



Safeguarding Children: Summary Information and Guidelines in line with KCSIE 2021

This document provides *brief* Safeguarding and Child Protection information for all staff, supply teachers and visitors to Hallfield (for more detail see the full '[Safeguarding and Child Protection Policy](#)'). All school policies and procedures can be found in the School Policies folder in the Standing Data drive of the school's IT network or on the school website.

www.hallfieldschool.co.uk

Key people to know in school:

- i) The Head of Pre-Prep acts as the safeguarding lead for pupils age 0-7 (Nursery to Year 2)
The Head of Prep acts as the safeguarding lead for pupils age 7-13 (Year 3 to Year 8)

The school's overall DSL is Tim Butcher, Deputy Head: Head of Prep.

tbutcher@hallfieldschool.co.uk (07469 859586)

The school's overall Lead Deputy DSL is Lizzie Sanderson, Deputy Head: Head of Pre-Prep

lsanderson@hallfieldschool.co.uk (07527 165360)

In the event of you gaining concerns of a safeguarding nature, please contact Tim or Lizzie as appropriate to the year group of the child.

- ii) In the unlikely event of both Tim Butcher AND Lizzie Sanderson being unavailable, the team of other Deputy DSLs are:
School Counsellor, **Abi Hazel** – ahazel@hallfieldschool.co.uk Int. ext. 223
Head of EYFS, **Caitlin Williams** – cwilliams@hallfieldschool.co.uk
Manager of Hallfiedfirst, **Sarah Linekar** – slinekar@hallfieldschool.co.uk Int. ext. 230
Manager of Hallfiedfirst, **Rachael O'Rourke** – rorourke@hallfieldschool.co.uk Int. ext. 230
School Nurse, **Marie Ensell** – mensell@hallfieldschool.co.uk Int. ext. 213 (in post from 4.10.21)
- iii) During After Care, the DSL and/or the lead Deputy DSL will be available by phone. If an issue arises in Holiday Club the Manager of Hallfiedfirst on duty will be on site and you should speak to them.

Procedure to follow in school if concerned:

- i) Any concerns that have come to your attention which may potentially involve safeguarding or child protection should be shared with the appropriate DSL or deputy DSL **as soon as possible**. The exception is if a member of staff is part of your concern. See iv) below. If the risk of significant harm is immediate, then the communication must be too. Staff may call the police directly if they believe it necessary and urgent.
- ii) Alerting the form teacher and Head of Year to the concern logged can be discussed as part of contact with the DSL.
- iii) A written record must be created at the earliest opportunity (with 1 hour) and a log of the concern on CPOMs/iSAMS (as directed and under the category safeguarding and, if applicable, child protection) should be made within 24hrs if the first written record is by hand.
- iv) **Any concerns – even if simply a nagging doubt – regarding the conduct of any member of staff towards or around children should be raised confidentially with the Head Master, Keith Morrow, directly.**
headmaster@hallfieldschool.co.uk or in person via Helen Surr, Head Master's PA.

Key principles:

- i) All adults working in Hallfield have a duty of care to our children. They must be proactive in promoting their wellbeing and safeguarding, and make it their first priority in all their dealings. A 'walk on by' approach is **not** acceptable. **Safeguarding is everyone's responsibility.**
- ii) Adults who work with or around children are responsible for their own actions and behaviour and should avoid conduct which would lead any reasonable person to question their motivation and intentions.
- iii) Listen to a child if they want to share a concern with you, but do not promise confidentiality. Let them know that you may need to share information that they disclose to you with the appropriate people if it involves the child's own safety and well-being. A useful phrase is: 'Some things are too important not to share.' Never make a child feel
- iv) **Do not delay** in talking to one of the DSLs if you have concerns about a child.
- v) If you have any concerns related to potential child protection issues the parent should not be contacted until the matter has been discussed with the DSL.
- vi) **Anyone** can make a referral to CASS (Children's Advice & Support Services) if necessary. **0121 303 1888**
- vii) **Hallfield has a strict zero tolerance approach to any form of derogatory or sexualised language, sexual harassment or sexual violence between peers.** Any such behaviour must be challenged and reported. Reports will be followed up immediately.

Protecting oneself:

- All staff must read, understand and follow the contents of *Keeping Children Safe in Education* (September 2021), Part 1 and Annex B. A signed form confirming this must be handed to the HR dept.
- Adults should work and be seen to work, in an open and transparent way.
- Avoid confrontational situations with pupils. If you are uncomfortable with something that either you or the pupil said or did, you should bring it to the attention of your line manager as soon as it is practicable to do so.
- Avoid being in one-to-one situations with a pupil without anyone else knowing where you are, or in a room where the door is closed.
- As a general principle staff will refrain from making unnecessary physical contact with their pupils. It is unrealistic and unnecessary, however, to suggest that staff should touch pupils only in emergencies. In particular, a distressed child, especially a younger child, may need reassurance involving physical comforting, as a caring parent would provide. Staff should not feel inhibited from providing this. This should be age appropriate, made in an open and public setting, or other senior staff informed as soon as possible afterwards if any contact has taken place in a one-to-one situation.
- No forms of physical reprimands or punishments are allowed.
- Do not convey a child in your private vehicle without the full knowledge and approval of the DSL and Exec. If it is possible, a second adult should always travel too.
- Do not form special friendships or closeness with individual pupils or groups of pupils. You should be fair and consistent in all your dealings.
- Do not use your personal email address or social media for communication with pupils.
- Do not use a pupil's personal email or social networking sites for communication with pupils or former pupils.
- Do not use personal equipment to store images of pupils.
- Contact with parents and pupils should take place preferably on a school phone. If, due to safe remote learning requirements, you do need to use your personal phone then ensure you hide your phone number by dialling 141 on a landline or #31# on a mobile. This will ensure that the number is not displayed but will be replaced with the message '*private number*'.
- **Reminder – Personal Mobile phones** may only be used on a designated break / non-contact time when staff are in areas of the school not used by the pupils e.g. the staffroom or offices. Staff who need to use their mobile phones should ensure pupils are not in the vicinity to over-hear their conversation or read their text.

The safeguarding of pupils and staff is of the utmost importance. Failure to follow the above would be considered a serious matter and, in some circumstances, the result would be disciplinary action.