



Safeguarding and Child Protection Policy

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Governors Committee Responsible: FGB

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Tiffin School's Safeguarding and Child Protection Policy is based upon the model Kingston and Richmond AfC policy 2026



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for children**



Kingston and Richmond
Safeguarding Children Partnership

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1. Policy principles and aims

This policy aims to demonstrate to students, parents and other partners, Tiffin School's commitment to safeguarding and child protection.

Tiffin School has a duty to keep children safe. This includes how we protect children from harm and how we respond when we suspect or confirm that a child is being harmed. Children are at the centre of everything we do at Tiffin School. We are committed to providing our children with a sense of belonging and an environment that is welcoming, safe, valuable and respectful. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. Adults in our school know that keeping children safe is everybody's responsibility and that all children regardless of age, gender, culture, language, race, ability, sexual identity, religion or lack of religion, and home circumstances have equal rights to protection and opportunities.

We aim to:

- Do all we can to prevent children from coming to harm
- provide quality training to our staff so they are able to recognise potential signs of abuse, neglect and exploitation, understand what their responsibilities are and how they should respond when they identify a concern
- act quickly and communicate transparently and honestly when there is a concern about a child with all those involved, including parents, other children and staff, where it is safe and appropriate to do so
- share information quickly and appropriately with external agencies, such as the police and children's services, to get children the support and help they need in good time

2. Definitions

Safeguarding means the process for protecting children from neglect, harm and abuse, whether that is within or outside the home, as well as online. This includes:

- Providing help and support to meet the needs of children as soon as problems emerge.
- Taking action to ensure that children have the best outcomes
- Making sure that the way children grow up is consistent with providing safe and acceptable care.
- Preventing barriers to children's mental and physical health or the way they develop.

Child protection refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.

Staff refers to all those working for or on behalf of the school, full time or part time, temporary or permanent, in either a paid or voluntary capacity. This includes, but is not limited to, employed staff, contractors, volunteers, governors, supply staff and self-employed staff.

Safeguarding team is used here to refer to the designated safeguarding lead (DSL) and deputy DSL(s) as a whole. The DSL is the member of the senior leadership team who has the lead responsibility for safeguarding and child protection (including online safety).

Child includes everyone under the age of 18.

Parent refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

Statutory means what has been decided or is controlled by the law and government guidance.

Statutory guidance tells us what schools and local authorities must do to follow the law.

The local safeguarding children partnership has three safeguarding partners:

1. the chief officer of police for an area falling within the local authority (police)
2. the local authority (children's services), and
3. the Integrated Care Board for an area within the local authority (health)

In Kingston and Richmond, the local safeguarding children partnership (KRSCP) considers education as the fourth safeguarding partner. Partners work together to identify the safeguarding needs of the local area and come up with a joint response to address them. Our safeguarding arrangements are guided by and align with the KRSCP's local arrangements and London Child Protection Procedures and Practice Guidance, sometimes referred to as local safeguarding arrangements in this policy.

3. Key personnel

Designated Safeguarding Lead (DSL) Helen O'Sullivan Deputy Headteacher hosullivan@tiffin.kingston.sch.uk	Designated Deputy Safeguarding Leads (DDSL) Alice Stone Safeguarding Manager astone@tiffin.kingston.sch.uk Lucy Hughes Deputy Head of 6th Form lhughes@tiffin.kingston.sch.uk
Chair of Governors Phil Phillips If you wish to contact the Chair of Governors, please email the Clerk to Governors at clerktogovernors@tiffin.kingston.sch.uk	Safeguarding Link Governors Anna Jones Hoi-Yee Roper (Health & Safety Link Governor) Francis Davies (SEND Link Governor and allergy safety link Governor) Baljit Thatti (Filtering and monitoring link)
Designated Teacher for Children Looked After and for Young Carers Helen O'Sullivan Deputy Headteacher hosullivan@tiffin.kingston.sch.uk	Special educational needs and disabilities coordinator (SENCo) Rachel Dyer (SENCo) rdyer@tiffin.kingston.sch.uk Amynah Merchant (Deputy SENCo Key Stage 3) amerchant@tiffin.kingston.sch.uk Matilda Underwood (Deputy SENCo Therapy) munderwood@tiffin.kingston.sch.uk

Kingston and Richmond Children's Services

Achieving for Children (AfC) single point of access (SPA)

Anyone can tell SPA about a child, young person or parent/carer who needs support in the boroughs of Kingston and Richmond. This could be a concern about how the child is developing, issues that the parent or carer is experiencing, or you suspect a child is being neglected or subjected to physical, sexual, or emotional abuse.

SPA can be contacted on the [Single Point of Access \(SPA\)](#) website.

If a child is in **immediate danger**, the police should be contacted on 999.

If it is not an emergency, but there is a concern that a child is at risk, SPA should be contacted by phone on 020 8547 5008. If it is outside of office hours and urgent, the SPA duty social worker can be spoken to on 020 8770 5000.

If a child needs support in other boroughs, this government website will help identify which local council to report child abuse to and their contact details: [Report child abuse to a local council - GOV.UK](#)

Kingston and Richmond's Safeguarding Children's Partnership (KRSCP)

Email: jscb-support@kingrichlscb.org.uk

Local authority designated officer (LADO)

Every local authority has a legal responsibility to have a LADO who is responsible for organising the response to concerns/allegations that an adult who works with children may have caused them or could cause them harm. They will be informed within one working day of any allegations that come to our attention. The LADO will give advice and guidance to employers, such as the headteacher and the chair of governors, to make sure that any allegation is dealt with fairly and quickly, ensuring that the child is protected effectively.

The LADO can be contacted by:

Email: lado@achievingforchildren.org.uk

Telephone: 07774 332675

Online: [LADO referral form](#)

Local Authority (contacts according to the child's home address)

Kingston and Richmond

Children's specialist services can be contacted via the Single Point of Access (SPA) Team: 020 8547 5008 from 8am to 6pm, and other times via the out of hours duty social worker. SPA can be contacted on the [Single Point of Access \(SPA\)](#) website.

OUT OF HOURS: 020-8770 5000

Kingston LADO Service:

07774 332675

lado@achievingforchildren.org.uk

[Allegations against an adult working or volunteering with children](#)

Ealing LADO: [Contact the LADO \(Local Authority Designated Officer\)](#)

Hounslow Safeguarding and LADO: [Child protection | London Borough of Hounslow](#)

Merton LADO: [Managing allegations against adults who work with children \(LADO\)](#)

Surrey LADO [Dealing with Allegations against People Working with Children](#)

Sutton Lado [Local Authority Designated Officer \(LADO\) | Sutton Information Hub](#)

Wandsworth LADO [Local Authority Designated Officer \(LADO\) - Wandsworth Borough Council](#)

4. The Law (legislation) and statutory guidance

In addition to KRSCP's [arrangements](#) and the [London Child Protection Procedures and Practice Guidance](#), Tiffin School also follows the legislation and statutory guidance below:

[Keeping children safe in education statutory guidance](#) from now on referred to as KCSIE, sets out the legal duties all schools must follow to safeguard and promote the welfare of children and young people under the age of 18 in schools and colleges.

[Working Together to Safeguard Children statutory guidance](#) guidance produced by the government states how practitioners, such as teachers, social workers, the police and health professionals working with children and families should work together to make sure that children and young people remain safe from harm.

[Education Act 2002](#), places a duty on maintained/independent schools (including academies) /non-maintained special schools and local authorities to keep children safe and promote their welfare. [Prevent duty guidance](#).

Safeguarding Students Aged 18 and Over

Scope & Duty of Care While statutory guidance *Keeping Children Safe in Education (2026)* defines a child as anyone under the age of 18, the school retains a legal and moral duty of care towards all enrolled students, including those in Year 13 who have reached their 18th birthday.

Pastoral Support & Procedures

- All students aged 18 and over continue to have full access to the Designated Safeguarding Lead (DSL), pastoral staff, and school support networks.
- Staff must report any concerns regarding an 18-year-old student's safety, mental health, or welfare to the DSL in accordance with normal internal recording procedures.

Consent & Information Sharing

- **Adult Rights:** Students aged 18+ are legally adults. Where external support or a referral is considered, staff will seek the student's informed consent prior to contacting external bodies or sharing information with parents/carers.
- **Exceptions to Consent:** Information may be shared without consent if:
 1. The student lacks capacity to make the decision (in accordance with the Mental Capacity Act 2005).
 2. Doing so is necessary to prevent severe harm to the student or others.
 3. A serious crime is being reported or prevented.
 4. There is a potential risk to under-18 pupils within or outside the school community.

External Referrals Safeguarding concerns involving adult students that meet statutory thresholds will be referred to Adult Social Care under the framework of the Care Act 2014, rather than Children's Services.

School Rules & Peer Expectations As enrolled members of the school community, students aged 18+ must adhere to all school conduct policies, online safety guidance, and codes of conduct. This includes maintaining appropriate professional boundaries with younger pupils and adhering to policies regarding peer-on-peer/child-on-child abuse.

