



EXETER MATHEMATICS SCHOOL  
SERVING CORNWALL, DEVON, DORSET AND SOMERSET

# Child Protection and Safeguarding Policy

<b>Staff reviewer:</b>	<b>Scrutinised by link Governor:</b>	<b>Date signed off at Committee:</b>	<b>Date approved at Board:</b>	<b>Next review date:</b>
<i>Joe Rowing</i>	<i>Anne Oxborough</i>	<i>CSEC 30.01.18</i>	<i>FGB 03.08.18</i>	<i>November 2018</i>

# 1. Purpose

This policy applies to all staff, trustees, volunteers, agency staff, students, visitors to, and anyone working on behalf of Exeter Mathematics School

This policy has been developed in accordance with the principles established by the Children Act 1989 and in line with the following government publications:

- Education Act, 2002
- 'What To Do If You Are Worried a Child Is Being Abused', 2015
- Keeping Children Safe in Education, 2016
- Devon and Torbay Children Safeguarding Board (DSCB) Online Multi-Agency Child Protection Procedures
- Information Sharing - Advice for Practitioners Providing Safeguarding Services to Vulnerable Children, Young people, Parents and Carers, 2015
- Multi Agency Practice Guidelines : Female Genital Mutilation, 2015
- Children Act, 2004
- 'Sexting in schools and colleges: responding to incidents and safeguarding young people'
- Safeguarding Vulnerable Groups Act, 2006
- HM Government Prevent Duty Guidance for England and Wales, 2015
- Children and Social Work Act 2017 (though not enacted at time of writing)
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Female Genital Mutilation Act 2003
- Children and Adoption Act 2006
- Children and Young Persons Act 2008
- United Convention on the Rights of the Child 1991

Exeter Mathematics School and the Devon Learning & Development Partnership (LDP) takes seriously its responsibility under section 175 of the Education Act 2002 and section 11 of the Children Act 2004, to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements are in place to identify, assess and support those children who are suffering harm.

The School recognises that all staff have a full and active part to play in protecting children, young people and vulnerable adults from harm and that the child's welfare is our paramount concern.

## 2. The aims of this policy are:

- 2.1. To raise awareness of all staff of the need to safeguard children, young people, and vulnerable adults, and of their responsibilities in identifying and reporting possible cases of abuse and/or radicalisation.
- 2.2. To contribute to assessments of need and support plans for children, young people, and vulnerable adults thought to be at risk of harm.
- 2.3. To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding students.

- 2.4. To develop a structured procedure within Exeter Mathematics School. This procedure will be followed by all members of staff in cases of suspected abuse and/or radicalisation.
- 2.5. To develop effective working relationships with all other agencies involved in safeguarding children.
- 2.6. To ensure that all Exeter Mathematics School staff who have access to children, young people and vulnerable adults, have been checked as to their suitability in accordance with Exeter Mathematics School policy and procedures and the 'Safeguarding Children and Safer Recruitment in Education Guidance', 2007.

### 3. Definitions

- 3.1. Safeguarding and promoting the welfare of children refers to the process of protecting children from maltreatment, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.
- 3.2. Child Protection refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.
- 3.3. 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.
- 3.4. The term "Students" includes all on role at EMS. It also includes those enrolled on outreach programme.
- 3.5. Child includes everyone under the age of 18.
- 3.6. Parent refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.
- 3.7. Vulnerable Adult refers to someone aged 18 or over who is, or may be, in need of community services due to age, illness or a mental or physical disability. Who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation.
- 3.8. Designated Safeguarding Lead (DSL) is the first point of contact for any member of the School staff who has a concern about the safety and wellbeing of a child, young person or vulnerable adult.
- 3.9. Deputy Designated Safeguarding Lead (DDSL). The deputy is the first point of contact in the absence of the DSL to avoid any unnecessary delays in responding to a child/young person's/vulnerable adult's needs.
- 3.10. Prevent Single Point of Contact is the person identified in the School as the point of contact for all prevent related incidents and concerns
- 3.11. Safeguarding Team refers to the team of Level 3 Child Protection trained staff who support the DSL and DDSL in safeguarding and child protection across the whole School and those at Exeter College.

