



THE  
KING'S SCHOOL  
CANTERBURY

# **Safeguarding and Child Protection Policy**

Person responsible: Designated Safeguarding Lead  
Reviewed: April 2024



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## **School statement of commitment to safeguarding**

The safety and wellbeing of all of our pupils is our highest priority. Our business is to know everyone as an individual and to provide a secure and caring environment so that every pupil can learn in safety. We expect respect, good manners and fair play to be shown by everyone so that every pupil can develop their full potential and feel positive about themselves as an individual. All pupils should care for and support each other. To that end all staff are required to follow this policy and to attend any training when required to do so.

The school's policy is based on and is in accordance with the following legislation:-

- The Children's Act 1989
- Education Act 2002
- Sexual Violence and Sexual Harassment between Children in Schools and Colleges, 2021
- Working Together to Safeguard Children (WT), 2023
- Keeping Children Safe in Education (KCSIE) 2022
- Kent Safeguarding Children Multi-agency Partnership Arrangements (KSCMP)
- Prevent Duty Guidance 2023

### **1. Designated Safeguarding Lead**

The Designated Safeguarding Lead (DSL) for the King's School is:

#### **Mr Luke Illsley, Head of Safeguarding (DSL)**

The Designated Safeguarding Lead is responsible for safeguarding and child protection at The King's School. The key role of the Designated Safeguarding Lead is to:

- manage referrals from school staff or any others from outside the school.
- work with external agencies and professionals on matter of safety and safeguarding.
- undertake training.
- raise awareness of safeguarding and child protection amongst the staff and parents
- ensure that child protection information is transferred to the pupil's new school
- be aware of pupils who have a social worker



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- help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues with teachers and school and college leadership staff.

The King's School works in line with the policies provided by Kent Safeguarding Children Multi-agency Partnership Arrangements (KSCMP). The DSL is the designated member of staff who has responsibility for liaising with all agencies as outlined by KSCMP. The restructuring that has recently taken place means that all concerns about pupils are directed through the Education Safeguarding Service for Kent and all allegations about staff are directed to the county LADO team (contact details are at the end of this document).

**Miss Tanya Lee, Deputy Head (Pastoral)**

The Deputy Head (Pastoral) oversees all three branches of the King's School and works to ensure a coordinated response to safeguarding across the senior school, the International College (IC) and The Junior King's School (JKS).

- (i) At The King's School in the absence or unavailability of the DSL, the deputy Safeguarding leads (DDSL) are:

Miss Tanya Lee, Deputy Head (Pastoral)

Mr Greg Hunter, Deputy Head (Co-Curricular)

Mr Matthew Thornby, Assistant Head (Boarding)

Sister Amanda Conlan, Senior Nurse and Health Centre Manager

*See Appendix 3 for further information regarding the individual responsibilities of the members of the team.*

- (ii) The International College team and process is outlined in full at point 8 below  
(iii) The Junior King's School team and process is via their own policy available on the Junior School website

All members of the Safeguarding team attend update training meetings every two years, although they frequently update their qualifications more regularly than this through regular attendance at conferences and area meetings.

Contact numbers for the above can be found on page 15.



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At the start of each academic year all are required to sign to state that they have read and understood the KCSIE document, the School's Child Protection and Safeguarding Policy, the Staff Behaviour Policy, and the school's ICT Acceptable Use Policy. Records of this are kept in the HR department.

As a part of the induction into school all new members of staff are required to read and sign for both the Safeguarding and Child Protection leaflets that are sent to them as part of their contract and the Part One of the Keeping Children Safe in Education (KCSIE) document which the DfE requires all staff working in schools to have read. New academic staff, sports graduates and boarding staff are also asked to complete online child protection training before arriving at school. Very soon after joining the school, all new members of staff are given a safeguarding briefing by the DSL. This will give them relevant information on how they should react if they have any child protection concerns, and who they should talk to, and it emphasises the fact that although referrals are usually managed by school staff, anyone can refer a child to children's social care if necessary. All staff are updated in procedures either by the DSL or by a representative from the Kent Safeguarding Board or through online training on a regular, rolling cycle. All records of training are maintained in the HR department.