5. Roles and responsibilities

Everybody in our school has a responsibility for safeguarding. Some members of our school have specific safeguarding responsibilities

i. The Governing Board

KCSIE, the prevailing Academy Trust Handbook and the non-statutory Academy trust governance guide sets out the roles, responsibilities and legal duties for governing boards and boards of trustees. The governing board of Tiffin School understands and fulfils its responsibilities, namely to ensure that:

- Safeguarding, and the child's best interests, wishes and feelings, are considered in everything the school does.
- The school is promoting an inclusive, anti-discriminatory culture where discriminatory behaviour is recognised, challenged and addressed as part of its safeguarding responsibilities.
- There is a whole school approach to safeguarding that everyone is involved in and online safety is a theme throughout
- The school's policies, procedures and training follow the local safeguarding children partnership arrangements and the law, including the school's duties under the Human Rights Act 1998, Data Protection Act 2018 and Equality Act 2010.
- The school's leadership team is held to account for the school's safeguarding arrangements.
- A safeguarding self-audit is submitted to the KRSCP annually and is reviewed by the board.
- a DSL is appointed by the Headteacher who is a member of the Senior Leadership Team with the appropriate skills and experience who is given the additional time, funding, training, resources and support needed for the role.
- a designated teacher is appointed for looked after children.
- it appoints an experienced governor to take leadership responsibility for safeguarding on behalf of the board.
- all staff have the relevant skills, training and awareness to keep pupils safe
- all governors receive appropriate safeguarding training at induction, which is regularly updated, and have read and understand the appropriate parts one and two of KCSIE guidance
- the Chair and all safeguarding Governors have read and understood KCSIE
- It monitors how the school is supporting its pupils with regard to their protected characteristics
- there are effective and robust safer recruitment practices in place and that at least one governor taking part in a recruitment panel has taken safer recruitment training
- the school works with external agencies to safeguard children and promote their welfare by sharing information and taking appropriate action in a timely manner
- child protection files are maintained as set out in Annex B of KCSIE
- there are procedures for preventing, reporting and managing safeguarding concerns including low level concerns about adults who work or volunteer at our school
- children are taught how to keep themselves and others safe, including online

- strong IT systems are in place, including filtering and monitoring systems that limit children's exposure to online risks from the school's IT system and cyber security systems that protect children's personal information
- arrangements are in place to keep children safe when the school site is being hired/let
- a link governor is appointed to oversee filtering and monitoring arrangements
- a link governor to oversee allergy safety arrangements
- the DSL and their deputy(ies) and the Headteacher undertake multi-agency (Level 3) safeguarding training which is updated every two years
- All members of the SLT complete Level 2 Safeguarding training every 2 years

The Safeguarding link governors are Anna Jones, Hoi-Yee Roper and Francis Davies, and Baljit Thatti for Filtering and Monitoring. They

- act as the Board's safeguarding specialist
- have received the appropriate training to equip them with the skills to identify if there are areas of weakness in our safeguarding arrangements and drive improvement
- regularly visit the school both online and in person, meet with the safeguarding team and collect evidence to test and assure the Board that our safeguarding policies and procedures effectively keep children safe

ii. The Headteacher

- has day-to-day responsibility for the school, which includes responsibility for safeguarding
- is a member of the safeguarding team meeting regularly with the DSL and Safeguarding Manager to keep on top of safeguarding issues and enquiries
- ensures there is a well-equipped safeguarding team to cover the DSL's responsibilities if the DSL is absent or unavailable
- makes sure that staff are recruited safely and receive a good induction and training
- becomes the 'case manager' when a staff member's behaviour raises concerns about their suitability to work with children and keep them safe
- ensures the school's safeguarding policies and procedures are understood and followed by all staff
- works with the DSL to create a culture of openness and regular opportunities for pupils, parents and staff to share their views and shape how the school keeps pupils and staff safe
- updates the Governing Board on how well we are keeping children safe, what safeguarding issues children are facing and how we are addressing concerning trends
- enforces a mobile phone-free environment for pupils by default
- addresses issues with site security and develops the school's response to critical incidents and external threats to the school
- undertakes multi-agency (Level 3) safeguarding training with updates every two years

iii. The Designated Safeguarding Lead (DSL)

- is always available during school hours for staff to discuss any safeguarding concerns and is the point of contact for safeguarding partners
- arranges appropriate cover for any out of hours/out of term activities
- links with KRSCP to keep up to date with the local safeguarding context, arrangements and training offer, and attends the termly KRSCP DSL forum
- refers safeguarding concerns to appropriate and relevant external agencies in line with data protection laws, supporting staff who make referrals directly
- develops staff's expertise, provides them with advice and support and may consult with them and wider professionals when deciding whether to make a referral
- keeps the Headteacher informed of safeguarding issues
- keeps the safeguarding governors and Governing Board informed through regular anonymised reports and analysis of safeguarding data and cases

- works with the Headteacher to promote the educational outcomes for children who have involvement from safeguarding partners and to reduce the increased risk of harm to vulnerable children
- works with the 'case manager' and LADO for child protection concerns that involve a staff member
- contributes to the assessment of children, including taking part and/or supporting staff to take part in strategy discussions and meetings between multiple agencies
- works together with families who may be facing challenging circumstances and makes the school's parent community aware of our duty to make a referral to children's services when a child is at risk of or has experienced harm
- encourages a culture of listening to children, taking into account their wishes and feelings when any plans or measures are put in place to protect them
- makes sure child protection files are kept up to date and transferred appropriately
- works with the Board to review this policy annually, submit an annual self-audit to KRSCP and review the effectiveness of the school's safeguarding arrangements
- makes sure that adults who work in or for the school have an adequate safeguarding induction and regular safeguarding training, including an understanding of this policy and wider local safeguarding procedures

iv. A Deputy Designated Safeguarding Lead

- supports the DSL with their role and will deputise on the DSL's responsibilities if they are unavailable or absent

More details of the DSL's and deputy DSL's responsibilities can be found throughout this policy, in Annex B of KCSIE and their job descriptions.

v. All school staff and volunteers

- know it is everybody's responsibility to create a culture and provide a safe environment for children to learn and speak out about their concerns
- will attend regular training and are expected to request additional training so they understand how to keep children safe and identify when they may be unsafe
- will follow the school's procedures for reporting safeguarding concerns quickly and confidentially asking for support from the DSL if they are unsure
- will, where necessary, refer or support a referral of safeguarding or child protection concerns to external agencies, such as the police, children's services or the LADO

vi. IT Manager and IT Provider

- maintains the school's filtering and monitoring systems
- provides filtering and monitoring reports to the senior leadership team
- completes actions in response to concerns, incidents or checks to the system

6. Managing safeguarding concerns about a child

i. Identifying a child who may be in need of support or protection

It is essential that children can tell us how they are feeling and know we will take their concerns seriously. We aim to create an environment full of 'reachable moments' that encourages children to feel safe enough to open up about their concerns. Tiffin School has systems in place for children to confidently report abuse. Children are regularly reminded of these systems, including through the curriculum, student portal, assemblies and posters around the school site. Children can confidently report any worries they have by:

- speaking to a safe adult (in person or via email)

- using the links on the student portal and Safeguarding Google Site
- dropping into the Safeguarding Office

Tiffin School knows that disclosing harm requires immense courage, making a positive first interaction with a safe adult crucial. Staff are trained to handle disclosures sensitively and non-judgementally. They will reassure the child that they have done the right thing, while explaining they cannot promise secrecy if it impacts their safety or wellbeing as information must be shared with those who can help. Staff know the importance of sharing any information that might help build a picture of what is happening for a child, no matter how small the concern may seem, only involving those who need to be involved.

Disclosures are only one method used to identify children who may be in need of support or protection. Staff are trained to stay alert to other indicators like shifts in behaviour, attendance, or physical and emotional wellbeing. Monitoring behaviour and presentation is particularly vital for pre-verbal children or those with communication differences for us to understand their lived experience. We adopt a safeguarding-first approach to behaviour concerns, considering if the child is communicating an unmet need or whether they are experiencing harm.

ii. Responding to concerns about a child's welfare

Staff know the importance of identifying and sharing concerns as soon as a problem becomes visible so we can provide support to families to reduce the chance of a problem getting worse. We are aware any child may benefit from early help, but staff who work directly with children will be particularly alert to circumstances that potentially increase the need for early help.

Staff will follow this policy if they have a concern about a child, speaking to a member of the safeguarding team as soon as is practically possible. We clearly advertise the names of the DSL and deputy DSLs around the school. A member of the safeguarding team should always be available for staff to discuss safeguarding concerns. We will have cover arrangements in place if the DSL is unavailable due to illness, leave or other circumstances. Our confidential shared safeguarding email inbox that is only accessible to the safeguarding team makes sure there is no delay in receiving, monitoring or acting upon safeguarding concerns.

Staff will record a written account of their concern on CPOMS. The DSL or DDSL/Safeguarding Manager will decide on the appropriate course of action based on [locally-set thresholds](#) and with guidance from the neglect toolkit where neglect is suspected. The options available to them include arranging community-based early help support, requesting targeted early help level support from the local authority's Family Help service, or making a referral to statutory children's services for child in need (CIN) or child protection support. The police will also be contacted if necessary. We have a duty to share information and work together with relevant external agencies to ensure a child's safety and welfare.

The school may take the lead in organising non-school services to provide early help support for the family. Early help support will be kept under constant review. We will consider making a referral to children's services if the child's situation doesn't appear to be improving or is worsening, however we will continue to provide support and contribute to assessments and plans organised by children's services.

If we believe that a family needs targeted early help to meet multiple and/or complex needs we will recommend to the family that they accept support from the local authority's Family Help team where a qualified lead practitioner will put a plan in place to support the family. Early help services require the family's consent to receive support and their services.