### 4. Policy

- 4.1. Exeter Mathematics School procedures for safeguarding children, young people and vulnerable adults is in line with Local Child Protection procedures and DFE Safeguarding procedures. EMS students may be covered by any of the agencies in the four counties. Every effort has been made to ensure that our policies are appropriate to all of the current local

safeguarding boards and multi-agency bodies and with an eye to the incoming local safeguarding partner arrangements:

- MASH (Devon)
- MARU (Cornwall)
- CRIF (Somerset)
- NSSCB (North Somerset)
- The Gateway (Plymouth)
- TSCB (Torbay)
- DSCB (Dorset)

4.2. Exeter Mathematics School recognises that it is an agent of referral and not of investigation. It is not the School's responsibility to investigate abuse.

We will ensure that:

- 4.3. The Senior Leadership Team understands and fulfils its safeguarding responsibilities.
- 4.4. The Designated Safeguarding Lead (DSL) has undertaken Group 3 child protection training, as has the School's Headteacher and the Deputy Designated Safeguarding Lead. The Deputy Designated Safeguarding Lead is also the lead teacher for Children in care (CiC), Looked after children (LAC), and other vulnerable adults.
- 4.5. We work closely with Exeter College's team of staff who form the College's Safeguarding team with specific responsibility for given Faculties. These team members have undertaken Group 3 Child protection training through the DSCB. This team meets on a regular basis for group supervision.
- 4.6. All members of staff are provided with training that complies with DSCB, Home Office and DFE standards, in order to develop their understanding of the signs and indicators of abuse. This is refreshed every 3 years. All members of staff are trained to be able to complete and submit a Multi-agency referral.
- 4.7. All members of staff have been trained in how to respond to a child, young person or vulnerable adult, who discloses abuse, and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.
- 4.8. We take care to address Specific Child Protection issues. The following should be referred immediately to the most relevant agency. The issues featured below are linked to guidance and local procedures which can be found on the South West Child Protection Procedures at <https://www.proceduresonline.com/swcpp/>. The list is not intended to be exhaustive:
- 4.8.1. Prevent Duty. All EMS staff are trained as part of their induction by a home office recognized WRAP provider. Existing staff have also received such training. We recognize the importance of anti-radicalisation and staff are proactive in recognizing the signs in students who are vulnerable to this abuse. The DSL is the single point of contact for Prevent issues.
- 4.8.2. Domestic Violence. The School's DSL has received the 'Against Domestic Violence and Abuse' Level 1 training in domestic violence and will act in an advisory capacity for EMS. The DSL has completed Domestic abuse training from IDAS and is the nominated Operation Encompass contact. This is to ensure that the School fulfils its statutory obligation to consider domestic violence as a major issue in child protection cases.
- 4.8.3. Child Death. If a student dies whilst at Exeter Mathematics School the DSL will ensure that all student data is amended immediately, in order that parents/guardians of the child do not receive any inappropriate information from the School. The School will also ensure that all students who are affected by the death are offered pastoral support by either School staff or Exeter College's Pastoral Support Team. The Pastoral Leader will liaise with the appropriate tutor and faculty to ensure that the parents'/guardians'

wishes are respected. The DSL will ensure that any serious case review documentation that may be required is completed when and if requested.

