development
- Over-reaction to mistakes
- Continual self-deprecation
- Sudden speech disorders
- Social isolation – does not join in and has few friends
- Extremes of compliance, passivity and/or aggression/provocativeness
- Compulsive stealing
- Rocking, thumb sucking, hair twisting, etc.
- Drug, alcohol, solvent abuse
- Fear of parents being contacted

## **4. Sexual abuse**

Sexual abuse affects a child or young person emotionally and physically. It is difficult to detect as the physical indicators are not directly visible. Often the indicators that a child is being sexually abused are exhibited through behaviour. Sexual abuse occurs in every class, cultural and occupational group. Sexually abused children may take refuge in an appearance of normality, e.g., some children immerse themselves in schoolwork as a way of 'blinking out' the abuse.

## Physical indicators

- ‘Love bites’
- Other bite marks
- Self-harming behaviours (e.g. deep scratches/cuts on arms)
- Tiredness, lethargy
- Pregnancy or Sexually Transmitted Infections (STIs).

## Behavioural indicators

- Sudden changes in behaviour and school performances
- Sexual awareness inappropriate to the child’s age – shown for example in drawings, vocabulary, games, etc.
- Provocative sexual behaviour
- Fear of undressing for gym
- Tendency to cry easily
- Regression to younger behaviour, e.g. thumb sucking, playing with discarded toys, acting like a baby
- Depression and withdrawal

## APPENDIX 3.

### Signs of Peer-on-peer abuse (including cyberbullying, prejudice based and discriminatory bullying)

Bullying affects a child or young person emotionally and physically. It is difficult to detect as the physical indicators are not directly visible. Indicators that a child is being bullied is exhibited through their behaviour, attendance, engagement and achievement.

It can be hard for adults, including parents, to know whether or not a child is being bullied. A child might not tell anyone because they are scared the bullying will get worse. They might think that they deserve to be bullied, or that it is their fault.

You cannot always see the signs of bullying and no one sign indicates for certain that a child is being bullied. You should look out for indicators that a child is being bullied through their behaviour, attendance, engagement and achievement.

### Physical and behavioural indicators to consider:

- Overly quiet
- Change in attitude or behaviour
- Failure to engage in activity
- Belongings getting “lost” or damaged
- Physical injuries such as unexplained bruises
- Asking for, or stealing, money (to give to a bully)
- Being afraid to go to school, being mysteriously 'ill' each morning, or skipping school
- Not doing as well at school
- Being nervous, losing confidence, or becoming distressed and withdrawn
- Problems with eating or sleeping
- Bullying others

## **APPENDIX 4. Youth Produced Sexual Imagery**

Establish the facts in order to make the referral to MASH

- 1) Name and DOB of pupils/students
- 2) Is the pupil/student disclosing about themselves receiving and image, sending an image or sharing an image?
- 3) What sort of image is it? Is it inappropriate or is it of a severe or extreme nature?
- 4) How widely has the image been shared and is the device in their possession?
- 5) Is it a school device or a personal device?
- 6) Is there a significant age difference between the sender/receiver?
- 7) Has there been any external coercion involved?
- 8) Does the student need immediate support and/or protection; is the child more vulnerable; at risk than usual?
- 9) Are there other pupils/students and or young people involved?
- 10) Do they know where the image has ended up?

## **APPENDIX 5**

### **Scenarios College to consider when managing any reports of sexual violence and/or sexual harassment.**

It is particularly important to look out for potential patterns of concerning, problematic or inappropriate behaviour and where a pattern is identified, a course of action decided.

**The four scenarios are:**

#### **i. Manage internally**

- a. In some cases of sexual harassment, for example, one-off incidents, College may take the view that the children concerned are not in need of early help or that referrals need to be made to MASH and that it would be appropriate to handle the incident internally, perhaps through utilising their behaviour policy and by providing pastoral support.

Whatever the response, it should be underpinned by the principle that there is a zero-tolerance approach to sexual violence and sexual harassment and it is never acceptable and will not be tolerated.

- b. All concerns, discussions, decisions and reasons for decisions will be recorded on CPOMS

#### **ii. Early help**

- a. In line with 1 above, College may decide that the children involved do not require referral to MASH but may benefit from early help. Early help means providing support as soon as a problem emerges, at any point in a child's life. Providing early help is more effective in promoting the welfare of children than reacting later. Early help can be particularly useful to address non-violent Harmful Sexual Behaviour and may prevent escalation of sexual violence.
- b. Multi-agency early help works best when placed alongside College policies, preventative education and engagement with parents/guardians.

