

SAFEGUARDING AND CHILD PROTECTION POLICY



All One In A Million Free School Policies have been devised to ensure that:

- *OIAM core values are at the heart of all we do: Compassion, Honesty, Integrity and Excellence;*
- *Students from all backgrounds and all abilities are welcome;*
- *Each student has the opportunity to flourish and achieve or exceed their potential;*
- *We value the individuality of each student within the context of membership of our community;*
- *We are committed to raising educational attainment and improving our students' life chances;*
- *We provide an environment in which all students are self-aware, self-disciplined and confident;*
- *All students will understand how to make a positive contribution to our extended community;*
- *Academic, creative and personal achievement is supported through focus on Sport, the Arts and Enterprise.*

Approved by: Full Governing Body; Jane Hobbs, Principal

Last reviewed: October 2023

Next review: October 2024

Policy Principles

This policy applies to all staff and students at One In A Million Free School (OIAMFS). OIAMFS is committed to safeguarding and promoting the welfare and wellbeing of all members of its community. We believe that all staff, governors, students and visitors have an important role to play in child protection.

We Believe:

- OIAMFS can contribute to the prevention of abuse
- All children have the right to be protected from harm
- Children need support that matches their individual needs, including those who may have experienced abuse
- We are committed to ensuring that everyone is kept safe from harm.

OIAMFS's policy and procedure is based on the following documents which outline the responsibilities:

- *Working Together to Safeguard Children (DfE July 2022)*
- *Keeping Children Safe In Education (DfE 2023)*
- *Bradford Safeguarding Children Board Procedures*
- *Children Act 1989 (as amended 2004 Section 52)*
- *Education Act 2002*
- *What to do if you're worried a child is being abused (DfE March 2015)*
- *Revised Safeguarding Statutory Guidance 2 'Framework for the Assessment of Children in Need and their Families' 2000.*

Overall Aim:

To contribute to the prevention of abusive experiences in the following ways:

- Clarifying standards of behaviour for staff and students
- Introducing appropriate topics and 'signposting' guidance within the school curriculum
- Developing staff awareness of the causes of abuse (Appendix One sets out our understanding of terms and identifies signs of abuse)
- Encouraging students and parent/carer participation in practice
- Addressing concerns at the earliest possible stage
- Including appropriate topics and 'signposting' guidance within the school curriculum
- Implementing child protection policies and procedures
- Working in partnership with students, parents/carers and external agencies.

Contributing to supporting our students in the following ways:

- Identifying individual needs where possible
- Designing plans to meet needs.

In-school procedures for protecting children:

This policy applies to all cases of abuse, whether perpetrated by an adult or another child, within or beyond the school context.

All staff must:

- Read the appropriate section, according to their particular role, of the latest DfE update of the 'Keeping Children Safe in Education'. All staff have a duty to ensure that not only have they read the document but have signed to confirm that they understand their roles and responsibilities in relation to Child Protection. If staff are unclear, they must ask the Designated Safeguarding Lead, for clarification.
- Be familiar with all aspects of OIAMFS's Safeguarding And Child Protection Policy including issues of confidentiality.
- Be alert to signs and indicators of possible abuse.
- Record all Safeguarding concerns on the school's Safeguarding CPOMS system or, as appropriate to role, record concerns on a "Cause for Concern" form (see Appendix). Blank copies of the "Cause for Concern" form can be found in the school Reception, the Cleaner's station and Kitchen area of school. They are also presented to all visitors to school in addition to a OIAMFS's Safeguarding leaflet. Once completed, forms should be handed to the Designated Safeguarding Lead (DSL) or Deputy Safeguarding Lead (DDSL) or the Principal or Vice Principal.
- Deal with a disclosure of abuse from a student in line with the recommendations (see Appendix). These must be recorded on CPOMS and/or a written account ensuring dates, times and names are clearly noted and passed to the DSL/DDSL immediately.
- Be involved in on-going monitoring and recording to support the implementation of individual education programmes and inter-agency child protection and child support plans.
- Be subject to Safe Recruitment processes and checks whether new staff, supply staff, contractors, volunteers etc.

All visitors to OIAMFS will have an appointment with a member of staff and are the responsibility of that staff member for the duration of their visit. They should not at any time be left unsupervised with any students – unless they have a lanyard indicating they have an appropriate DBS that allows them access to students in an unsupervised manner.

Our Approach

The School has adopted the 3 P's of Safeguarding:

Protection, protecting children and young people from abuse and maltreatment

Prevention, preventing harm to the health and development of children and young people

Provision, providing safe and effective care for children and young people.

Good practice guidelines:

To meet and maintain responsibilities towards students, OIAMFS as a school have agreed standards of good practice.