- 4.8.4. Forced Marriage and Honour Based Violence. EMS recognises that forced and arranged marriages are different. All staff need to be vigilant to recognise the signs of students at risk of Forced Marriage and to inform the DSL and the authorities. The DSL has training in spotting and supporting victims of forced marriage.
  - 4.8.5. Ritualistic abuse & Genital Mutilation, including Female genital mutilation and circumcision. EMS recognises that all staff need to be vigilant to recognise the signs of students at risk of this abuse and to inform the DSL and the authorities. The DSL has training in spotting and supporting victims of FGM.
  - 4.8.6. Sexually harmful behaviour/Sexual Abuse/Child Sexual Exploitation – ([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/591903/CSE\\_Guidance\\_Core\\_Document\\_13.02.2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/591903/CSE_Guidance_Core_Document_13.02.2017.pdf) ) Involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. If the victim is under 18 and there is an imbalance of power the act is classed as Child Sexual Exploitation. The management of children and young people with a history of sexually harmful behaviour is complex and the school will work with other relevant agencies to maintain the safety of the whole School community. Young people who display such behaviour may be victims of abuse themselves and the child protection procedures will be followed for both victim and perpetrator.
  - 4.8.7. Youth produced sexual imagery - All incidents of Under 18s sharing, possessing and creating sexual images and videos of themselves or other juveniles will be treated as a safeguarding concern and in line with the guidance 'Sexting in schools and colleges: responding to incidents and safeguarding young people'. In the process of referral Staff must not view, copy or print the youth produced sexual imagery.
  - 4.8.8. Online safety - Please refer to the School's e-safety policy for further details
  - 4.8.9. Missing people/trafficking - Missing children and young people. A child/young person going missing from education is a potential indicator of abuse and neglect, including sexual abuse and Trafficking. We will monitor absence and take appropriate action
  - 4.8.10. Private fostering – There is correlation between private fostering and increased risk of abuse. Staff should be alert for students cared for by someone other than a parent or a close relative for extended periods (28 days or more),
  - 4.8.11. CiC/ LAC - The most common reason for children becoming looked after is as a result of abuse or neglect. The School ensures that staff have the necessary skills and understanding to keep looked after children safe. Appropriate staff have information about a child's looked after legal status and care arrangements, including the level of authority delegated to the carer by the authority looking after the child. The DDSL is the named contact for CiC and works closely on this issue with the DSL.
- 4.9. Vulnerable groups and protected characteristics. - To ensure that all of our students receive equal protection, we will give special consideration to children, young people and vulnerable adults who are members of vulnerable groups including, but not limited to:
- 4.9.1. Disabled or have special educational needs. In particular we have an eye to the emerging correlation between radicalisation and autism
  - 4.9.2. Young carers
  - 4.9.3. Those affected by parental illness, incarceration, substance misuse, domestic violence or parental mental-health needs
  - 4.9.4. Asylum seekers
  - 4.9.5. Those vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, disability or sexuality.
  - 4.9.6. Those at higher risk of female genital mutilation (FGM), forced marriage or extremism

- 4.10. Governors at the School receive Child Protection training on a 3 yearly basis. The Governing Body has identified a Governor and deputy who are responsible for Child Protection and Safeguarding within the School. This will be reviewed on an annual basis.
- 4.11. All parents/guardians are made aware of Exeter Mathematics School's responsibilities with regard to child protection through the publication of the Child Protection Policy, and reference to it, on the Exeter Mathematics School website. Parents/guardians also receive information which includes relevant safeguarding information when their son/daughter begins their education at Exeter Mathematics School.
- 4.12. Selection and recruitment includes all appropriate checks on staff suitability, according to Safer Recruitment guidelines and will be compliant with the requirements of the Independent Safeguarding Authority.
- 4.13. Our policy and procedures will be updated at least annually or when we are notified of any legislative changes.
- 4.14. All staff new to Exeter Mathematics School will be shown how to access the child protection policy, the Staff Handbook, Child Protection Procedure flow chart and the KCSIE part 1. These will be explained as part of their induction.