We will make an immediate referral to children's services, and if appropriate the police, where we believe a child is suffering, or is likely to suffer from harm. The safeguarding team will seek advice from children's services whenever they are unsure if the threshold for a referral has been met. If a referral is needed then a member of the safeguarding team should make it. Referrals to children's services will be made through the relevant local authority's procedures who will then make a decision about next steps and the type of response required. The police will notify the school of any domestic abuse incidents they attend that concern a pupil under the [Operation Encompass](#) duty.

We will call the police on 999 if we believe an individual is in immediate danger. The school will also inform the police if we become aware that a crime has been committed. We are aware that children can be criminalised for actions they take whilst under coercion, such as actions they take while being exploited, abused or trafficked. We will treat these children as victims recognising that they are also vulnerable and experiencing abuse. Staff will report concerns about a child carrying or using a weapon (or expressing intent to do so) to the safeguarding team who will assess the risk, take appropriate action and, depending on the risk, put a safety and support plan in place. Tiffin School will follow the [local School Related Weapons or Potential Weapons Incidents Protocol](#).

If in exceptional circumstances the Safeguarding Team is unavailable for staff to report a concern, staff will not delay taking appropriate action. Instead, they will inform another member of the Senior Leadership Team (SLT) or themselves seek advice from children's services. Anyone, including children, can make a referral. If for whatever reason a staff member thinks a referral to children's services is appropriate but hasn't been made, they will consult with them and make a referral themselves. In these circumstances, any action taken by that staff member will be shared with the safeguarding team as soon as is practically possible.

If after a referral, we are dissatisfied with the response from our safeguarding partners and/or the child's situation does not appear to be improving, the referrer will press for re-consideration to ensure their concerns have been addressed and, most importantly, the child receives the support they need. The safeguarding team will use the [local resolving professional differences procedure](#) where necessary. The safeguarding team meets regularly to monitor children who we are concerned about to make sure each child's situation is improving in good time and the right support is in place to meet their needs and address our concerns.

We recognise the significant emotional impact being involved with or aware of safeguarding incidents can have. We ask our staff to approach our safeguarding team if they need any support during or following a safeguarding incident.

iii. Confidentiality and information sharing

Personal information about children and their families will be processed fairly, lawfully, and securely. Data protection laws tell us how to protect personal data and give us legal powers to share information to keep children safe and promote their welfare. Staff receive regular data protection training where we make them aware of their duty to receive and share safeguarding information confidentially. This means only with professionals who need to know to keep the child safe, such as the DSL, children's services or the police.

We'll share important information as soon as possible whether that's within the school or with outside partners, such as children's services, so we can quickly get the right support sorted out. We work transparently with parents wherever possible, informing them of our duty to share information and refer suspected abuse or neglect to external agencies. While we seek consent from parents when safe and

appropriate, we will share information without consent if necessary to safeguard a child, such as when obtaining consent is impossible, cannot be reasonably expected, or would place the child at risk.

iv. Record keeping

The DSL is responsible for keeping detailed, accurate and secure written records of safeguarding concerns, discussions, decisions made (including the rationale for those decisions), and the outcome. This will include instances where the decision is made that a referral to another agency is not necessary. Safeguarding concerns and referrals are kept in a separate safeguarding file on CPOMS for each child. Access is limited to those who need it.

When a child leaves Tiffin School, the DSL will ensure their safeguarding file is transferred to the new school or sixth form college separately from their main file and within 5 days for an in-year transfer or within 5 days of the start of a new term. A confirmation of receipt will be kept. Where appropriate, the DSL will share additional information in advance of a child leaving, particularly where the information would support an assessment of risk to others as well as the individual pupil and help the setting put in place the right support.

When a child starts our school, we will review any safeguarding information provided making sure key staff are aware of the risk and need as soon as possible. If Tiffin School is the last school that the child attends, we will securely store their safeguarding file until their 26th birthday is reached, when it will be securely disposed of.

v. If a child has experienced or is at risk of female genital mutilation

Female genital mutilation (FGM) involves removal, part removal or injury to the female genital internal or external organs for non-medical reasons. It is sometimes known as 'cutting' or female 'circumcision'.

FGM is illegal in England. As with other safeguarding concerns, staff will speak to the safeguarding team if they suspect that FGM has been carried out on a child or believe that the child is at risk of FGM. If a teacher (i.e. an individual who is employed or engaged to carry out teaching work in our school) comes to know in the course of their work that a child has experienced FGM they must directly report it to the police. Failure to do so will result in disciplinary sanctions.

vi. Concerns about extremism and radicalisation

Tiffin School complies with the Prevent duty, a legal requirement that obligates agencies including schools to prevent people from becoming terrorists or supporting terrorism. We recognise our role in protecting individuals from extremist ideologies and intervening early to prevent radicalisation. The school undertakes a Prevent duty risk assessment to assess the risk of children being drawn into terrorism, including online, which is informed by the local profile and context.

Protecting children from extremism and being drawn into terrorism is treated the same as any other safeguarding harm. Staff will be alert to changes in a child's behaviour which could indicate that a child may be in need of help or protection. They will report any concerns in line with the school's safeguarding procedures detailed above.

The DSL will follow the local Prevent referral pathway where they become aware of a Prevent concern. They may first seek advice from the local council's Prevent lead and children's services. If appropriate, they will make a referral to the police Prevent team who will consider with other agencies whether the child would best be supported under the Channel programme. The DSL will report knowledge of online material promoting terrorism or extremism via [the Government's service](#).

Kingston Prevent referral pathway

Pupils will be provided with a safe space to discuss controversial issues and the skills they need to challenge extremist views. We are responsible for the content and messaging delivered to our pupils. We will ensure that any external speakers, resource materials, or learning tools do not undermine core British values, which include democracy, individual liberty, the rule of law, and mutual respect and tolerance for those with different faiths and beliefs. Promoting these values helps us defend children against extremist ideologies while building a more united and harmonious community.

vii. Concerns about mental health

If staff are concerned that a child's mental health is also a safeguarding concern, they will speak to a member of the safeguarding team as per this policy. We will consider whether support from the Child and Adolescent Mental Health Service (CAMHS) is necessary. If we feel that a child is in danger, we will call 999 or arrange for the child to be taken to A&E immediately by a parent or other suitable person. If a child needs help urgently for their mental health, but it's not an emergency, we will seek advice from NHS 111 online or call 111 and select the mental health option.

viii. Child-on-child abuse, including harassment and violence

We recognise that children can abuse other children, often referred to as child-on-child abuse. It can happen at school, outside of school or online. Staff are made aware of the important role we have to play in preventing child-on-child abuse and responding when we believe a child may be at risk. For some (but not all) forms of child-on-child abuse it is more likely that girls will be victims and boys the instigators, but we make it clear to pupils that all child-on-child abuse is unacceptable behaviour, we will take it seriously and how they can report to us that they have experienced or witnessed it.

We do not downplay any form of child-on-child abuse. Staff are trained to challenge inappropriate behaviour between children that is abusive in nature. Our staff recognise that even if there are no reported cases of child-on-child abuse, such abuse may still be taking place and is simply not being reported. We all maintain an attitude of 'it could happen here'.

Examples of child-on-child abuse can include, but are not limited to:

- bullying (including online bullying, prejudice-based and discriminatory bullying)
- Discriminatory behaviour, including racism, faith-targeted abuse and other prejudice based incidents
- abuse between children in an intimate relationship (teenage relationship abuse)
- physical assault and harm (including when a child encourages or threatens physical abuse online) or the threat of harm with a weapon
- harmful sexual behaviour, including misogyny/misandry, sexual violence and sexual harassment (such as sexual comments, jokes and online sexual harassment)
- sharing or making of nude and semi-nude images and/or videos including those generated using AI (deepfakes)
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm
- initiation/hazing type violence and rituals

Child-on-child abuse is preventable. Tiffin School puts measures in place to minimise the risk of child-on-child abuse, including

- ensuring staff are thoroughly trained to recognise the signs that a child is or may be experiencing it, challenge inappropriate behaviour between children and following the school's procedures for reporting and responding to it
- creating opportunities in and beyond the curriculum to teach children how to keep themselves and others safe, including how to respect each other, deal with conflict and how they can confidently report inappropriate or abusive behaviour
- having a transparent behaviour policy that makes clear our expectations for behaviour and mutual respect, as well as the procedures for responding to unacceptable or abusive behaviour
- regularly analysing safeguarding data on child-on-child incidents to identify emerging risks and trends for pupils, particularly children with protected characteristics, taking action to make the school site safer
- being particularly alert to when children might be at highest risk around the school day (for example immediately after school)
- offering regular opportunities to gather feedback from pupils and their parents about what more we can do to make our school a safer environment for them

ix. Responding to allegations of child-on-child abuse

Staff will report concerns or confirmed incidents of child-on-child abuse using the school's safeguarding reporting and recording procedures described above. The DSL will determine the best course of action from the available options ranging from internal management of the concern to making a referral to children's services and/or the police. We will inform the police if a criminal offence is committed. The police take a welfare approach to children under the criminal age of responsibility who are alleged to have caused harm. The DSL will work closely with the police to ensure the decisions the school makes to protect children and about discipline does not impact the criminal process.

Records will be kept of all concerns, how they were investigated and any outcomes reached on the child's safeguarding file on CPOMS. The DSL will contact the parents of children involved at the earliest opportunity so long as it is appropriate to do so. Where the DSL, children's services and/or the police decide the concern should be handled by the school internally, we will thoroughly investigate the concern following our behaviour policy and safeguarding processes.