This good practice underpins the mission, vision and values of OIAMFS to ensure that all our students are known, valued and understood. This includes:

- Treating all students with respect
- Speaking to students in a calm, non-confrontational manner using an appropriate tone of voice
- Setting a good example by conducting ourselves appropriately
- Involving students in decisions that affect them
- Encouraging positive and safe behaviour among students
- Being a good listener
- Being alert to changes in students' behaviour recognising that challenging behaviour may be an indicator of abuse
- Reading and understanding the OIAMFS Child Protection Policy and guidance documents on wider/contextual safeguarding issues
- Asking the student's permission before doing anything for them of a physical nature, such as assisting with dressing, physical support during PE or administering First Aid although it should be acknowledged that a student may be restrained for the good of the student or others without their consent
- Maintaining appropriate standards of conversation and interaction with and between students and avoiding the use of sexualised or derogatory language
- Being aware that the personal and family circumstances and lifestyles of some students lead to an increased risk of abuse
- Providing opportunities through our curriculum, learning programmes and teaching styles to inform students about issues regarding their safety and well-being.

The Designated Staff:

Currently the 'Designated Safeguarding Leads' (DSLs) are Mr Paddy Gallagher, Miss Katy Woodcock or, the OIAMFS Principal, Mrs Jane Hobbs, in their absence. Where OIAMFS has concerns about a student, the DSL, in consultation with the DDSL or the Principal, if appropriate, will decide what steps should be taken. Although the responsibility for Child Protection lies with the Designated Safeguarding Lead (DSL).

In the absence of all of the three DSL's, a serious concern should result in any member of staff ringing the social services or the police, if they believe that the wellbeing of a child is at serious imminent risk.

Members of staff who raise a concern on CPOMS or with the DSL in person, have a responsibility to check it has been followed up and what the consequences were.

Child Protection information needs to be dealt with in a confidential manner. Staff will be informed of relevant details only when the DSL feels that having knowledge of a situation will improve their ability to deal with an individual student and/or family.

Child Protection Records

An account of any incident should include the following:

- Date and time of incident/disclosure
- Parties who were involved, including any witnesses to an event
- What was said or done and by whom
- Any action taken by the organisation to look into the matter
- Any further action taken
- Where relevant, the reasons why a decision was taken to refer those concerns to a statutory agency
- Any interpretation/inference drawn from what was observed, said or alleged should be clearly recorded as such
- Name of person reporting on the concern, name and designation of the person to whom the concern was reported, date and time and their contact details
- The record should be signed.

If OIAMFS is recording an incident of physical restraint by a member of staff on a student the incident will be recorded in the 'Bound Book' that is kept in the bookshelves in the H R Manager's office.

Storing of Records

Hard copies of Child Protection records may be stored securely in a separate lockable cabinet in the Safeguarding office. These will only be accessible to the DSLs, Mr Gallagher, or Miss Woodcock, the OIAMFS Principal (Mrs Hobbs) or any other designated person that will be identified in the file and a written record will be kept when they are accessed.

These may be inspected by the designated governor or an OFSTED inspector, but a written record of access will be kept.

When the DSL resigns their post/no longer has child protection responsibility, there should be a full face-to-face handover/exchange of information with the new post holder.

The Principal will ensure this happens. If this should not be feasible a written record will be kept.

Parents/carers should be aware of information held on their child and kept up to date regarding any concerns or developments by the appropriate members of staff. General communications with parents/carers should be in line with any home school policies and give due regard to which adults have parental responsibility. However, the written records should not be disclosed to the parent/carer.

If a student moves from OIAMFS, child protection records will be forwarded onto the new school/college with due regard to their confidential nature. Contact between the two schools may be necessary. The DSL's, Mr Gallagher/Miss Woodcock, will record where and to whom the records have been passed, and the date. If sending by post, student records will be sent "Special Delivery". For audit purposes a note of all student records transferred or received will be kept in both paper and electronic format. This should include the student's name, date of birth, where and to whom the records have been sent and the date sent and/or received. All of this information will be recorded on the OIAMFS Transfer of Safeguarding Files document, which shall accompany all files sent from OIAMFS. Information shall be transferred within five working days.

If a student is permanently excluded or moves to an alternative provision, child protection records will be forwarded onto the relevant organisation once this has been determined by the Local Authority and OIAMFS has been informed.

Where a vulnerable young person is moving to a Further Education establishment, child protection files will be shared (with agencies as appropriate). Information and files would be shared with the destination (College or School) in the interests of protecting the young person.

The records will be kept for at least the period during which the student is attending OIAMFS:

- Records of an incident referred to social services will be archived for six years after the student has left OIAMFS
- Records of an incident NOT referred to social services will be archived for 1 year after the student has left OIAMFS.

All out of date records will be shredded in the presence of the DSL/DDSL and a form will be signed as a witness statement.