#### 4.15. Responsibilities

- 4.15.1. We understand that our responsibility to safeguard children, young people and vulnerable adults requires that we all appropriately share any concerns that we may have about them.
- 4.15.2. We have a DSL supported by Exeter College's Safeguarding team, who is responsible for:
  - 4.15.2.1. The monitoring of child protection and safeguarding of students within the School. The DSL acts as a focal point for staff to discuss concerns and liaise with other agencies and professionals.
  - 4.15.2.2. Communication with the Deputy safeguarding lead. The DSL meets with the DSL informally on a daily and formally on a weekly basis.
  - 4.15.2.3. Encouraging a culture of listening to young people and taking account of their wishes and feelings. The DSL ensures that all staff are aware of the Child Protection policy and the safeguarding guidelines and know how to recognise and refer any concerns
  - 4.15.2.4. Maintaining an appropriate level of training with updates every two years and keeping up to date with current best practice to enable Staff to fulfil their role, including attending relevant training provided by the School, Exeter College and the LDP.;
  - 4.15.2.5. Referring a child/young person/vulnerable adult if there are concerns about possible abuse, to the Children's Services Local Referral, Intervention and Assessment Service Team, and act as a focal point for staff to discuss concerns. Referrals should be made in writing, using the appropriate Multi Agency Referral Form.
  - 4.15.2.6. Ensuring that when a student leaves the School early to join a different college/6th form, their child protection file is passed to the new provider (ensuring secure transit) and that confirmation of receipt is obtained;
  - 4.15.2.7. Ensuring that either they, or another staff member, attend case conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report where required which has been shared with the parents;
  - 4.15.2.8. Ensuring that any student currently with a child protection plan who is absent from the educational setting without explanation for two days is referred to their key worker's MASH Team;

- 4.15.2.9. Contributing to and providing, with the Headteacher and Chair of Governors, the “Audit of Statutory Duties and Associated Responsibilities” to be submitted annually to the Education Safeguarding Team at Devon County Council;
  - 4.15.2.10. Have an understanding of locally agreed processes for providing early help and intervention and support members of staff where Early Help is appropriate;
  - 4.15.2.11. Record keeping – Child Protection records are kept centrally and securely by the DSL in line with Data protection regulations.
  - 4.15.2.12. Prevent Duties. The DSL is the designated prevent lead and as such is responsible for ensuring all staff are aware of their Prevent duty. He is trained to deliver the Home Office WRAP session and is in regular contact with the regional coordinator.
- 4.15.3. All staff are responsible for Child Protection, including the prevention of radicalization, and must refer disclosures, allegations or suspicions of abuse to the DSL as soon as possible, within 24 hours of disclosure, using the Safeguarding Referral Form.

#### **4.16. Confidentiality**

- 4.16.1. All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the student and staff involved but also to ensure that information being released into the public domain does not compromise evidence.
- 4.16.2. All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children, young people and vulnerable adults.
- 4.16.3. All staff must be aware that they cannot promise a child, young person or vulnerable adult to keep secrets which might compromise the safety of themselves, or of another.
- 4.16.4. Staff are made aware that they must make a record of Child Protection issues as soon as possible, within 24 hours, and that these records must be signed and dated. Staff should use the Safeguarding Referral Form.
- 4.16.5. We will always undertake to share our intention to send an enquiry to the appropriate Multi Agency team with their parents/guardians unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Multi agency team before taking any action.
- 4.16.6. Every effort will be made to prevent unauthorised access, and sensitive information should not routinely be stored on laptop computers, which, by the nature of their portability, could be lost or stolen. If it is necessary to store child protection information on portable media, such as a CD or flash drive, these items will also be kept in locked storage. Child protection information will be stored separately from a student’s college file.
- 4.16.7. Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. The Data Protection Act does not prevent college staff from sharing information with relevant agencies, where that information may help to protect a child or support a criminal investigation.  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419628/information\\_sharing\\_advice\\_safeguarding\\_practitioners.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/information_sharing_advice_safeguarding_practitioners.pdf)

#### **4.17. Supporting Staff**

- 4.17.1. We recognise that staff who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful or upsetting.