If a safeguarding risk is established, the DSL will assess the necessity of a safety plan or risk assessment in consultation with the external agencies involved. Individual safety plans will be subject to regular monitoring and will include input from both the pupil concerned and their parents. The course of action taken by the school for each child will be discussed solely with that child's parents. Child-on-child abuse is a safeguarding issue for both children who display the behaviour and the children who are affected by it. Support will be extended to every child affected by the incident.

x. Harmful sexual behaviour, including harassment and/or sexual violence

Harmful sexual behaviour exists on a continuum (see diagram below). Our safeguarding team will have a good understanding of harmful sexual behaviour to inform how they respond to concerns, support staff training and work with the PSHE/RSHE lead to plan the aspects of the curriculum aimed at preventing harmful sexual behaviour. We will always consider harmful sexual behaviour in a safeguarding context. Staff are made aware of the importance of addressing the early signs of inappropriate sexual behaviour, including misogyny, to prevent it escalating into sexual violence and/or sexual harassment.

Hackett continuum of sexual behaviour tool

Normal	Inappropriate	Problematic	Abusive	Violent
Developmentally expected	Single instances of inappropriate sexual behaviour	Problematic and concerning behaviours	Victimising intent or outcome	Physically violent sexual abuse
Socially acceptable	Socially acceptable behaviour within peer group	Developmentally unusual and socially unexpected	Includes misuse of power	Highly intrusive
Consensual, mutual, reciprocal	Context for behaviour may be inappropriate	No overt elements of victimisation	Coercion and force to ensure victim compliance	Instrumental violence which is physiologically and/ or sexually arousing to the perpetrator
Shared decision making	Generally consensual and reciprocal	Consent issues may be unclear	Intrusive	Sadism
		May lack reciprocity or equal power	Informed consent lacking, or not able to be freely given by victim	
		May include levels of compulsivity	May include elements of expressive violence	

Tiffin School knows that sexual violence and sexual harassment can happen between two children of any age or sex, online or in person. It can occur also through a group of children to a single child or towards another group of children. We will not dismiss sexual harassment as “banter”, “just having a laugh”, “part of growing up” or “boys being boys”, because this can lead to a culture of unacceptable behaviour, misogyny, an unsafe environment for children and in the worst case scenario normalise abuse and stop children from coming forward to report it.

Responding to allegations of HSB

When responding to harmful sexual behaviour, including sexual harassment and sexual violence, Tiffin School follows the guidance set out in Part Five of KCSIE. We treat incidents that occur online or outside the school setting with the same gravity as in-school incidents. All incidents are responded to using the thresholds set out in the Hackett tool, drawing upon the DSL’s professional judgement and following local safeguarding procedures:

- **Hackett Inappropriate:** Manage internally using the behaviour policy and pastoral support.
- **Hackett Problematic:** Early help response used for non-violent harmful sexual behaviour to prevent escalation.
- **Hackett Abusive:** Refer to children’s services when a child has been harmed, is at risk of harm or in immediate danger.
- **Hackett Violent:** Report to the police if a crime has been committed, such as rape, assault by penetration or sexual assault, following the When to call the police guidance.

Handling cases of harmful sexual behaviour is highly complex. Where appropriate, the DSL will seek the advice of the police and/or children’s services to decide next steps and what information can be disclosed to others, in particular the child alleged to have caused harm, their parents and staff. The DSL will also consider which specialist services are best placed to support the children involved.

When assessing incidents of harmful sexual behaviour, we will take into account the ages and developmental stages of the children involved. Any power imbalance between children, such as

differences in age, maturity, social status and if any of the children have a disability or learning difficulty, will be taken into account. We will consider whether immediate measures need to be put in place to support and protect the children impacted by harmful sexual behaviour, including witnesses and the child who displayed harmful sexual behaviour.

An immediate risk and needs assessment will be carried out and recorded following a report of sexual violence and on a case by case basis for reports of sexual harassment. The DSL will regularly review the assessment, using it to inform ongoing safeguarding decisions. At all times, we will be actively considering the risks posed to all pupils and staff, and put adequate measures in place to protect them and keep them safe. Our risk assessment will support and be informed by risk assessments carried out by other professionals involved.

Our staff know to reassure any child who reports they have been a victim of sexual violence or sexual harassment that they will be taken seriously, supported and kept safe. We will further reassure those affected that the law exists to protect children, not criminalise them. Experiencing sexual violence and sexual harassment will, in all likelihood, negatively affect a child's educational attainment and be worsened if the child who caused the abuse attends the same school. We will work hard to minimise the impact on their educational outcomes. Wherever possible, the child, if they wish, will be able to continue in their normal routine. Our priority will be to make the child's daily experience as normal as possible, so that our school is a safe space for them.

Tiffin School recognises that children who display harmful sexual behaviour may have experienced their own abuse and trauma. At the same time as considering disciplinary action, we will provide the child with, or find, the right support to stop them from re-offending and address any underlying trauma that may be causing their behaviour. In all scenarios, decisions and actions are regularly reviewed and relevant policies are updated to reflect lessons learnt.

Balancing confidentiality requests with safeguarding duties

The DSL will give the child affected by harmful sexual behaviour as much control as reasonably possible regarding how an investigation will be progressed and what support they are offered. If the child asks for confidentiality and opposes a referral being made to external services, the DSL will assess the situation case-by-case, balancing their wishes against the school's duty to protect them and others. A referral should be made to children's services if a child has suffered harm, faces a risk of harm, or is in immediate danger. Additionally, reports involving crimes such as rape, sexual assault, or assault by penetration should be reported to the police. Decisions to refer against the child's wishes will be handled with care.

If an allegation of sexual harassment or sexual violence enters the criminal justice system, the DSL will have a general understanding of the criminal process, witness support, and the importance of anonymity requirements. Every reasonable effort will be made to safeguard the anonymity of all children involved in a report. This includes evaluating what information staff members need to know and establishing appropriate support. The school will also consider the role of social media in spreading rumours and potentially exposing a child's identity.

Unsubstantiated, unfounded, false or malicious reports

If a report is found to be unsubstantiated, unfounded, false or malicious, the DSL will consider whether the child and/or the person making the allegation needs support or may have been abused by someone else, and this was a cry for help. If so, a referral to local authority children's services may be appropriate. If a report is proven to be deliberately false or malicious, we will consider taking action

against the individual in line with our behaviour policy.

xi. Concerns about the sharing or making of nudes or semi-nudes

For the purposes of this policy, 'sharing or making nudes and semi-nudes' refers to the creation, sending or posting of nude or semi-nude images by young people under the age of 18. The term 'images' includes all visual content, such as photographs, videos and livestreams. Images may be taken by the child themselves or taken or created by another person. Images may be digitally altered or wholly generated using artificial intelligence, usually referred to as 'deepfakes'.

Our staff will be trained to carefully handle and manage reports of these incidents. Staff reserve the right to confiscate a device in the possession of a child if they have concerns that the device is involved in the sharing or making of nudes or semi-nudes. This is consistent with the Searching, screening and confiscation: advice for schools guidance. Staff will not view, download, forward or delete illegal images of a child. Staff will be aware of what to do when viewing an image is unavoidable.

Incidents will require a proportionate safeguarding response, regardless of whether they are consensual or not, that considers any elements of coercion, exploitation or vulnerability. The DSL will first hold an urgent meeting to establish, among other things, the level of risk to the children involved, if a referral is needed in line with our safeguarding procedures, whether there is a need to view the image to safeguard the child and whether action should be taken to delete or remove the image. The review meeting will likely include the staff member(s) who heard the disclosure and the wider safeguarding team.

The decision to view and delete imagery will be based on the professional judgement of the safeguarding team, guidance from the police (where necessary) and in line with the government's Sharing nudes and semi-nudes: advice for education settings working with children and young people guidance.

The DSL will make an immediate referral to the police and children's services if:

- the incident involves an adult
- there is reason to believe that a child or young person has been coerced, blackmailed or groomed or there are concerns about their capacity to consent (for example, owing to special educational needs)
- what they know about the image suggests the content depicts sexual acts that are unusual for the young person's developmental stage, or are violent
- the images involves sexual acts and any child in the images or videos is under 13
- they have reason to believe a child or young person is at immediate risk of harm owing to the sharing of nudes and semi-nudes, for example if they are presenting as suicidal or self-harming
- they become aware of a computer-generated explicit image of a child

It will not always be necessary to involve the police or children's services. In these cases, the DSL will be confident that they have enough information to assess the risk to any child involved and that the risks can be managed within our school's pastoral support, behaviour procedures and, if appropriate, the local network of support. We may escalate the concern to safeguarding agencies later on as a result of becoming aware of further information or wider concerns.

xii. Discrimination

Tiffin School fosters inclusivity and a culture of belonging, creating opportunities to celebrate diversity through our curriculum and activities. We recognise that discrimination is a harm in its own right. It can cause trauma and negatively impact a child's welfare, wellbeing, sense of belonging, and safety. Some

pupils face greater risks of harm or bullying from issues like sexual violence or homophobic, biphobic, transphobic, faith or race based discrimination. Children may also be targeted due to their perceived or actual LGBTQ+ identity. We have a duty to protect individuals from and eliminate unlawful discrimination, harassment, and victimisation. We prioritise fostering good relations between those who share protected characteristics and those who do not, ensuring equal opportunities for everyone. This is part of the school's duty to promote an inclusive, anti-discriminatory culture as part of our safeguarding responsibilities. This duty is a priority when making policies and decisions that impact our school community. Tiffin School works hard to foster a sense of belonging for all pupils, creating opportunities to celebrate diversity through our curriculum and wider school activities. We know that taking timely action helps prevent concerns from escalating into bullying.