The Governing Body

The Governing Body ensures that:

- OIAMFS has a Child Protection Policy and procedures in accordance with current guidelines

- OIAMFS operates safe recruitment procedures and ensures appropriate checks are carried out on all new staff and volunteers
- OIAMFS has at least one senior member of the school's leadership team designated to lead on Child Protection issues and at least two Designated Safeguarding Leads (DSLs)
- The DSLs have appropriate refresher training every two years
- All staff who work with children undertake Safeguarding training every year
- That temporary staff and volunteers are made aware of the OIAMFS arrangements for Child Protection and their responsibilities
- The governing body remedies any deficiencies or weaknesses brought to its attention without delay
- OIAMFS has procedures for dealing with allegations of abuse against staff/volunteers
- A member of the governing body (The Safeguarding Governor) is nominated to be responsible for liaising with the Bradford Safeguarding Team in the event of allegations of abuse being made against the OIAMFS Principal
- The governing body reviews its policies/procedures and the efficiency with which related duties have been discharged annually and provides information to the LA if requested
- OIAMFS cooperates fully with requests from the ISA for information it already holds on file
- OIAM have chosen to nominate Susan Sharples as Governor with responsibility for safeguarding. We recognise that current guidelines no longer require the Governing Body to nominate a governor to safeguarding nonetheless we consider this to be good practice.
- The Safeguarding Governor is responsible for liaising with the Vice Principal/Principal/DSL over all matters regarding child protection issues. The role is strategic rather than operational – they will not be involved in concerns about individual students (other than the nominated Governor)
- The nominated Governor (Susan Sharples), should liaise with the OIAMFS Principal to produce an annual report for the Governing Body (see Appendix).
- The Governing Body will receive training on a continual basis in order to support the aims of this policy.

Working with other agencies to protect children involving parents/carers

In general, and wherever appropriate, OIAMFS will discuss concerns with parents/carers before approaching other agencies, and will seek their consent to making a referral to another agency. Appropriate staff will approach parents / carers after consultation with the DSL's. However, there may be occasions when OIAMFS will contact another agency before informing parents/carers, if OIAMFS decides that contacting them may increase the risk of significant harm to the student.

Multi-agency work

We work in partnership with other agencies in the best interests of our students. Referrals will be made, by the DSL/DDSL to Bradford Childrens' Social Care. Where a student already has a Social Worker, the referral should indicate that fact and the Social Worker should also be informed.

We will co-operate with Social Services where they are conducting child protection enquiries. Furthermore, OIAMFS will endeavour to attend appropriate inter-agency meetings such as Initial and Review Child Protection Conferences, and Planning and Core Group Meetings, as well as Family Support Meetings.

We will provide written reports as required for these meetings. If we are unable to attend, a written report will be sent. The report will, wherever possible, be shared with parents/carers at least 24 hours prior to the meeting.

Where a student in school is subject to an inter-agency child protection plan, OIAMFS will contribute to the preparation implementation and review of the plan as appropriate.

Where a student attending OIAMFS is subject to an inter-agency child protection plan or a Multi-Agency Risk Assessment Referral (MARF), OIAMFS will contribute to the preparation implementation and review of the plan as appropriate.

Our role in the prevention of abuse

We will identify and provide opportunities for students to develop skills, concepts, attitudes and knowledge to promote their safety and well-being.

The Curriculum:

Relevant issues will be addressed through the PHSE/RSE curriculum. For example, self-esteem, emotional literacy, assertiveness, power, sex and relationship education, bullying

- Relevant issues will be addressed through other areas of the curriculum. For example, 'Form Time' and the connected curriculum

Other areas of work:

- All our policies which address issues of power and potential harm, e.g. Bullying, Equal Opportunities, Physical Restraint, Positive Behaviour, are linked, to ensure a whole-school approach
- Our child protection policy cannot be separated from the general ethos of the OIAMFS, which should ensure that children are treated with respect and dignity, feel safe, and are listened to.

Our role in supporting children:

- We will offer appropriate support to individual students who have experienced abuse or who have abused others

- All supportive measures implemented by the school will be recorded and reviewed regularly for these children. This will detail areas of support, who will be involved and the student's wishes and feelings
- We will ensure OIAMFS works in partnership with parents/carers and other agencies as appropriate.

Harmful Sexual Behaviour, Child-on-Child Sexual Violence and Sexual Harrasment

Information surrounding the OIAMFS response to both issues are detailed in the OIAMFS Sexual Violence and Harassment Policy and the OIAMFS Child On Child Sexual Violence and Sexual Harrasment Policy.

Safer Recruitment and Selection

OIAMFS recognises that everyone, regardless of their 'social standing' have the potential to abuse. When recruiting new members of staff, the school follows the government guidance 'Keeping Children Safe in Education 2023' and safer recruitment principles, and has due regard to the Safeguarding Vulnerable Groups Act 2006 and The Protection of Freedoms Act 2012.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and undertaking checks of barring lists and Disclosure and Barring Service (DBS) checks. It may also include OIAMFS's monitoring an individual's Social Media accounts.