## **2. School Governor**

The school Governor with particular responsibility for Safeguarding and Child Protection is: **Dame Frances Judd**

The school Governor with particular responsibility for Safeguarding and Child Protection is responsible for liaising with the DSL over all matters regarding child protection issues. The role is strategic rather than operational and they will not be involved in concerns about individual pupils. The school Governor with particular responsibility for Safeguarding will liaise with the DSL to produce an Annual Safeguarding Report for Governors. The Safeguarding Policy is reviewed and tested annually by Governors to ensure that all procedures have been discharged with efficiency and to ensure swift remediation of any deficiency in policy or procedures. The school Governor with particular responsibility for Safeguarding and Child Protection and the DSL regularly review all Safeguarding processes in School.

All Governors have a responsibility for Safeguarding in School and the DSL will provide an annual safeguarding training and updates for all governors at the annual Canterbury meeting of the full board in November/December.

## **3. Aims**

The central aim of the policy and training is to ensure the safety and well-being of pupils in line with the above legislation. More specifically, the aims are: -



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- To ensure that all staff understand that everyone is responsible for the welfare of the children, and that it is everyone's responsibility to ensure that the best interests of the child are safeguarded at all times.
- To educate pupils on how to keep safe and how to recognise behaviour that is not acceptable.
- To recognise and support any child who has been subject to abuse.
- To ensure that all staff employed at the school understand their responsibility to be alert to signs of child abuse and to refer any concerns to the DSL, (or in their absence to any of the Deputy Safeguarding Leads).
- To ensure that new staff are only appointed when all the appropriate checks have been made.
- To deal appropriately with every suspicion or complaint of abuse.
- To design and operate procedures which promote this policy.
- To design and operate procedures, which, so far as possible, ensure that teachers and others who are innocent are not prejudiced by false allegations.
- To support children who have been abused in accordance with his/her agreed child protection plan.
- To be alert to the medical needs of children with medical conditions.
- To be alert to the needs of pupils with special educational needs and disabilities
- To take all practicable steps to ensure that school premises are as secure as circumstances permit.
- To assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology, based on an understanding of the potential risk in the local area.
- To identify children who may be vulnerable to radicalisation and know what to do when they are identified.
- To have regard to regulations and standards issued by the Secretary of State for Education (DfE) and sections 29 and 38 of the Counter-Terrorism and Security Act 2015 and associated regulations.
- To be alert to when an issue would come under the category of Serious Violence (KCSIE).

These aims are effected by the following means:-

- **Education:** Through the curriculum, particularly but not solely through Life Matters (Personal, Social and Health Education) lessons, the school aims to teach pupils to understand what is 'acceptable behaviour' and to speak up if they believe they or others are not being treated appropriately. The school's Online Safety policy also provides clear guidance with regards to safeguarding. Both the DSL and one of the DDSLs are CEOPS ambassadors and training in this area is offered to all staff on a regular basis.