- 4.17.2. We will support such staff by providing an opportunity to talk through their anxieties and to seek further support. This could be provided by, for example, the Exeter College's occupational health nurse and/or the Exeter College safeguarding team.
- 4.17.3. We understand that staff should have access to advice on the boundaries of appropriate behaviour. The document 'Guidance for Safe Working Practices for Adults who work with Children and Young People in Education settings' provides advice on this and the circumstances which should be avoided in order to limit complaints against staff of abuse of trust and/or allegations of physical or sexual abuse. Safeguarding in education is a part of the Staff development programme.

#### **4.18. Allegations Against Staff**

- 4.18.1. All staff should take care not to place themselves in a vulnerable position with a child, young person or vulnerable adult.
- 4.18.2. Lone working. It is always advisable for interviews or work with individual children/young people/vulnerable adults or parents to be conducted in view of other adults.
- 4.18.3. We understand that anyone may make an allegation against a member of current or historical staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the DSL. If an allegation is made against the DSL, the member of staff receiving the allegation must immediately inform the Headteacher. The full procedures for dealing with allegations against staff can be found in Keeping Children Safe in Education (DfE, 2016).
- 4.18.4. The DSL on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO) service (01392 384964 or [ladosecure-mailbox@devon.gcsx.gov.uk](mailto:ladosecure-mailbox@devon.gcsx.gov.uk)).
- 4.18.5. Suspension of the member of staff against whom an allegation has been made needs careful consideration. We will take advice in consultation with Exeter College's Head of Human Resources and the LADO where appropriate.

#### **4.19. Whistle blowing**

- 4.19.1. We recognise that children, young people and vulnerable adults cannot be expected to raise concerns in an environment where staff fail to do so.
- 4.19.2. All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary, they should speak to the SDO and/or the Headteacher. Please see our Whistleblowing policy for more information.

#### **4.20. Behaviour and Safeguarding**

- 4.20.1. All students will be aware of the student code of conduct. The student code of conduct is linked to the student disciplinary process.
- 4.20.2. All staff, teaching and support, should be aware of their duty to challenge inappropriate and/or extreme behaviour in the School in order to safeguard all students and staff

## **5. Implementation**

- 5.1. The Designated Safeguarding lead will:

**5.1.1. Provide advice guidance and support on:**

- 5.1.1.1. New legislation
- 5.1.1.2. Managing reports of vulnerable students
- 5.1.1.3. Allegations against staff in collaboration with Exeter College's HR department.
- 5.1.1.4. Specific circumstances of abuse including but not limited to:
  - 5.1.1.4.1. Radicalisation
  - 5.1.1.4.2. Female genital mutilation
  - 5.1.1.4.3. Forced marriage
  - 5.1.1.4.4. Domestic violence
  - 5.1.1.4.5. Child on Child abuse
  - 5.1.1.4.6. Sexual abuse
  - 5.1.1.4.7. Young Carers

**5.1.2. Develop good working relationships and partnerships: including the following groups in particular:**

- 5.1.2.1. Exeter College's Safeguarding Team
- 5.1.2.2. Devon Safeguarding Board (through Exeter College)
- 5.1.2.3. Other LA equivalents to the DSB in our catchment area
- 5.1.2.4. CHANNEL panel & South West Prevent forum
- 5.1.2.5. The LADO
- 5.1.2.6. Multi-agency teams
- 5.1.2.7. CAHMS

**5.1.3. Deliver training and raise awareness – this may include:**

- 5.1.3.1. Staff training on Child Protection and Safeguarding.
- 5.1.3.2. Providing written guidance

**5.1.4. Promote safe and positive environments via;**

- 5.1.4.1. Recruitment and selection in collaboration with Headteacher, Business Manager and Exeter College's HR team.
- 5.1.4.2. Record Keeping – Logging, monitoring and review of vulnerable students.