We aim to provide a safe, open space for our community to share concerns. Discrimination is firmly addressed under our safeguarding procedures and behaviour policy, and may involve referrals to children's services and/or the police. We will communicate with parents in line with this policy. Support and check-ins will be offered to the pupil who has been targeted. We challenge discriminatory attitudes, making it clear this behaviour is unacceptable. Pupils who discriminate against others face clear consequences and receive the support and education they need to reduce the risk of this behaviour happening again. We report all discrimination incidents, including those not involving children, to the local authority termly.

7. Specific safeguarding considerations

Certain children are at a higher risk of experiencing abuse, whether online or offline, and may face further obstacles in identifying or reporting it. For this reason, there are some circumstances we give a specific safeguarding focus to,

i. Children who need a social worker

Tiffin School recognises that a child's difficult experiences and trauma can leave them vulnerable to further harm and face additional barriers to attendance, learning, mental health and behaviour. Children may need a social worker to help the family address safeguarding risks or welfare needs. Children's services will tell the school if a pupil has a social worker. This helps us to make decisions in the child's best interest, such as how we adjust our response to unauthorised absence or the child missing education. We will work with the social worker, the child, and their family when deciding on the extra help we can provide in school to support the child's welfare.

ii. Children looked after and previously looked after

Staff will have the skills and knowledge to keep children looked after and previously looked after safe. We will give appropriate staff the information they need in relation to a looked after child, for example their legal status, who has parental responsibility, who is not permitted to have contact, who is not permitted to know where the child is being educated and the level of decision-making power the local authority has given the carer.

The school's designated teacher for children looked after, Helen O'Sullivan, has the training and experience to understand the unique needs of these children and how they can best be supported to have the same opportunities as their peers. This will include the designated teacher working closely with AfC's Virtual School accessing the training and forums on offer. The designated teacher will also work closely with the children's services and Virtual School involved to put funding to best use to improve the child's educational outcomes. The designated Governor for children looked after is Anna Jones.

Kinship carers are family or friends who step up, often during an unexpected crisis, to care for a child when their parents aren't able to. We encourage kinship carers of pupils to make the school aware of their caring arrangement so we can establish whether there is any support we can offer or seek advice for.

Private fostering occurs when a child under 16 (or 18 if disabled) is cared for by someone other than a parent or close relative for 28+ days. By law, those arranging this care must notify children's services as soon as possible. If they haven't, the school has a duty to inform children's services, though we also encourage parents to report it.

iii. Young carers

Tiffin School is alert to the needs of young carers, recognising that caring responsibilities can impact on their attendance, academic achievements, behaviour and wellbeing. We aim to identify young carers early so we make sure young carers receive the right support at the right time by the right services. This may include additional support from safeguarding partners, including the local authority and health services.

iv. Children requiring mental health support

We have an important role to play in supporting the mental health and wellbeing of our pupils. Supporting mental wellbeing is a high priority for our school. With the support of the Mental Health Support Team (MHST), our school's mental health lead (the Safeguarding Manager) has developed a whole school approach to mental health and wellbeing, that aims to build resilience among pupils and get children the right support and advice.

Our staff are aware that mental health problems can develop into safeguarding concerns and can also be an indicator that a child is experiencing or at risk of experiencing harm. Staff are well placed to observe children day-to-day and identify early those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. Staff are aware that only appropriately trained professionals should attempt to diagnose a mental health problem.

v. Children with special educational needs, disabilities and health issues

Our SENCO and DSL work closely together to safeguard children who have special educational needs and disabilities (SEND), particularly when there is a report of abuse. Tiffin School makes sure that staff are aware that children with SEND or certain medical or physical health conditions can face additional safeguarding challenges, both online and offline, such as:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration
- these children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children
- the potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours, such as bullying, without outwardly showing any signs
- communication barriers and difficulties in managing or reporting these challenges risks that they do not understand what is happening to them is abuse
- the need for intimate care or that these children are isolated from others, and that these children are more likely to be dependent on adults for care
- issues over cognitive understanding - being unable to understand the difference between fact and fiction in online content and then repeating the content/behaviours in schools or the consequences of doing so

We will consider additional pastoral support for these children and ensure we put appropriate measures in place to best support communication. We will make a referral to children's services where an incident highlights that a child might be at increased risk of harm because of their medical condition, for example if the child is repeatedly sent to school without essential medication. Usually, we expect a child's reported medical needs to be verified by UK medical professionals.

vi. Children who are absent from education

Tiffin School recognises issues with attendance can be a warning sign to a range of safeguarding issues and/or worsen existing safeguarding concerns. The school's attendance procedures assist the safeguarding team with identifying and responding to children persistently absent or missing from education, acting early to prevent absent children from becoming a child missing education in the future.

Where a parent expresses their intention to educate their child at home (also known as elected home education), we will work together with the parent and other professionals to ensure that this decision has been made in the best interests of the child. We recognise that this is particularly important for children who have SEND, a social worker and/or other vulnerabilities.

vii. Children who are gender questioning

This section applies where a child or their parent has requested that the school make changes or put support in place in order to facilitate the child presenting as the opposite biological sex ("social transition"). The KCSIE guidance states what our responsibilities are in this area and what we should consider when making decisions about a request, particularly in relation to single-sex sport and spaces and residential accommodation. We will keep a clear record of our decision-making.

Tiffin School will balance the impact of agreeing the child's request against the impact of refusing their request, taking into account all the relevant factors. We will use our judgment about whether supporting social transition is in the child's best interests and the best interests of other children. We will do this by working together with the child and the child's parents (unless the latter is unsafe to do so), considering clinical evidence or advice and involving the DSL. The DSL will also be involved in cases where a child has socially transitioned but staff and school friends are unaware. We will offer in-school support and signpost to community-based organisations where appropriate or requested.

8. Online safety and the use of smart devices

This section is a summary of the core aspects of Tiffin School's separate online safety policy that sets out our whole school approach, including the use of smart technology (e.g. mobile phones and smart glasses). Tiffin School understands the significant and essential role that we have in making sure children are protected from potentially harmful and inappropriate online material.

We consider online safety and the four main categories (4Cs) of online risk when making decisions for our school:

- **Content:** exposure to illegal, inappropriate or harmful content, for example pornography, discrimination, self-harm, suicide, radicalisation, extremism, extreme sexual or physical violence, misinformation, disinformation (including fake news) and conspiracy theories.
- **Contact:** being subjected to harmful online interaction with other users or generative AI applications that simulate this, for example peer to peer pressure, and adults posing as children with the intention to groom or exploit children for sexual, criminal, financial or other purposes.

- **Conduct:** online behaviour that increases the likelihood of, or causes, harm, for example making, sending and receiving explicit images, including those generated using AI and online bullying.
- **Commerce:** risks such as online gambling, inappropriate advertising, phishing and/or financial scams.

We have online safety processes in place that aim to protect children and set clear expectations for the acceptable use of technologies and how we will respond to online safety incidents.

We fulfil our aims by:

- making sure our whole school approach is reflected in all relevant policies
- regularly training staff on online safeguarding risks and how to protect children
- making sure children, staff and parents sign an accessible acceptable use agreement that covers our expectations for how they should use the school's IT systems and the consequences for not following the agreement
- educating children to learn how to keep themselves safe when online, what to do if they are harmed or spot a risk and what the consequences are if they break the school rules about online safety
- engaging parents with keeping children safe online and making parents, children and staff aware that staff can search an electronic device they have confiscated
- ensuring appropriate filtering and monitoring systems are in place on the school's network and devices

Technology and risks and harms associated with it evolve and change rapidly. We will carry out an annual audit (LGfL) of the school's approach to online safety, supported by an annual risk assessment that considers and reflects the risks our pupils may face. The audit will be presented to and reviewed by Governors. The school's staff code of conduct and online safety policy details acceptable use of technologies.

i. Mobile phones and smart technology (including smart devices)

Our school is a mobile phone-free environment for children in Key Stage 3 and 4. They will not have access to their mobile phone (or other smart technology with similar functions) throughout the school day, including during lessons, the time between lessons and breaktimes. There are special circumstances where there are exceptions to this rule, such as if a child requires their mobile phone to monitor a medical need and sixth formers may use their phones in sixth form designated areas only. Staff and visitors are expected to model our phone free culture around children, in accordance with our Staff code of conduct.

ii. Media recordings, including audio, images and videos

We will only take images, videos or recordings of children if we have the child's and parent's consent. We will make sure the child is appropriately dressed. All children are encouraged to tell us if they are worried about any media that has been taken of them. We make careful decisions about how and where we publish images, videos and recordings of children online, recognising the increasing risk that individuals can use artificial intelligence to manipulate the image to cause harm.

iii. Filtering and monitoring systems

Our school has strong and effective filtering and monitoring systems in place to help limit children's exposure to online risks from our school's IT systems. In line with the DfE's Meeting digital and technology standards in schools and colleges guidance, we will make sure that, among other things:

- we assign a member of the senior leadership team (DSL) and a governor to oversee filtering and monitoring arrangements and ensure that appropriate systems are in place to meet these standards