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- **School intranet and house noticeboards:** all pupils and staff can refer to the section on “Who Can Help You”. Notices include names and telephone numbers of the School’s Independent Listener, the Duty Officer at the Front Door Services Department, the Education Service Safeguarding Advisor, the Children’s Commissioner for England and Child Line.
- **School Rules:** Are available on the intranet and copies are available to all pupils in house and, these include the sanctions for pupils found guilty of any form of bullying.
- **Staff Training:** Safeguarding and child protection training for all academic and pastoral staff is undertaken regularly as advised by the Kent Safeguarding Board. For staff recruited between these training sessions, Safeguarding and Child Protection forms part of the Induction Programme. All staff and volunteers are provided with induction training that includes safeguarding and child protection. Temporary staff and voluntary staff who work with our children are to be made aware of the school’s arrangements and attend a training session with the DSL or a DDSL. In addition, the school has recently rolled out a programme of regular electronic training updates.
- The DSL and the DDSLs have been fully trained for the demands of this role in child protection and inter-agency working. The DSL attends update and review training by the Education People (the KSCMP training provider) annually, the DDSLs attend or complete online updates every two years. The school’s Designated Safeguarding Team is responsible for the training of all support staff in Safeguarding and Child Protection issues. Records of all those who have attended safeguarding training are kept centrally in HR.
- All appropriate members of staff have received Safer Recruitment training. For details, please refer to the School’s policy on Safer Recruitment.
- Part of the training given to staff is guidance on how to ensure that their behaviour and actions do not place themselves at risk of allegations of abuse to a pupil. Advice is given about one-to-one tuition, one- to-one music lessons, sports coaching, conveying a pupil by car and engaging in inappropriate electronic communication with a pupil. These guidelines are available in the Staff Handbook section of the intranet. The school also has policies for Staff Behaviour, the Use of Force to Control or Restrain Pupils, Missing pupil guidance and Whistleblowing which are relevant in this context.
- **Staff Handbook:** This online handbook contains the school’s anti-bullying policy and the Safeguarding procedures as well as the policies named above. It is available on the school’s intranet.



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- Also included in the Staff Handbook is the **Staff Behaviour policy** which gives further clarity and emphasises that safeguarding is everyone's responsibility.
- **Disclosure and Barring Service (DBS) Checks:** An enhanced DBS disclosure is required for all new appointments to the school (see Safer Recruitment Policy). The school also insists on enhanced DBS checks for all drivers of taxis and coaches used by the School and has robust processes to check the suitability of contract staff and others working on the school site or on off-site activities. The school is committed to reporting to the DBS any person (whether employed, contracted, a volunteer or student) whose services are no longer used, and the DBS referral criteria are met.
- **Other recruitment checks:** These are carried out in line with KCSIE documentation including running the checks on the Employer Access online service. All checks are carried out through the school's HR department. More detailed information may be found in the Staff Recruitment policy. All records are kept via the Single Central Register (SCR) and in the HR files.
- Where pupils participate in activities where they are supervised by staff from another organisation assurance is gained that the staff have been checked for suitability to supervise the school's pupils. When it is not possible to obtain this information a member of the school's staff will remain with the pupils at all times.

#### **4. Procedures**

It is recognised that children need protection from:-

- Physical harm
- Emotional abuse
- Sexual abuse
- Neglect
- Harmful material on the Internet
- Sexual harassment

In line with KCSIE we also recognise these specific safeguarding issues:

- **Child on Child abuse:** Child on Child abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between children



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and within children's relationships (both intimate and non-intimate). Child on Child abuse can take various forms, including: serious bullying (including cyber-bullying), relationship abuse, domestic violence, child sexual exploitation, youth and serious youth violence, harmful sexual behaviour, and/or gender-based violence. Abuse by children could take the forms of upskirting, banter and online abuse. In line with the guidance a separate **Child on Child Abuse policy** is in place and available in the staff handbook. Staff are required to re-read this policy whenever an update is issued.

- **Harassment:** As a school, we recognise that the culture of sexual harassment must change as stated in the Ofsted review in June 2021. We want to create a culture where every single member of the school community can challenge unacceptable behaviour as well as knowing that any incident of harassment will be taken seriously. To that end, a QR coded poster is displayed around the school whereby any member of the school community can immediately report any type of harassment.
- **Children missing from education:** see separate policy in the staff handbook.
- **Child sexual exploitation (CSE):** Child Sexual Exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child Sexual Exploitation does not always involve physical contact; it can also occur through the use of technology. (Statutory Definition DfE February 2017).

*At King's, we recognise that when a child has a social worker, it is an indicator that the child is more at risk than most pupils. This may mean that they are more vulnerable to further harm, as well as facing educational barriers to attendance, learning, behaviour and poor mental health. We take these needs into account when making plans to support pupils who have a social worker.*

- **Female genital mutilation (FGM):** professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Statistically, victims of FGM are more likely to come from a community that is known to practise FGM, but it is vital that staff are watchful for the key indicators regardless of the pupil's background. Professionals should note that girls at risk of FGM may not yet be aware of the





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practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject. Warning signs that FGM may be about to take place, or may have already taken place, can be found on pages 11-12 of the Multi-Agency Practice Guidelines. Staff should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care. From October 2015 every adult who is concerned about a child who may be at risk of FGM has an obligation to report this (see Appendix).