**5.1.5. Develop practice and plan for**

- 5.1.5.1. Specific issues which may have a Child Protection aspect
- 5.1.5.2. Ensure the Exeter Mathematics School Child Protection policy is updated and reviewed at least annually.

**5.1.6. Ensure compliance with Monitoring**

- 5.1.6.1. Compliance with DFE, DSCB (and future LSP) procedures or standards

**5.1.7. Be accountable;**

- 5.1.7.1. Representation of Exeter Mathematics School at local level
- 5.1.7.2. Personal training to be able to fulfil roles

### **5.1.8. Be primary contact for all referrals**

- 5.1.8.1. Refer cases of suspected abuse or allegations to the relevant agency in appropriate fashion
- 5.1.8.2. Act as a source of support, advice and expertise when deciding whether to make an enquiry

### **5.1.9. Be responsible for training;**

- 5.1.9.1. All new Exeter Mathematics School staff are trained in Safeguarding and Prevent as part of their induction provided by Exeter College. Every two years this is updated with a level two course.
- 5.1.9.2. To ensure that all staff recognise how to identify signs of abuse and when it is appropriate to make a referral.
- 5.1.9.3. Ensure that each member of staff has access to the Exeter Mathematics School Child Protection policy.
- 5.1.9.4. Pursue their own CPD and attend any relevant or refresher courses at least every 2 years.

## **5.2. Photography, Video, Images and other Media**

To protect students we will

- 5.2.1. seek their consent for photographs to be taken or published (for example, on our website or newspapers or publications)
- 5.2.2. seek parental consent for under 18's
- 5.2.3. use only the student's first name with an image
- 5.2.4. ensure students are appropriately dressed
- 5.2.5. encourage students to tell us if they are worried about any photographs that are taken of them.

## **5.3. Building Security**

- 5.3.1. Access to the site is controlled at all points.
  - 5.3.1.1. To the rear of the property the student's entrance is accessed only by student/staff identity keycards through a security gate.
  - 5.3.1.2. The student access is controlled by the student/staff keycard access and monitored by CCTV. Access for students ceases out of school hours.
  - 5.3.1.3. Access to the main school entrance at the front of the building is controlled by reception staff.
- 5.3.2. Visitors
  - 5.3.2.1. All visitors must sign-in at reception. Here they are issued with an ID badge and asked to read basic details for fire safety and safeguarding expectations.
  - 5.3.2.2. Lanyards are colour coded to show status of staff. Red for non-DBS visitors, Green for Governors, Volunteers or other visitors that have been through our safeguarding checks. Blue is for members of staff.
  - 5.3.2.3. Students are asked to report any guests without badges to a member of staff immediately. Staff are expected to reinforce the above in the case of non-adherence or fetch a member of SLT.
  - 5.3.2.4. Unexpected or unknown visitors are refused entry until they are cleared by

SLT/appropriate member of staff – See entry flowchart.