Child Protection Policy

One In A Million adheres to the guidance offered in 'Keeping Children Safe In Education 2023' which notes that where a member of staff has, 'behaved or may have behaved in a way that indicates they may not be suitable to work with children' as being an area for appropriate consideration and potential action by the school. This is to take account of situations where a person's behaviour outside of school may suggest 'transferable risk'. For example, where a member of staff is involved in an incident outside of school which did not involve children but could have an impact on their suitability to work with children.

This policy will be updated to meet the requirements of whatever regulatory system HM Government/DfE puts in place at the end of its review process.

All recruitment materials will include reference to the OIAMFS's commitment to Safeguarding and promoting the well-being of students.

Recruiting Managers, Leaders and Trustees have undertaken Safer Recruitment training and at least one of these staff will be involved in any staff / volunteer appointment panels within OIAMFS.

Providing a safe working culture

OIAMFS has implemented a staff behaviour policy and code of conduct, which applies to all permanent and temporary staff, and adult volunteers working in this organisation. Staff and volunteers are in a position of trust. All staff and volunteers must seek to minimise the risk of any situation arising in which children are put at risk, or misunderstandings about their behaviours towards children can occur or be perceived. Staff and volunteers must adhere to the staff behaviour policy and follow the safer working practice guidance given by this organisation.

OIAMFS's staff behaviour policy includes expectations about staff behaviours including outside of the working environment, staff/student relationships and communications including the use of social media. Any reason for staff to be having personal, social contact with students at the school must be explained to the Principal with the rationale and any safeguarding actions required will be recorded.

Under the Sexual Offences Act 2003 it is a criminal offence for anyone working in an education setting to have a sexual relationship with a pupil or student, even when the pupil/student is over the age of consent but under 18 years of age.

Staff are advised to use the following sensible precautions when working alone with children:

- Do not work in isolation with students
- Work in a room where there is a glass panel in the door or wall and leave the door open
- Make sure that other adults visit the room occasionally

- Do not give students lifts home in their car (unless this has been specifically agreed by SLT)
- Any use of physical force or restraint involving students will be carried out and documented in accordance with the relevant physical intervention procedures.

If it is necessary to use physical intervention (for example to prevent the child hurting themselves or others), parents and carer's will be informed and the incident will be recorded appropriately in the school's 'Bound Book'. Children who attend our setting will not be punished by any form of hitting, slapping, shaking or other degrading treatment, including verbal abuse.

Governors at OIAMFS recognise their responsibility to remain vigilant and ensure that all staff and volunteers are, and remain, suitable to work with children. (In addition, irrespective of the age group worked with), any staff member, volunteer or governor who becomes the subject of a police investigation in relation to physical or sexual offences against adults or children, or are charged with such a criminal offence, must inform the OIAMFS Principal. Staff must disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children whether received before, or during, their employment at the school. (This would not include 'spent' convictions under the Rehabilitation of Offenders Act). The Principal will discuss any potential safeguarding matters with the Local Authority Designated Officer (LADO) and any required action will be agreed.

Any staff member, volunteer or governor whose own children become subject to child protection investigations must inform the Principal. The OIAMFS Principal or DSLs will discuss with the LADO in accordance with BSCB procedures for dealing with allegations against adults who work in a position of trust with children. Appropriate action will be agreed.

Staff have a professional duty to report concerns about the conduct of other adults working in the school if there are indications that a child or children could be at risk of harm. Adults working in this school are encouraged to raise any concerns about conduct or practice so that this can be addressed appropriately. Allegations of abuse made against adults working in the school, whether historical or current, should be reported to the OIAMFS Principal (or, if the allegation is against the OIAMFS Principal, it should be reported to the Chair of Governors). Adults working in the school are also able to follow the 'OIAMFS Whistle Blowing Policy' if they feel unable to follow standard procedures relating to an allegation against staff. Staff raising genuine concerns, even if, on investigation, these concerns are not substantiated, will be supported by the senior leadership team, and their employment protected.

Staff who fail to follow the school policies and procedures for safeguarding and promoting the welfare of children may be subject to disciplinary procedures.

Staff Support

We recognise the stressful and traumatic nature of child protection work. Support is available for any member of staff from the DSL, Mr Gallagher. OIAMFS has also procured additional support from external agencies and staff are encouraged to attend 'Supervision' as required/appropriate.

Staff training

The DSL(s) have appropriate qualifications and training.

OIAMFS will ensure all staff receive induction and updated training appropriate to their roles and responsibilities, especially staff new to the school. All staff will access refresher training at least every two years.

All staff have completed child protection training. Training completed will be recorded by OIAMFS; a print out of the OIAMFS's training history can be obtained on request.