**Risk factors for FGM include:**

- low level of integration into UK society
- mother or a sister who has undergone FGM
- girls who are withdrawn from PSHE
- visiting female elder from the country of origin
- being taken on a long holiday to the country of origin
- talk about a 'special' procedure to become a woman

**Symptoms of FGM:**

FGM may be likely if there is a visiting female elder, there is talk of a special procedure or celebration to become a woman, or parents wish to take their daughter out-of-school to visit an 'at-risk' country (especially before the summer holidays), or parents who wish to withdraw their children from learning about FGM. Staff should not assume that FGM only happens outside the UK.

*The Serious Crime Act 2015 sets out a duty on professionals (including teachers) to notify police when they discover that FGM appears to have been carried out on a girl under 18. In schools, this will usually come from a disclosure (unlike in the medical profession where an observation may have been made).*

*Teachers must personally report to the police cases where they discover that an act of FGM appears to have been carried out; and discuss any such cases with the safeguarding lead and children's social care. The duty does not apply in relation to at risk or suspected cases.*

- **Domestic Abuse:** In April 2021, the Domestic Abuse Act 2021 received Royal Assent and introduced a statutory definition for the first time.

Definition - The Domestic Abuse Act 2021 (Part 1) defines domestic abuse as any of the following behaviours, either as a pattern of behaviour, or as a single incident, between two people over the age of 16, who are 'personally connected' to each other:

- (a) physical or sexual abuse.
- (b) violent or threatening behaviour.
- (c) controlling or coercive behaviour.



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- (d) economic abuse (adverse effect of the victim to acquire, use or maintain money or other property; or obtain goods or services); and
- (e) psychological, emotional or other abuse.

People are 'personally connected' when they are, or have been married to each other or civil partners; or have agreed to marry or become civil partners. If the two people have been in an intimate relationship with each other, have shared parental responsibility for the same child, or they are relatives.

The definition of Domestic Abuse applies to children if they see or hear, or experience the effects of, the abuse; and they are related to the abusive person.

(The definition can be found here:

<https://www.legislation.gov.uk/ukpga/2021/17/part/1/enacted>)

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child/adolescent to parent violence and abuse. Anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home.

The National Domestic Abuse helpline can be called free of charge and in confidence, 24 hours a day on 0808 2000 247.

- **Radicalisation and the Prevent duty:**

As part of the Counter Terrorism and Security Act 2015 and the Prevent Duty Guidance 2023, schools have a duty to 'prevent people being drawn into terrorism'. This has become known as the 'Prevent Duty'.

Where staff are concerned that children and young people are developing extremist views or show signs of becoming radicalised, they should discuss this with the Designated Safeguarding Lead.

The Designated Safeguarding Lead has received training about the Prevent Duty and tackling extremism and is able to support staff with any concerns they may have.

We use the curriculum to ensure that children and young people understand how people with extreme views share these with others, especially using the internet. Staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately which may include the designated safeguarding lead (or deputy) making a Prevent referral.

We are committed to ensuring that our pupils are offered a broad and balanced curriculum that aims to prepare them for life in modern Britain. Teaching the school's core values alongside the fundamental British Values supports quality teaching and learning, whilst making a positive contribution to the development of a fair, just and civil society.



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### Recognising Extremism

Early indicators of radicalisation or extremism may include:

- showing sympathy for extremist causes
- glorifying violence, especially to other faiths or cultures
- making remarks or comments about being at extremist events or rallies outside school
- evidence of possessing illegal or extremist literature
- advocating messages similar to illegal organisations or other extremist groups
- out of character changes in dress, behaviour and peer relationships (but there are also very powerful narratives, programmes and networks that young people can come across online so involvement with particular groups may not be apparent.)
- secretive behaviour
- online searches or sharing extremist messages or social profiles
- intolerance of difference, including faith, culture, gender, race or sexuality
- graffiti, art work or writing that displays extremist themes
- attempts to impose extremist views or practices on others
- verbalising anti-Western or anti-British views
- advocating violence towards others
- 

**Honour based Abuse:** So-called 'honour-based' abuse (HBA) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so called HBA are abuse (regardless of the motivation) and should be handled and escalated as such.