- the effectiveness of our filtering and monitoring systems is reviewed at least annually, and more frequently where there is a significant change or issue, led by the designated SLT member responsible for filtering and monitoring, with support from the DSL and our IT support/provider
- we check that filtering works across all internet-connected devices and a record is kept of these checks
- the systems are effective for the number of and age range of our children and consider children who are potentially at greater risk of harm
- specific staff have assigned roles and responsibilities to manage these systems
- staff and pupils know about the systems in place and how to raise concerns
- when we block online content it does not impact teaching and learning
- we have monitoring strategies in place that meet our school's safeguarding needs

iv. Generative artificial intelligence

Generative artificial intelligence (Gen AI) refers to artificial intelligence that creates new content (e.g. text, code and images). Our school is aware that using Gen AI can be hugely beneficial, but also harmful if used inappropriately. We will use the [Department for Education's advice and guidance on using Gen AI in education](#) to ensure we integrate Gen AI tools safely and with children's best interests at the centre. Safeguarding concerns that arise through an individual's use of artificial intelligence will be responded to in line with our safeguarding policies. Our school's approach to using Gen AI is detailed in our online safety policy and our AI policy that can be found on the school's website.

v. Remote education

We will stay in regular contact with the parent of a pupil being taught remotely, making sure they are aware of:

- the importance of children being safe online and offering advice on how to do so
- what systems our school uses to filter and monitor online use
- what their child is being asked to do online, including the sites they will be asked to access and who from the school their child will be interacting with online

vi. Information security and access management

We understand that cyber security is a safeguarding issue, particularly because we hold sensitive data about pupils and staff. We will take measures to help keep personal information safe, ensuring we have appropriate cyber security systems in place to help protect against cybercrime (i.e. when criminals seek to exploit human or security vulnerabilities online to steal passwords, data or money directly). We will follow the government's [Cyber security standards guidance](#). Our systems are reviewed regularly to keep up with the constant changes to cybercrime technologies.

9. Adults who work with children or at our school

i. Safer recruitment

Tiffin School expects all staff, volunteers and third parties who spend time at our school to share our commitment to keeping children safe. We have tight and robust recruitment procedures in place to deter, identify and prevent people who are unsuitable to work with children from securing employment or volunteering opportunities at our school. We will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training. All offers of employment are conditional upon the successful completion of pre-employment vetting checks that are listed in Part Three of KCSIE.

We require written confirmation from third-party and supply staff agencies that they have completed

appropriate safer recruitment checks on their employees. We will always check the individual's identification. We will also check the suitability and identification of external visitors and individuals or organisations wishing to hire our site. The Headteacher makes the decision on whether a visitor needs to be supervised or escorted. See our separate Recruitment and Selection policy for full details of these processes.

We will make sure safeguarding arrangements are in place to keep children safe when activities or services that take place on our site are not provided by our school or under the direct supervision or management of our staff, regardless of whether the children attending are pupils at our school or not. We will end our agreement with the individual or provider if they fail to follow the safeguarding requirements listed in the agreement.

ii. Extended school and off-site arrangements

We continue to be responsible for the safety and wellbeing of pupils who attend an alternative provision. We know that children who attend alternative provisions often have complex needs and we are aware of the additional risk of harm that these children may be vulnerable to. We will obtain written confirmation that appropriate safeguarding checks have been carried out on individuals working at the provision, i.e. checks that we would otherwise perform on our own staff.

We follow the statutory guidance for alternative provision and Achieving for Children's alternative provision policy. The written agreement between the school and the provider will be clear that the provider must inform us of any arrangements that may put the child at risk and where the child is at all times during school hours (including addresses). We will regularly review the placement to satisfy ourselves that it can meet the child's needs. We will carry out an immediate review of the placement if safeguarding concerns arise and reserve the right to end the arrangement if concerns are not adequately addressed.

Where extended school activities are provided and managed by the school, our own safeguarding policies and procedures apply. When our children attend off-site activities, including work experience placements, we will ensure that effective safeguarding arrangements and thorough risk assessments are in place.

For visits involving homestays outside of the UK, obtaining criminality information from the DBS regarding hosting adults is not feasible. We will collaborate with our overseas partner schools to ensure a mutual understanding of, and formal agreement on, the safeguarding arrangements established for the trip. If required, we may also reach out to the appropriate foreign embassy or High Commission to explore any viable vetting options for those hosting abroad. Parents will be fully updated on the finalised safety measures.

iii. Concerns or allegations about adults in our school

Tiffin School remains vigilant beyond the recruitment and vetting process. We maintain an environment that deters and prevents abuse and challenges inappropriate staff behaviour. This includes creating a culture of openness and transparency so that staff feel comfortable to report staff behaviour that may impact on keeping children safe. The Headteacher and Chair or Governors will receive training on how to manage allegations against adults working at our school.

Our staff are trained to identify inappropriate or harmful staff behaviour and the procedures to follow if they have a safeguarding concern about an adult at our school. This includes information about appropriate and inappropriate physical contact between staff and pupils and the strict conditions under

which it is appropriate to restrict a child's movement, use reasonable force or seclude a child from others for safeguarding purposes in line with the restrictive interventions guidance.

Staff will report low-level concerns (behaviour that sits outside of the staff code of conduct) and allegations (that a member of staff presents a risk to children) to the Headteacher as soon as practically possible. This includes concerns that occurred in school, out of school, online or offline. Staff are always expected to provide a written account of their concern. If the concern is about the Headteacher, staff will contact the Chair of Governors whose details are at the start of this policy.

If the staff member feels unable to report to the headteacher or chair of governors, either because they are not available or because they believe that there is a conflict of interest, they will share their concerns with the local authority designated officer (LADO) whose details are at the start of this policy. The LADO is responsible for giving advice and organising the response to concerns that an adult who works with children may have caused them or could cause them harm.

Appendix B sets out the full procedure for managing low-level concerns and allegations of harm.

10. Whistleblowing

All staff will be made aware of the duty to 'whistleblow' certain types of wrongdoing. We aim to create an environment where staff feel able to raise concerns about poor or unsafe practice and potential failures in how we manage safeguarding. Concerns should first be raised in accordance with our separate Whistleblowing Policy.

There are other options available where staff feel unable to raise a concern internally or feel that their genuine safeguarding concerns are not being addressed.

Tiffin School has a separate whistleblowing policy that lists our full procedure and is available on the school website.

11. Site safety

The school has security measures and response plans in place to keep the site secure and help protect children, staff, volunteers and visitors from threats to the school. School leaders will organise for regular drills, both with and without pupil involvement, to ensure staff are best prepared to manage a critical incident. We will regularly seek the views of pupils, parents and staff to find out if there are areas of the school site where children feel unsafe or at risk of harm.

A member of the Senior Leadership Team will make the police aware if we have information of concern about the local area that could affect pupils' safety. If we are concerned about areas where gangs or anti-social behaviour are present, we will also inform the local authority's contextual safeguarding team.

12. Training

Staff build up expertise by managing safeguarding concerns on a daily basis, therefore staff have the

opportunity to contribute to and shape staff training and this policy. All staff receive core safeguarding and child protection training (including online safety) at induction that is minimally updated every year. The training provided covers what staff should know as set out in the prevailing KCSIE guidance. In addition, staff receive regular safeguarding updates (for example, via email, staff portal and staff meetings) so they have the information they need to keep children safe, as required and at least annually. School staff sign to confirm they have read and understood Part One of the latest version of KCSIE. Some staff members will be expected to attend additional safeguarding training specific to their roles.

All governors receive safeguarding and child protection (including online) training at induction that prepares them for testing and challenging the school's procedures and policies making sure they are working as they should be. Their training will be regularly updated. The safeguarding link governors will refresh their knowledge more regularly and receive additional training so they are equipped for their role and stay alert to changes to the safeguarding context. This might include the safeguarding link governor attending the termly AfC safeguarding link governor forum.

The safeguarding team will attend regular training to prepare and assist them in leading the school's safeguarding response and strategy. The Governing Board will ensure that the training undertaken complies with Annex B of KCSIE. Additional training or research may be required as local and school-specific safeguarding issues arise. The safeguarding team will attend level 3 multi-agency local safeguarding training and Prevent awareness training within 12 weeks of starting the role that they will refresh every two years.

We make sure that staff provided by external agencies and third parties, for example supply teachers and contracted staff (including catering staff) are aware of this policy, our school's safeguarding procedures, and have received appropriate safeguarding training.

13. Teaching and learning

At Tiffin School, we recognise how important it is that we teach and role-model to children how to keep themselves and others safe. Our relationships, sex and health education policy sets out how we do that, making sure the 'keeping safe' curriculum is woven through all aspects of school life and it meets the needs of all children. This curriculum will have flexibility so we can adapt it to cover specific safeguarding issues that arise during the school year. We will vet the external visitors we plan to use to deliver any of this subject's content to ensure they are suitable for our school and align with our safeguarding expectations. They will follow this policy when managing any disclosures of harm made when delivering this subject.

14. Reviewing our safeguarding processes

At Tiffin School, we regularly review the success of what we are doing to keep children safe. This includes reflecting on what we can learn from safeguarding concerns and incidents taking any action needed to improve our practice. The impact of safeguarding policies, systems and processes is kept under continual review. We are open to challenge and actively seek opportunities to learn how we can improve. For example, we

- regularly seek and listen to the views and experiences of pupils, staff and parents
- utilise safeguarding monitoring visits from governors

- report the impact of our safeguarding arrangements to the Governing Board
- undergo external safeguarding reviews
- submit an annual self-audit to the KRSCP
- seek external expert advice to help us make decisions
- review the effectiveness of staff training

15. Linked policies

This policy is only one of a range of documents that set out what our safeguarding responsibilities are and how we carry them out. This policy is complimented by and should be read alongside the following policies:

- School Attendance Policy
- Behaviour and Pupil Discipline Policy including Anti-Bullying Approach
- Data Protection Policy
- Designated Teacher for Looked after Children Policy
- Equality Statement and Objectives
- Health and Safety Policy
- Online Safety Policy
- Recruitment and Selection including Safer Recruitment Policy
- Use of Restrictive Intervention Policy
- Relationships and Sex Education Policy
- SEND Policy
- Staff Code of Conduct
- Student Code of Conduct
- Use of Artificial Intelligence Policy
- Young Carers Policy
- Lockdown Policy
- Whistleblowing Policy

Appendix A: flowchart for responding to concerns about a child

If staff have concerns about a child's welfare, they must act on them immediately by following the procedures below.