Governor Training

All governors receive appropriate safeguarding and child protection training at the point of induction. Thereafter, governors will receive regular refresher training as well as to read the appropriate sections within the latest Keeping Children Safe In Education. As part of such training, governors will complete a safeguarding declaration form.

Procedures in the event of an allegation against a member of staff or person known in OIAMFS

These procedures (see appendix) should be used in any case in which it is alleged that a member of staff, visiting professional or volunteer has:

- A. Behaved in a way that has harmed a child or may have harmed a child
- B. Possibly committed a criminal offence against or related to a child
- C. Behaved in a way that indicates s/he is unsuitable to work with children.

Although it is an uncomfortable thought, it needs to be acknowledged that there is the potential for staff in OIAMFS to abuse students. All potential allegations will be notified immediately to the DSL or the OIAMFS Principal in the case that the allegation is against the DSL. In the case of an allegation against the Principal, this should be directed to the Chair of Governors. OIAMFS will report concerns to the LADO.

Procedures in the event of an allegation against a student by a student

Students will be made aware of the process for reporting concerns they have regarding the behaviour of another student towards them.

Students will be made aware that they should report any incidents of bullying to a member of staff. Equally students can record bullying by emailing:

anti-bullying@oneinamillion.org.uk

Students can report incidents of criminal action against themselves to a member of staff or via the bullying email address and a thorough investigation will be conducted by the DSL, Mr Gallagher, Miss Woodcock, or appropriately qualified/experienced staff.

On those occasions when OIAMFS chooses to employ supply agency staff, the school shall ensure that the agency is aware of its process for managing allegations, and as appropriate, invite a representative of the agency to meet with members of the school SLT to discuss and agree all aspects of the school's practice and policy.

Whilst OIAMFS is not the direct employer of agency staff, it will respond to any allegation against those staff by:

- Ensuring that all allegations are investigated fairly and comprehensively
- Informing the agency of the allegations and discussing with the agency whether it is appropriate to suspend or redeploy the agency member of staff until all investigations are completed
- Liaising with the LADO to determine all actions and outcomes
- Inviting the supply agency to be fully involved and cooperate with any/all enquiries from the LADO, Police, Children's Social Services and any other appropriate external agency. However, OIAMFS will usually take the lead in investigating any concerns or incidents, as typically supply agencies do not have direct access to children or other school staff
- The allegations management meeting which is often arranged by the LADO should address issues such as information sharing, to ensure that any previous concerns or allegations known to the agency are taken into account by OIAMFS during any investigation.

Students with additional needs

At OIAMFS, we recognise that while all students have a right to be safe, some students may be more vulnerable to abuse. Special consideration includes the provision of safeguarding for those who:

- Are disabled or have special educational needs (SEND)
- Are living in a domestic abuse situation affected by parental substance misuse
- Are asylum seekers living away from home
- Are vulnerable to being bullied, or engaging in bullying
- Are living in temporary accommodation
- Live transient lifestyles
- Are living in chaotic and unsupportive home situations
- Are vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality
- Are involved directly or indirectly in prostitution or child trafficking
- Do not have English as a first language

Photography and images

The vast majority of people who take or view photographs or videos of students do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse students through taking or using images, so we must ensure that we have some safeguards in place. To protect students, OIAMFS will:

- Seek parental and the student's consent for photographs to be taken or published (for example, on our website or in newspapers or publications)
- Seek parental consent to use the student's first name with an image
- Ensure students are appropriately dressed
- Encourage students to tell us if they are worried about any photographs that are taken of them.

E-Safety and Safeguarding

(see also OIAMFS E-Safety Policy)

OIAMFS is committed to ensuring that all members of the school community are safe and responsible users of technology. The school recognises the educational and social importance of technology. Students will at times use technology and access the internet as part of their learning. In these circumstances we expect all students to abide by our clearly defined e- Safety Policy and any deviation from this will be treated seriously by OIAMFS.

All staff at OIAMFS are advised not to contact students via social network sites, personal mobiles or private email. Contacting students via email should be for work purposes only.

OIAMFS staff receive appropriate training regarding the use of private technologies and are advised to ensure that at all times, settings for their personal account are 'private'.

OIAMFS recognises that our technological environment will mean that students will use technology such as email to communicate with staff or to send them work. The school email platform must be used for this purpose.

Students trying to contact staff for other purposes, or inviting staff to be friends on social network sites such as Facebook should be reported to the DSL/DDSL (Mr Gallagher, Miss Woodcock) or the Principal, Mrs Hobbs in their absence) who will speak to the students involved.

Monitoring and Review

To help keep everybody safe, OIAMFS filtering and monitoring systems are an essential feature of the school's online safeguarding practice:

- Online filtering involves using software or hardware tools to control and restrict access to harmful or inappropriate websites and content categories. This can include URL,

keyword or category-based filtering to help shield children from harmful material such as adult content, violence, drugs and hate speech.