- c. Early help and the option to manage a report internally are not mutually exclusive:
- d. Whatever the response, it should be under-pinned by the principle that there is zero tolerance approach to sexual violence and sexual harassment, and it is never acceptable and will not be tolerated.
- e. concerns, discussions, decisions and reasons for decisions should be recorded (on CPOMS)))

### iii. Referrals to children's social care

Where a child has been harmed, is at risk of harm, or is in immediate danger, College will make a referral to MASH

- At the point of referral to [MASH](#), College will usually inform parents /guardians, unless there are compelling reasons not to (if informing a parent or carer is going to put the child at additional risk). Any such decision should be made with the support of MASH.
- If a referral is made, MASH will then make enquiries to determine whether any of the children involved are in need of protection or other services.
- Where statutory assessments are appropriate, the College (especially the DSP) will work alongside, and cooperate with, the relevant lead social worker.
- College will not wait for the outcome (or even the start) of a MASH investigation before protecting the victim and other children in College, being aware that any actions do not jeopardise a statutory investigation.
- Consideration of safeguarding the victim, alleged perpetrator(s), any other children directly involved in the safeguarding report and all children at College will be immediate.
- Whatever the response, it should be under-pinned by the principle that there is a zero-tolerance approach to sexual violence and sexual harassment and it is never acceptable and will not be tolerated.
- All concerns, discussions, decisions and reasons for decisions should be recorded on CPOMS

### iv. Reporting to the Police

- a. Any report to the [police](#) will generally be in parallel with a referral to children's MASH (as above)
- b. Where a report of rape, assault by penetration or sexual assault is made, the starting point is that this should be passed on to the police.
- c. Where a report has been made to the police, the College should consult the police and agree what information can be disclosed to colleagues and others, in particular, the alleged perpetrator(s) and their parents /guardians. They should also discuss the best way to protect the victim and their anonymity.
- d. At this stage, College will generally inform parents /guardians unless there are compelling reasons not to, for example, if informing a parent /guardians is likely to put a child at additional risk. In circumstances where parents /guardians have not been informed, it will be especially important that College is supporting the child in any decision they take. (with the support of MASH).

In some cases, it may become clear very quickly that the police (for whatever reason) will not take further action. In such circumstances, it is important that the College continue to engage with specialist support for the victim and alleged perpetrator(s) as required.

- Whatever the response, it should be under-pinned by the principle that there is a zero-tolerance approach to sexual violence and sexual harassment and it is never acceptable and will not be tolerated.
- All concerns, discussions, decisions and reasons for decisions should be recorded on CPOMS.

<https://www.gov.gg/childprotection>

**Appendix 6**



Child's name and age & DOB			
Police Reference Number		Date:	
Date and time of incident			
Address of incident			
<u>Circumstances of incident</u>			
<u>Additional school information including other Operation Encompass calls</u>			
<u>Actions taken and Impact</u>			

**Appendix 7: Keeping Children Safe in Education – Statutory guidance for schools and colleges September 2021** [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1007260/Keeping\\_children\\_safe\\_in\\_education\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007260/Keeping_children_safe_in_education_2021.pdf)

**Appendix 8 Keeping Children Safe in Education – Part One: Information for all school and college staff, Part 1, September 2021** [\(Annex A within Appendix 1 above\)](#)

**Appendix 9: Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children, July 2018**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/942455/Working\\_together\\_to\\_safeguard\\_children\\_Statutory\\_framework\\_legislation\\_relevant\\_to\\_safeguarding\\_and\\_promoting\\_the\\_welfare\\_of\\_children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942455/Working_together_to_safeguard_children_Statutory_framework_legislation_relevant_to_safeguarding_and_promoting_the_welfare_of_children.pdf)

## Useful Contacts

<b>Designated Senior Person</b>		
<b>Designated Senior Person</b>	Dr V. Mitchell Deputy Principal(Pastoral)  Mrs Ashley Clancy (Principal)	01481 721602 <a href="mailto:vmitchell@ladiescollege.ac.gg">vmitchell@ladiescollege.ac.gg</a>  01481 721602 <a href="mailto:principal@ladiescollege.ac.gg">principal@ladiescollege.ac.gg</a>
<b>Designated Senior Person</b>	Mrs Rosanna de la Fosse(Deputy Head Teacher of Melrose)	01481 721602 <a href="mailto:rdelafosse@ladiescollege.ac.gg">rdelafosse@ladiescollege.ac.gg</a>
<b>Colleagues who have completed Level 3 DSP training</b>	1. 2. 3.	
<b>States of Guernsey Child Protection unit</b>  <b>Emergency social worker</b>	MASH (LSCB)	723182 (office hours)  725241 (or, if you think a child is in immediate danger, call the police on 999)
<b>Guernsey Police, Public Protection Unit</b>		01481 719419
<b>ICPC Business Manager Independent Child Protection Committee</b>		01481 256923 <a href="mailto:HSSD-childcareprocedures@gov.gg">HSSD-childcareprocedures@gov.gg</a>
<b>Independent Safeguarding Authority(UK)</b>		Contact details for referrals: POBox 181 Darlington DL1 9FA, England 01325 953795
<b>Prevent non-emergency advice</b>		Tel: 020 7340 7264 <a href="mailto:counter-extremism@education.gsi.gov.uk">counter-extremism@education.gsi.gov.uk</a>
<b>NSPCC Whistleblowing Helpline</b>		Tel: 0800 028 0285
<b>Childline</b>		Tel: 0800 1111
<b>NSPCC</b>		Tel: 0808 800 5000
<b>Confidential Anti-Terrorism Helpline</b>		Tel: 0800 789312
<b>Submitting a MASH form</b>		<a href="https://eforms.gov.gg/forms/showForm.asp?nc=F11V&amp;fm_fid=75">https://eforms.gov.gg/forms/showForm.asp?nc=F11V&amp;fm_fid=75</a>