Appendix B1: Allegations against Staff (including low-level concerns) policy

Tiffin School has a whole school approach to safeguarding and we promote an open and transparent culture in which all concerns about all adults working in or on behalf of the school (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately.

Despite all efforts to recruit safely there may be occasions when allegations of abuse against children are reported to have been committed by staff, practitioners and/or volunteers, who work with students in our school.

An allegation is any information which indicates that a member of staff or volunteer may have:

- 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 they may pose a risk of harm to children
- behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place both inside and outside of school

This applies to any child the member of staff or volunteer has contact with in their personal, professional or community life, such as if they had a child protection concerns raised for their own children.

To reduce the risk of allegations, all staff should be aware of safer working practice and should be familiar with the guidance contained in the Staff Code of Conduct and the Guidance for safer working practice working with children

Guidance about conduct and safe practice will be given at induction. This will include:

- Safe use of mobile phones by staff
- Tiffin School's Staff Code of Conduct.
- All school staff should take care not to place themselves in a vulnerable position with a student. It is always advisable for interviews or work with individual students or parents to be conducted in view of other adults.

We understand that a student may make an allegation against a member of staff or staff may have concerns about another staff member. If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Headteacher or the DSL in the Headteacher's absence.

The Headteacher on all such occasions will discuss the content of the allegation with the local authority designated officer (LADO) within 24 hours and before taking any further action.

If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult the LADO as above, without notifying the Headteacher first.

A 'case manager' will lead any investigation. This will be the Headteacher, or the Chair of Governors where the Headteacher is the subject of the allegation. The case manager will be identified at the earliest opportunity.

If the school receives an allegation of an incident happening while an individual or organisation was using the school premises to run activities for children, we will follow our safeguarding policies and procedures and inform our LADO.

Reporting to the LADO applies even where the nature of the alleged assault would not normally meet the threshold if applied to children in their own families. For example, a report of a child being smacked by a parent, with no injury caused, would be unlikely to require any response by police or Children's Social Care. However, a similar report of a child being smacked by a teacher should be responded to because of:

- the vulnerability of children away from home
- the higher standards of conduct demanded by law and regulation of those caring for other people's children
- the position of trust enjoyed by such people

Tiffin School will follow the London child protection procedures for managing allegations against staff.

Suspension of the accused until the case is resolved

Suspension of the member of staff, against whom an allegation has been made, needs careful consideration and will not be the default position. The Headteacher (or the Chair of Governors if the allegation is against the Headteacher) will seek the advice of the LADO, Chair of Governors and an HR consultant in making this decision. It will only be considered in cases where there is reason to suspect that a child or other children is/are at risk of harm, or the case is so serious that there might be grounds for dismissal. Based on the assessment of risk, all options to avoid suspension will be considered, such as

- Redeployment within the school so that the individual does not have direct contact with the child or children concerned
- Providing an assistant to be present when the individual has contact with children
- Redeploying the individual to alternative work in the school so that they do not have unsupervised access to children
- Moving the child or children to classes where they will not come into contact with the individual, making it clear that this is not a punishment and parents/carers have been consulted
- Temporarily redeploying the individual to another role in a different location, for example to an alternative school

If in doubt, the case manager will seek views from the school's external personnel adviser and the designated officer at the local authority, as well as the police and local authority children's social care where they have been involved.

In the event of an allegation against the Headteacher, the decision to suspend will be made by the Chair of Governors in consultation with the LADO and an external HR consultant.

If the allegation is regarding supply staff, the School will ensure that allegations are dealt with properly. In no circumstances will the school cease to use a supply teacher due to safeguarding concerns, without finding out the facts and liaising with the local authority designated officer (LADO) to determine a suitable outcome. The School will discuss with the LADO whether it is appropriate to suspend the supply worker, or redeploy them to another part of the School, whilst they carry out their investigation. If an allegation pertains to an adult not employed directly by the School, for example, cleaning staff, peripatetic teachers, sports coaches etc. the School will work directly with the employing agency and the LADO as described above.

The School will ensure that all external agencies used are provided with details of the School's process for managing information.

We have a procedure for managing the suspension of a contract for a community user of our premises in the event of an allegation arising in that context.

Staff, parents and Governors are reminded that publication of material that may lead to the identification of a teacher who is the subject of an allegation is prohibited by law. Publication includes verbal conversations or writing including content placed on social media sites.

There are procedures in place to make a referral to the Disclosure and Barring Service (DBS) if a person in a regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned. If a teacher is dismissed due to serious misconduct, or might have been dismissed had they not left first, consideration will be given as to whether to refer the case to the Secretary of State via the Teaching Regulation Agency.

Definitions for outcomes of allegation investigations:

- **Substantiated:** there is sufficient evidence to prove the allegation
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive, or to cause harm to the subject of the allegation
- **False:** there is sufficient evidence to disprove the allegation
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation (this does not imply guilt or innocence)
- **Unfounded:** to reflect cases where there is no evidence or proper basis that supports the allegation being made

Procedure for dealing with allegations

In the event of an allegation that meets the criteria above, the case manager will take the following steps:

1. Conduct basic enquiries in line with local procedures to establish the facts to help determine whether there is any foundation to the allegation before carrying on with the steps below
2. Discuss the allegation with the designated officer at the local authority. This is to consider the nature, content and context of the allegation and agree a course of action, including whether further enquiries are necessary to enable a decision on how to proceed, and whether it is necessary to involve the police and/or local authority children's social care services. (The case manager may, on occasion, consider it necessary to involve the police *before* consulting the designated officer – for example, if the accused individual is deemed to be an immediate risk to children or there is evidence of a possible criminal offence. In such cases, the case manager will notify the designated officer as soon as practicably possible after contacting the police)
3. Inform the accused individual of the concerns or allegations and likely course of action as soon as possible after speaking to the designated officer (and the police or local authority children's social care services, where necessary). Where the police and/or local authority children's social care services are involved, the case manager will only share such information with the individual as has been agreed with those agencies
4. Where appropriate (in the circumstances described above), carefully consider whether suspension of the individual from contact with children at the school is justified or whether alternative arrangements such as those outlined above can be put in place. Advice will be sought from the designated officer, police and/or local authority children's social care services, as appropriate

5. Where the case manager is concerned about the welfare of other children in the community or the individual's family, they will discuss these concerns with the DSL and make a risk assessment of the situation. If necessary, the DSL may make a referral to local authority children's social care
6. **If immediate suspension is considered necessary**, agree and record the rationale for this with the designated officer. The record will include information about the alternatives to suspension that have been considered, and why they were rejected. Written confirmation of the suspension will be provided to the individual facing the allegation or concern within 1 working day, and the individual will be given a named contact at the school and their contact details
7. **If it is decided that no further action is to be taken** in regard to the subject of the allegation or concern, record this decision and the justification for it and agree with the designated officer what information should be put in writing to the individual and by whom, as well as what action should follow both in respect of the individual and those who made the initial allegation
8. **If it is decided that further action is needed**, take steps as agreed with the designated officer to initiate the appropriate action in School and/or liaise with the police and/or local authority children's social care services as appropriate
9. Provide effective support for the individual facing the allegation or concern, including appointing a named representative to keep them informed of the progress of the case and considering what other support is appropriate.
10. Inform the parents or carers of the child/children involved about the allegation as soon as possible if they do not already know (following agreement with local authority children's social care services and/or the police, if applicable). The case manager will also inform the parents or carers of the requirement to maintain confidentiality about any allegations made against teachers (where this applies) while investigations are ongoing. Any parent or carer who wishes to have the confidentiality restrictions removed in respect of a teacher will be advised to seek legal advice
11. Keep the parents or carers of the child/children involved informed of the progress of the case (only in relation to their child – no information will be shared regarding the staff member)
12. Make a referral to the DBS where it is thought that the individual facing the allegation or concern has engaged in conduct that harmed or is likely to harm a child, or if the individual otherwise poses a risk of harm to a child
13. If the School is made aware that the secretary of state has made an interim prohibition order in respect of an individual, we will immediately suspend that individual from teaching, pending the findings of the investigation by the Teaching Regulation Agency.
14. Where the police are involved, wherever possible the school will ask the police at the start of the investigation to obtain consent from the individuals involved to share their statements and evidence for use in the school's disciplinary process, should this be required at a later point.

Additional considerations for supply teachers and all contracted staff

If there are concerns or an allegation is made against someone not directly employed by the school, such as a supply teacher or contracted staff member provided by an agency, we will take the actions below in addition to our standard procedures.

- We will not decide to stop using an individual due to safeguarding concerns without finding out the facts and liaising with our LADO to determine a suitable outcome
- The Headteacher or designated Governor will discuss with the agency whether it is appropriate to suspend the individual, or redeploy them to another part of the School, while the School carries out the investigation
- We will involve the agency fully, but the school will take the lead in collecting the necessary information and providing it to the LADO as required
- We will address issues such as information sharing, to ensure any previous concerns or allegations known to the agency are taken into account (we will do this, for example, as part of the allegations management meeting or by liaising directly with the agency where necessary)

- When using an agency, we will inform them of our process for managing allegations, and keep them updated about our policies as necessary, and will invite the agency's HR manager or equivalent to meetings as appropriate.