- Online monitoring is about observing and tracking the school community's digital activities, including web browsing, social media interactions and chat conversations. It aims to identify potential risks and rule violations and raise alerts that can be acted on. OIAMFS believes that effective online monitoring helps encourage students to become good digital citizens.

One In A Million works in partnership with an agency (Smoothwall) to develop the technology and solutions that are essential for the safety and wellbeing of young people online. The Smoothwall is kept updated with the latest security features and policies from the Bradford Learning Network Smoothwall to offer a comprehensive approach to online safeguarding at OIAMFS. Being part of this wider network ensures there is reliability and consistency across the education sector.

The guidance provided in 'Keeping Children Safe in Education 2023', highlights new responsibilities for DSLs, regarding how their school filtering and monitoring systems are managed. The guidance confirms that, 'DSLs now have a responsibility for "understanding the filtering and monitoring systems and processes in place" as part of their remit.'

OIAMFS DSLs meet each term with the IT and Technology Lead (Steve Worsnop) to assess the nature and content of filtering and monitoring reports provided by Smoothwall.

KCSIE 2023 also stipulates that "Governing bodies should ensure that all staff undergo safeguarding and child protection training. It should give them "an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring"

OIAMFS provide staff training sessions which confirm not only a wider understanding of online safety for all members of the community, but also ensures that staff possess an understanding of the school's Smoothwall filtering and monitoring systems; including identifying staff roles and responsibilities in regard to monitoring and filtering.

Monitoring user activity on OIAMFS devices complements school filtering systems by identifying incidents promptly and allowing for quick action. Monitoring strategies include live supervision, network monitoring and individual device monitoring

Filtering and monitoring systems are reviewed annually, when significant changes occur or when a safeguarding risk is identified. This helps the OIAMFS DSLs to identify gaps or potential risks, and ensure the systems meet the school's needs.

The breadth of issues associated with online safety is considerable but can be classified into 4 main areas of safeguarding risk:

Content: being exposed to illegal, inappropriate or harmful material for example, pornography, fake news, racism, misogyny, suicide, anti-Semitism, radical or extremist views

Contact: being subjected to harmful online interaction with other users for example, peer to peer pressure, inappropriate age-inappropriate adverts, adults posing as children or young adults, sexual or criminal grooming

Conduct: personal online behaviour that increases the likelihood of, or causes harm, for example, sending or receiving explicit messages or images (eg consensual and non-consensual sharing of nudes and semi-nudes and / or pornography, sharing other explicit images and on-line bullying.

Commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams.

Links with other Policies

This Policy has obvious links with the wider safeguarding agenda, and staff and governors should always be aware of the impact this policy has on other related issues.

For example, when agreeing or reviewing a policy for child protection, links should be made with all relevant guidelines and procedures.

Links with other policies

This policy links to the following policies and procedures:

OIAMFS Safeguarding Policy

- OIAMFS Health and Safety Policy
- OIAMFS E-Safety Policy
- OIAMFS Whistleblowing Policy
- OIAMFS Anti-Bullying Policy
- OIAMFS Harmful Sexual Behaviour, Child -on-Child Sexual Violence and Sexual Harrasment
- OIAMFS Sexual Violence and Harassment Policy
- OIAMFS Code of Conduct

Appendix One

Name of School	One In A Million Free School
Address	Cliffe Terrace Bradford BD8 7DX
Telephone	01274 723439
Email Office	Info@oneinamillion.org.uk

Role Name Email

Principal	Jane Hobbs	jane.hobbs@oneinamillion.org.uk
DSL	Paddy Gallagher	paddy.gallagher@oneinamillion.org.uk
DDSL	Katy Woodcock	katy.woodcock@oneinamillion.org.uk
Chair of Governors	Chris Scofield	chris.schofield@oneinamillion.org.uk
Senior Mental Health Lead	Paddy Gallagher	paddy.gallagher@oneinamillion.org.uk
Safeguarding Governor	Sue Sharples	sue.sharples@oneinamillion.org.uk

Local Authority	Bradford
Emergency Contact	01274 723439
Local Safeguarding Children Board Website	Education Safeguarding Team, Bradford School's online
National advice helplines	Childline: 0800 1111 NSPCC Helpline: 0808 800 5000
National advice websites	https://www.gov.uk/report-child-abuse https://www.nspcc.org.uk/keepin-children-safe/reporting-abuse/report

Appendix Two

Keeping Children Safe in Education PART 1

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181962/Keeping_children_safe_in_education_2023_-_part_one.pdf