#### **5.4. Contractors:**

- 5.4.1. To ensure that as far as possible only bona fide personnel are afforded access; all contractors can only attend the school by arranged appointment, agreed by a member of the Senior Leadership Team.
- 5.4.2. All contractors shall need to provide a suitable means of identification on arrival.
- 5.4.3. If a contractor fails to adhere to either of these points; they shall be refused entry to the site.
- 5.4.4. On arrival, all approved contractors shall be issued with a school ID badge and these shall be worn and be visible at all times when the contractor is on site.
- 5.4.5. A contractor's code of conduct will be used to inform all contractors what might be considered inappropriate behaviour at the school. This will enable the school to identify any inappropriate behaviour from all concerned and then effectively challenge it.
- 5.4.6. Code of conduct for contractors. When on site, contractors should:
  - 5.4.6.1. Work safely and responsibly and be aware of responsibility for own actions and behaviour.
  - 5.4.6.2. Avoid any conduct which would lead any reasonable person to question their motivation and intentions. Remember that actions, no matter how well intentioned, could be misinterpreted.
  - 5.4.6.3. Never give their personal or professional contact details to students, visiting children or other young people, including any telephone number, address or form of social media. Any and all contact should be monitored/mediated by an EMS representative.
  - 5.4.6.4. Work and be seen to work, in an open and transparent way.
  - 5.4.6.5. Stay within the agreed work area and access routes.
  - 5.4.6.6. Obtain permission, if need arises, to go outside the agreed work area or access routes.
  - 5.4.6.7. Keep staff informed of where they are and what they are doing.
  - 5.4.6.8. Dress and act professionally – No profane or inappropriate language.
  - 5.4.6.9. Be mindful of the need to avoid placing themselves in vulnerable situations.
  - 5.4.6.10. Wear allocated School ID badge at all times on site.
  - 5.4.6.11. Failure to adhere to the contractors' code of conduct will entitle the school to exclude such individuals from the site, and notify a senior representative of their organisation. More serious breaches of safeguarding protocol will automatically be reported to the appropriate agency immediately. Appropriate agencies may include Police and Counter terrorism services.

#### **5.5. OUTDOOR LEARNING and Residential Accommodation Supplementary guidance/procedures.**

##### **5.5.1. Residential Centres**

- 5.5.1.1. When young people are changing and showering staff need to ensure that they do not allow themselves to be compromised.
- 5.5.1.2. Staff must always ask for permission to enter the bedrooms of young people.
- 5.5.1.3. Conversations should be conducted from the open doorway.
- 5.5.1.4. Staff must ensure that they do not enter a bedroom when to do so would mean they would be alone with a young person.

- 5.5.1.5. The relaxed social atmosphere often found in residential centres could lead to a young person making a disclosure to staff regarded as a trusted adult. The young person should be listened to and Exeter Mathematics School safeguarding policy should then be followed.

#### **5.5.2. Staff Conduct in residential Accommodation**

- 5.5.2.1. Specific advice and staff code of conduct are provided to all residential workers.
- 5.5.2.2. Staff must follow the policies and procedures as outlined in the residential staff handbook.
- 5.5.2.3. All staff supervising students in EMS accommodation are trained in child protection and safeguarding.

#### **5.5.3. Homestay Hosts**

- 5.5.3.1. The School follows the guidance in Keeping Children Safe in Education (2016), Annex C to ensure that hosting arrangements are as safe as possible.
- 5.5.3.2. Specific advice and a code of conduct is provided to all homestay hosts.
- 5.5.3.3. Hosts must follow the policies and procedures as outlined in the residential staff handbook
- 5.5.3.4. All homestay hosts are suitably DBS checked and trained in safeguarding.

#### **5.5.4. Outdoor Learning Activities**

- 5.5.4.1. Many activities encourage and necessitate physical contact. Staff need to be aware of anyone taking advantage of these activities or anyone being overtly uncomfortable with what they are being asked to participate in.
- 5.5.4.2. Some activities can be emotionally or mentally challenging. Staff need to be aware of the varying boundaries and capacity to manage these demands of individual young people.
- 5.5.4.3. There will be times when staff need to make physical contact with young people, e.g. when supporting during climbing or caving, making adjustments to specialist equipment. Staff need to ensure that they do not allow themselves to be compromised. Refer to the DFE Policy on Physical Contact between Staff and Pupils.
- 5.5.4.4. The relationship between staff and young people during outdoor learning activities is often an informal one; staff must always ensure that they maintain their professional distance.
- 5.5.4.5. The relaxed and informal atmosphere often found during outdoor learning activities could lead to a young person making a disclosure to staff regarded as a trusted adult. Mathematics School policy should be followed.

