

## Safeguarding Policy

Test Teach believe all pupils have a fundamental right to be protected from harm and we strive to maintain an environment where pupils feel secure and valued.

We have robust procedures in place to keep pupils safe and protect them from maltreatment. We are alert to the signs of abuse and neglect and we have a duty to our pupils, parents and staff to act quickly and responsibly if we have reason for concern.

We will work with children, parents and external agencies to ensure the welfare and safety of pupils in our care.

We will always follow the advice and procedures of the Local Safeguarding Children Board (LSCB). For more serious concerns the Test Teach Designated Safeguarding Lead (DSL) will contact the police on the non-emergency number (101), or the anti-terrorist hotline 0800 789 321. For urgent concerns the DSL will contact the police using 999.

A copy of "What to do if you're worried a child is being abused," produced by the Department of Health in collaboration with a number of other government departments, including Ofsted, is available at all Test Teach centres.

### **The role of the Designated Safeguarding Lead (DSL):**

- Ensure staff are clear about their responsibilities within child protection procedures.
- Ensure staff know where to find the procedures relating to safeguarding and child protection.
- Ensure all staff are aware the DSL should be informed about any suspicions or allegations of abuse.
- Ensure formal referrals to children's social care are made following consultation with the Test Teach Senior Management Team (SMT).
- Ensure the SMT is kept informed of all concerns and allegations.
- Refer cases to the Channel programme where there is a radicalisation concern.
- Provide advice and support to staff on prevent duty and protecting children from the risk of radicalisation.
- Give updates on the welfare of those children who have a Child Protection Plan or are being monitored.
- Advise staff in cases of uncertainty and give informed advice and guidance to new staff.
- Contact and liaise with Children's Social Care and any other relevant agencies.
- Be supportive to those members of staff to whom pupils have made disclosures.
- Attend relevant training every two years.
- Undertake Prevent awareness training.
- Keep all records up to date and secure.

**Test Teach staff will:**

- Be alert to signs of abuse and will act promptly upon any concerns.
- Record observations/comments on an official incident form and pass immediately to the DSL.
- Respect confidentiality and share information on a need to know basis.
- Undertake regular and appropriate safeguarding training.

**Key points to follow if you suspect or are told of abuse**

Staff should know what to do if they suspect that someone is being abused or if someone tells them that this is happening. The following key points give a guide on what to do:

- Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse.
- Make notes as soon as is practicable.
- Your notes should contain a date and time, full name and date of birth of the child, details of the disclosure/observation/concern. Recording of the disclosure must be in the child's own words.
- Never make a promise that you will keep what is said confidential or secret.
- Do not ask leading questions that might give your own ideas of what might have happened.
- Immediately inform the DSL (unless they are themselves accused or suspected).
- Never discuss disclosures with the child's parents until you have spoken to the DSL.
- Do not attempt to carry out an investigation of suspected or alleged abuse. This is the role of investigating authorities.

**Categories of abuse**

- Physical abuse
- Emotional abuse
- Forced marriage
- Female genital mutilation
- Neglect
- Peer on peer abuse
- Sexual abuse
- Sexting
- Upskirting
- Children missing in education
- Extremism / radicalisation
- So called honour based violence / violence against women and girls
- Child sexual exploitation
- County Lines

Detailed definitions of abuse and signs and symptoms are provided in the government document “What to do if you’re worried a child is being abused,” a copy of which can be found in the first aid folder or online:

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

There is a named Designated Safeguarding Lead (DSL) for each centre we operate at.

There is a named Designated Safeguarding Deputy (DSD) for each centre we operate at.

**Kingston & Richmond Local Safeguarding Children Board (LCSB)**

020 8547 5008 - office hours

020 8770 5000 - weekend / out of hours

**Sutton Local Safeguarding Children Board (LCSB)**

020 8770 6001 - office hours

020 8770 5000 - weekend / out of hours

**NSPCC**

Helpline number: 0808 800 5000

Email address: help@nspcc.org.uk