Appendix Three

Keeping Children Safe in Education ANNEX B

https://www.keepingchildrensafeineducation.co.uk/annex_b.html

Appendix Four

Keeping Children Safe in Education ANNEX C

https://www.keepingchildrensafeineducation.co.uk/annex_c.html

Appendix Five

Dealing with a disclosure of abuse

When a student tells me about abuse, she/he has suffered, OIAM staff must remember:

- Stay calm
- Do not transmit shock, anger or embarrassment
- Reassure the student. Tell her/him you are pleased that s/he is speaking to you
- Never enter into a pact of secrecy with the child. Assure her/him that you will try to help but let the student know that you will have to tell other people in order to do this. State who this will be and why
- Tell her/him that you believe them. Students very rarely lie about abuse; but s/he may have tried to tell others and not been heard or believed.
- Tell the student that it is not her/his fault
- Encourage the student to talk but do not ask "leading questions" or press for information
- Listen and remember
- Check that you have understood correctly what the student is trying to tell you
- Praise the student for telling you. Communicate that s/he has a right to be safe and protected
- Do not tell the student that what s/he experienced is dirty, naughty or bad
- It is inappropriate to make any comments about the alleged offender
- Be aware that the student may retract what s/he has told you. It is essential to record all you have heard
- At the end of the conversation, tell the student again who you are going to tell and why that person or those people need to know
- As soon as you can afterwards, make a detailed record of the conversation using the student's own language. Include any questions you may have asked. Do not add any opinions or interpretations.

NB

It is not OIAMFS staff's role to seek disclosures. Their role is to observe that something maybe wrong, ask about it, listen, be available and try to make time to talk. Staff must not deal with this themselves. Clear indications or disclosure of abuse must be reported to the DSL/DDSL and social services within 24hrs, using the correct procedures as stated in the guidelines.

Students making a disclosure may do so with difficulty, having chosen carefully to whom they will speak. Listening to and supporting a student who has been abused can be traumatic for the adults involved. Support for staff will be available from your DSLs (Mr. Gallagher, Miss Woodcock) or Mrs Hobbs – in their absence) or the nominated governor (Susan Sharples)

Appendix Six

Allegations against a member of staff or volunteer

- In line with Keeping Children Safe in Education 2023 guidance, OIAMFS will conduct an enquiry where it is alleged that anyone working in the school has:
- Behaved in a way that has harmed a child, or may have harmed a child and/or;
- Possibly committed a criminal offence against or related to a child and/or;
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Inappropriate behaviour by staff/volunteers could take the following forms:

- Physical includes, for example, intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects or rough physical handling
- Emotional includes, for example, intimidation, belittling, scapegoating, sarcasm, lack of respect for children's rights, and attitudes which discriminate on the grounds of race, gender, disability or sexuality
- Sexual includes, for example, sexualised behaviour towards students, sexual harassment, sexual assault and rape
- Neglect: may include failing to act to protect a child or children, failing to seek medical
- Attention or failure to carry out appropriate/proper risk assessment etc
- Radicalisation – where a member of staff abuses his/her position and encourages students to adopt a radical approach or is seen to be encouraging terrorism
- If a child makes an allegation against a member of staff, visitor or volunteer the DSL (Mr. Gallagher/Miss Woodcock) should carry out an urgent initial consideration in order to establish whether there is substance to the allegation. The DSL (Mr. Gallagher/Miss Woodcock) or any other staff member **SHOULD NOT** carry out the investigation itself or interview students. As part of this initial consideration, the DSL (Mr. Gallagher/Miss Woodcock) should consult with the LADO who will then contact the police
- The consultation between OIAMFS and the LADO will determine the need for further investigation and who will conduct it. Only if the allegation is demonstrably false or trivial would further investigation not be warranted. A Strategy Meeting is usually held to determine the mechanics of the investigation, and to address such issues as who will interview the student(s), informing the staff member, informing parents, the need or not for suspension, and to what extent disciplinary or criminal

procedures need to be invoked alongside any child protection procedures (where more than

- one set of procedures is invoked, child protection procedures take precedence, to ensure the best interests of the child are catered for)
- Where the allegation has been made against the OIAMFS Principal, then the Nominated member of the Governing Body (Susan Sharples), takes on the role of liaising with the education personnel section and social care in determining the appropriate way forward.

Appendix Seven

In accordance with recommendations in the Council of Local Education Authorities Guidance 1/96, every school should have a nominated governor whose role is to ensure child Protection procedures are implemented effectively by the school. As a Free School OIAMFS considers this to be good practice that it will adopt. The nominated governor is Susan Sharples.

The guidance further recommends a report be produced annually in collaboration with the Principal (Mrs Hobbs) and the DSL's Mr. Gallagher, Miss Woodcock and presents to the governing body at the July Governors meeting. The Report conforms to a template considered to be best practice at the time of writing.