Timescales

We will deal with all allegations as quickly and effectively as possible and will endeavour to comply with the following timescales, where reasonably practicable:

- Any cases where it is clear immediately that the allegation is unsubstantiated or malicious should be resolved within 1 week
- If the nature of an allegation does not require formal disciplinary action, appropriate action should be taken within 3 working days
- If a disciplinary hearing is required and can be held without further investigation, this should be held within 15 working days

However, these are objectives only and where they are not met, we will endeavour to take the required action as soon as possible thereafter.

Specific actions

Action following a criminal investigation or prosecution

The case manager will discuss with the local authority's designated officer whether any further action, including disciplinary action, is appropriate and, if so, how to proceed, taking into account information provided by the police and/or local authority children's social care services.

Conclusion of a case where the allegation is substantiated

If the allegation is substantiated and the individual is dismissed or the school ceases to use their services, or the individual resigns or otherwise ceases to provide their services, the school will make a referral to the DBS for consideration of whether inclusion on the barred lists is required.

If the individual concerned is a member of teaching staff, the school will consider whether to refer the matter to the Teaching Regulation Agency to consider prohibiting the individual from teaching.

Individuals returning to work after suspension

If it is decided on the conclusion of a case that an individual who has been suspended can return to work, the case manager will consider how best to facilitate this. The case manager will also consider how best to manage the individual's contact with the child or children who made the allegation, if they are still attending the school.

Unsubstantiated, unfounded, false or malicious reports

If a report is:

- Determined to be unsubstantiated, unfounded, false or malicious, the DSL will consider the appropriate next steps. If they consider that the child and/or person who made the allegation is in need of help, or the allegation may have been a cry for help, a referral to local authority children's social care may be appropriate
- Shown to be deliberately invented, or malicious, the school will consider whether any disciplinary action is appropriate against the individual(s) who made it

Unsubstantiated, unfounded, false or malicious allegations

If an allegation is:

- Determined to be unsubstantiated, unfounded, false or malicious, the LADO and case manager will consider the appropriate next steps. If they consider that the child and/or person who made the

allegation is in need of help, or the allegation may have been a cry for help, a referral to local authority children's social care may be appropriate

- Shown to be deliberately invented, or malicious, the school will consider whether any disciplinary action is appropriate against the individual(s) who made it
- Confidentiality and information sharing
- The school will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.
- The case manager will take advice from the LADO, police and local authority children's social care services, as appropriate, to agree:
 - Who needs to know about the allegation and what information can be shared
 - How to manage speculation, leaks and gossip, including how to make parents or carers of a child/children involved aware of their obligations with respect to confidentiality
 - What, if any, information can be reasonably given to the wider community to reduce speculation
 - How to manage press interest if, and when, it arises

Record-keeping

- The case manager will maintain clear records about any case where the allegation or concern meets the criteria above and store them on the individual's confidential personnel file for the duration of the case.
- The records of any allegation that, following an investigation, is found to be malicious or false will be deleted from the individual's personnel file (unless the individual consents for the records to be retained on the file).
- For all other allegations (which are not found to be malicious or false), the following information will be kept on the file of the individual concerned:
 - A clear and comprehensive summary of the allegation
 - Details of how the allegation was followed up and resolved
 - Notes of any action taken, decisions reached and the outcome
 - A declaration on whether the information will be referred to in any future reference

In these cases, the school will provide a copy to the individual, in agreement with local authority children's social care or the police as appropriate.

We will retain all records at least until the accused individual has reached normal pension age, or for 10 years from the date of the allegation if that is longer.

References

When providing employer references, we will:

- Not refer to any allegation that has been found to be false, unfounded, unsubstantiated or malicious, or any repeated allegations that have all been found to be false, unfounded, unsubstantiated or malicious
- Include substantiated allegations, provided that the information is factual and does not include opinions

Learning lessons

After any cases where the allegations are substantiated, the case manager will review the circumstances of the case with the LADO to determine whether there are any improvements that we can make to the school's procedures or practice to help prevent similar events in the future.

This will include consideration of (as applicable):

- Issues arising from the decision to suspend the member of staff
- The duration of the suspension
- Whether or not the suspension was justified

- The use of suspension when the individual is subsequently reinstated. We will consider how future investigations of a similar nature could be carried out without suspending the individual

For all other cases, the case manager will consider the facts and determine whether any improvements can be made.

Non-recent allegations

Abuse can be reported, no matter how long ago it happened. We will report any non-recent allegations made by a child to the LADO in line with our local authority's procedures for dealing with non-recent allegations. Where an adult makes an allegation to the school that they were abused as a child, we will advise the individual to report the allegation to the police.

Low level concerns

The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child **does not meet the threshold set out above**. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the School may have acted in a way that

- is inconsistent with the Staff Code of Conduct, including inappropriate conduct outside of work
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to

- being over friendly with children
- having favourites
- taking photographs of children on their mobile phone without authorisation from a member of SLT or for school related purposes
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- humiliating students (which might include shouting at them)
- using inappropriate sexualised, intimidating or offensive language.

Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.

Sharing Low-Level Concerns

The culture of our School is such that staff are encouraged to pass on low level concerns to the Headteacher. These concerns will be recorded and dealt with appropriately.

We will create this culture by:

- Ensuring staff are clear about what appropriate behaviour is, and are confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour, in themselves and others
- Empowering staff to share any low-level concerns
- Empowering staff to self-refer
- Addressing unprofessional behaviour and supporting the individual to correct it at an early stage
- Providing a responsive, sensitive and proportionate handling of such concerns when they are raised
- Helping to identify any weakness in the School's safeguarding system

- Ensuring they are dealt with effectively will also protect those working in or on behalf of the School from potential false allegations or misunderstandings.

Responding to low-level concerns

If the concern is raised via a third party, the headteacher will collect evidence where necessary by speaking:

- Directly to the person who raised the concern, unless it has been raised anonymously
- To the individual involved and any witnesses

The Headteacher will use the information collected to categorise the type of behaviour and determine any further action, in line with the school's staff code of conduct. The headteacher will be the ultimate decision-maker in respect of all low-level concerns, though they may wish to collaborate with the DSL.

Record keeping

All low-level concerns will be recorded in writing on the low-level concerns form (Appendix B2). In addition to details of the concern raised, records will include the context in which the concern arose, any action taken and the rationale for decisions and action taken.

Records will be:

- Kept confidential, held securely by HR and comply with the Data Protection Act 2018 and the UK GDPR
- Reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, we will advise governors, decide on a course of action, either through our disciplinary procedures or, where a pattern of behaviour moves from a concern to meeting the harm threshold, we will refer it to the designated officer at the local authority
- Retained at least until the individual leaves employment at the School
- Where a low-level concern relates to a supply teacher or contractor, we will notify the individual's employer, so any potential patterns of inappropriate behaviour can be identified.

References

We will not include low-level concerns in references unless:

- The concern (or group of concerns) has met the threshold for referral to the designated officer at the local authority and is found to be substantiated; and/or
- The concern (or group of concerns) relates to issues that would ordinarily be included in a reference, such as misconduct or poor performance

Appendix B2: Low level concerns form

Tiffin School Low Level Concern Form

- This form will be used to record Low Level Concerns about a member of staff
- This record will be held confidentially with HR.
- This concise record will include a brief context in which the low level concern arose, plus details which are chronological, precise and as accurate as possible, of any such concern and /or relevant incident[s].

Details	
Reported By:	
Name of Staff member:	
Department and Role:	
Time and Date:	
Received by:	
Date Received:	

Concern - Investigation - Actions:	
Details of Concern:	
Details of HT/DSL Investigation:	
Details of Actions Taken:	
HT Signature:	
Date:	

This record form will be held securely, either digitally or in paper form, in one central file with HR, in accordance with the School's Code of Conduct and any associated guidance regarding the management of concerns and or allegations and in accordance with School's Data Management practices/policies.

Low Level Concern reporting will be treated as confidential as far as possible, however in certain circumstances it may be necessary to share and or disclose the information with third parties for relevant and necessary reasons.

This includes where a reporter has indicated they wish to remain anonymous.

Appendix C: Identified areas of particular risk for our school

Tiffin School is a town centre site. This comes with a number of potential risks that are addressed through the pastoral program, assemblies, staff duties and clear streams of communication. Risks include

- Child on child abuse
- Mugging and violent crime/knife crime
- Dangers of travel/ transport - road and rail safety
- Accessing Sport at off site playing fields
- County Lines and Serious Violence, Drug taking and drug dealing
- Online risks
- Grooming
- Radicalisation
- FGM
- Child Criminal Exploitation
- Child Sexual Exploitation

The School addresses these risks through

- the student pastoral program and through 21CL/PSHE/RSHE program
- Assembly programme
- Staff CPD on signs of abuse and taking actions
- Staff presence on gate duty before and after school daily.
- School buses and supervision on transport to Sport off site
- Education on safe travel and what to do via 21CL/PSHE and assemblies and tutorials.
- Communication with parents via parentmail and information evening regarding risks and safe travel.
- External speakers - police, drug agencies, NHS etc.
- On-line safety training for staff, students and parents from AfC and DSLs.
- Keeping safe on line lessons in the pastoral program and PSHE
- Clear communication through staff and student portals