## **6. Associated Documentation**

- Anti-Bullying Policy
- E-safety Policy
- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings
- Lone-working Policy
- Residential Privacy and Access Policy

- Student Code of Conduct
- Health and Safety Policy
- Equality & Diversity Policy
- Educational Visits Policy
- Safer Recruitment Policy
- Pastoral & Accommodation Officer Handbook
- Prevent Risk Assessment
- Electronic Communications code of practice
- Student behaviour management policy
- ICT acceptable use agreement
- Whistleblowing policy

## **7. Monitoring, Review and Evaluation**

- 7.1. The SDO and Governors of Exeter Mathematics are responsible for ensuring the regular review of this policy

## 8. Equality analysis

Please use the 'equality analysis procedure' to guide you to complete the text boxes below, expanding them as you wish. If this is a review - please add date and make any amendments if required.

04/11/17

### 9.1. Is your policy equality- relevant? If yes, please list which groups of people will be affected by this policy.

Yes. It exists to ensure that all students are protected irrespective of age, disability, gender, race, religion, identity or sexual orientation

### 9.2. How have you involved people from minority groups who may be affected by this policy?

*No direct consultation has taken place. All aspects have been informed by government and advocacy group guidance.*

### 9.3. What evidence have you considered?

*Consulted with Exeter College's STEW team and referred to their policy, ensuring joined-up thinking and a common approach to Safeguarding. Prevent guidance of September 18<sup>th</sup> 2015 and the prevent strategy documentation have been considered.*

### 9.4. How will your policy fulfil the public sector duty by helping fight discrimination, advance equality of opportunity and foster good relations?

Characteristic	How does your policy help fulfil the public sector duty? What Equality issues have you addressed?
Age	<p><i>Write here</i></p> <p><b>This policy is in place to secure the safety and protection of children from all backgrounds/groups.</b></p>
Disability	
Gender	
Pregnancy & maternity	
Race	
Religion and belief	
Sexual orientation	
Transgender	

**7. 5. Describe any potential adverse impacts that may arise as a result of the policy.** If any are identified, you should also state what actions will be taken to mitigate that negative impact. If yes, say if you have an action plan to carry this out? *Write here*

*For further information regarding any child protection procedure, please consult <https://www.proceduresonline.com/swcpp/>*

**Other useful Contacts:**

Devon Early Years and Childcare Service [www.devon.gov.uk/eys](http://www.devon.gov.uk/eys)

Child Exploitation and Online Protection Agency [www.ceop.org.uk](http://www.ceop.org.uk)

NSPCC Safe (Safe Activities for Everyone) Network [www.safenetwork.org.uk](http://www.safenetwork.org.uk)

**Multi-agency Safeguarding Hub (MASH) 0345 155 1071**

email: [mashsecure@devon.gcsx.gov.uk](mailto:mashsecure@devon.gcsx.gov.uk)

**MASH Consultation Line** 0345 155 1071 (ask for Consultation Line)

**Early Help co-ordination centre** 0345 155 1071 (ask for Early Help)

**Out of hours for CYPS (Social Care):**

5pm -9am and at weekends and public holidays, please contact:

Emergency Duty Service 0845 6000 388 (low-rate call)

**Police Central Referral Unit:** 0845 605 116

**EYCS Consultation Service:**

If you have concerns about a child but are unsure whether to make a Social Care referral. The numbers are:

Nikki Phillips – Locality Manager for Exeter, East and Mid Devon	01392 383000
Melissa Filby – Locality Manager for Northern Devon	01392 383000
Susan Bolt - Locality Manager for South West Devon	01392 383000

**DSCB**

Head of Safeguarding: 01392 386091

DSCB Office: Christina Ashforth 01392 383000

Child Protection Chairs and Local Authority Designated Officers for managing allegations against staff:

Allegations against staff Referral Co-ordinator 01392 384964

**Devon's Domestic Abuse Helpline** 0345 155 1074

*The above list is not exhaustive and as new policy guidance and legislation develops within the remit of Safeguarding we will review and update our policies and procedures as appropriate and in line with the Devon Safeguarding Children Board and Local Authority.*