Appendix Eight

Whistleblowing code for issues relating to students and young people Purpose of the code

OIAMFS's Whistleblowing Policy and procedures enables staff to raise concerns relating to:

- Crime
- A miscarriage of justice
- Illegality health and safety
- Environmental or property damage
- Unauthorised use of public funds
- Concealing or attempting to cover up any of the above

This code provides additional information to help staff to understand the role of whistleblowing in the context of poor practice and unacceptable conduct and attitudes towards students.

When to use the code

The whistleblowing procedures and this code may be used by anyone employed by OIAMFS in a paid or voluntary capacity who believe they have reason to suspect that the conduct of an employee towards a student is inappropriate.

Inappropriate conduct includes, but is not confined to:

- Bullying or humiliation contravening health and safety guidelines
- Serious breaches of OIAMFS's code of ethical practice
- Professional practice that falls short of normally accepted standards compromising students' welfare but in a way that does not meet the threshold for child protection intervention

Reasons for blowing the whistle

Staff will naturally be reticent to report a concern about the conduct of a colleague. However, each individual must take responsibility for ensuring that students are fairly treated. If poor practice is allowed to continue unchecked, it could escalate with serious consequences.

Your action not only protects students, but also deters any suggestion that you have colluded with poor practice that you knew was occurring but chose to ignore.

Whistleblowing can also support the member of staff who is the subject of the concern. Their conduct may result from inexperience or lack of training that can be addressed by OIAMFS, or they may be under stress and be relieved when their conduct is questioned.

Staff who deliberately fail students and show no remorse or desire to improve are unlikely to welcome being exposed, but their conduct has to be confronted for the sake of the students, the staff body and the reputation of the OIAMFS.

Barriers to whistle blowing

You may worry that you have insufficient evidence to raise a concern that you will set in train an unstoppable chain of events, that there will be adverse repercussions for your career, that you may suffer harassment or victimisation, or that your suspicion or concern might be totally misplaced. These concerns are entirely understandable but you can be reassured that whistleblowing procedures addresses these issues.

The Public Interest Disclosure Act 1998 protects employees from reprisals for public interest whistleblowing. Your union, a solicitor or the local authority legal services can provide you with information about your legal position.

Confidentiality and anonymity

All concerns are treated in confidence and, as far as possible, your identity will not be revealed if that is your wish. However, absolute confidentiality cannot be guaranteed if, as a result of an investigation, you are required to provide a witness statement or attend a court hearing. You can, if you prefer, raise your concern anonymously. OIAMFS would need to decide whether the levity and credibility of the concern warrants investigation if the source of the concern, and the key evidence, is not readily available. OIAMFS will fully support you and do all it can to protect you from any harassment or adverse repercussions that may arise from whistleblowing. Allegations that prove to be deliberately fabricated and malicious will be dealt with through staff disciplinary procedures. However, no action will be taken against any member of staff who raises a genuine concern that proves to be unfounded.

Reporting procedure

It may help if you write down, for your own benefit, what you have observed or heard that is causing alarm. One useful way to decide whether your concern should be reported is to consider whether you would want the conduct of this member of staff to continue unchecked if your own child or another young family member was involved. You may raise your concern verbally or in writing. You should report your concern directly to the OIAMFS Principal. If the Principal is the subject of your concern, speak to the chair of governors. A friend, colleague or union representative may accompany you to the meeting if you wish. Ensure the OIAMFS Principal or Chair informs you of their proposed action and sets a date for a second meeting. Timescales will depend on the complexity of the initial inquiry but the case should not be allowed to stall and you should receive initial feedback within 10 working days. The timescale for subsequent feedback should then be agreed. Ask for clarification about confidentiality and ensure you have your wishes regarding the protection of your identity recorded.

Process and outcome

The OIAMFS Principal or chair will make enquiries to establish the facts of the matter and whether poor practice or inappropriate conduct has occurred. Members of the school community, including governors, may be asked to provide information or advice. External advice, for example, from legal or human resources or children's services may be sought. A written record of the conduct, established facts and outcome of the inquiry

will be kept. The 'whistle-blower' will be kept informed of the progress of the inquiry. The outcome of the inquiry will be one of the following:

1. No poor practice or wrongdoing is established and the case is closed
2. The concern has some substance and the subject of the concern will receive advice and support from the OIAMFS Principal to improve practice.
3. Poor practice or wrongdoing is established and disciplinary proceedings are initiated
4. The concern is more serious and an investigation is initiated. This investigation may involve the local authority's legal team, children's social care or the police. If, at any stage in the process, there is reason to believe that a child is at risk of significant harm, children's social care will be immediately involved.

Further action

If you raise a concern and you are dissatisfied with the way it is managed, or the outcome, you may contact the governing body or local authority for advice. Alternatively, you can seek advice from your union or professional body.

This guidance should be read in conjunction with OIAMFS's 'Whistleblowing Policy'.