Where staff are concerned that a child might be at risk of HBA, they must contact the Designated Safeguarding Lead as a matter of urgency.

**Protecting children from the risk of radicalisation is part of the School's wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.**

- **Criminal Exploitation:** Criminal exploitation is child abuse where children and young people are manipulated and coerced into committing crimes. '**County lines**' is when gangs and organised crime networks exploit children and young people to sell drugs. Often these individuals are made to travel across **counties**, and they use dedicated mobile phone '**lines**' to supply drugs. Criminal exploitation is not just exclusively 'county lines' or drug dealing, as criminal



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exploitation can take many forms. As in sexual exploitation, children and young people may consent to such acts without realising that they are being exploited.

- **Private Fostering:** is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or a 'close relative'. This is a **private** arrangement made between a parent and a carer, for 28 days or more. It is recognised that the local authority must be informed when such arrangements are in place for a child at the school.
- **Serious Violence:** under KCSIE 23 this is now recognised as a specific safeguarding issue. New guidance states that “all staff should be aware of the indicators, which may signal that children are at risk from, or are involved in serious violent crime.”
- **Mental Health:** We take all matters of mental health very seriously here at King's. We have a Health Centre which is staffed by qualified nurses 24/7 during term time. We have a team of counsellors (four) and a life coach. We have links with the local CAMHS network. If our internal staff are unable to support a pupil's mental health needs we have good contacts at a local Psychology and Health Service clinic. Pupils are introduced to services at their induction, are reminded through house notices and assemblies of who they can contact, and are taught about mental health issues in our Life Matters programme.  
All staff at King's are aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.  
School staff are not expected or trained to diagnose mental health conditions or issues but may notice behaviours that may be of concern.  
If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken by informing the designated safeguarding lead or a deputy either via CPOMS, emailing [safeguarding@kings-school.co.uk](mailto:safeguarding@kings-school.co.uk) or speaking to them in person.

### **Children with special educational needs or disabilities (SEND)**

Children with special educational needs or disabilities (SEND), Additional Educational Needs (AEN) or certain health conditions can face additional safeguarding challenges. King's School acknowledges additional barriers can exist when recognising abuse and neglect in this group of children.

These can include:

- 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.



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- the potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in managing or reporting these challenges

At King's we provide extra pastoral support and attention for these children, along with ensuring any appropriate support for communication is in place. For more information, please refer to the SEND policy. *(see Appendix 2 for full details of all of the above issues as well as other concerns to be aware of)*

### **Action by school staff**

All members of staff at the school should have an understanding of Safeguarding and Child Protection issues and should appreciate the importance of their vigilance. The school also has a Whistleblowing Policy which is available in the Staff Handbook section of the intranet.

The school recognises that it has a duty to protect children who have suffered or who are likely to suffer significant harm, and also that it has a duty to provide support for those who are in need of additional support from one or more agencies. These will be reported to the Front Door Services by the DSL/Safeguarding Coordinator, the Front Door services will advise as to which inter-agency assessment processes will be followed. All will be managed in school by the DSL or one of their deputies. If the child is deemed to be at risk of serious harm then the guidance for care as given by the local Education Safeguarding Service Advisor, or other appropriate authority, will be followed. It is recognised that risks to children are not only those imposed by adults or other pupils, but also by issues such as self-harm, where expert advice may be needed and where the School's Self Harm policy procedures will be followed.

KSCIE 2022 Point 463, in relation to child-on-child abuse and the intervention of external agencies, says *"Ultimately, any decisions are for the school or college to make on a case-by-case basis, with the designated safeguarding lead (or a deputy) taking a leading role and using their professional judgement, supported by other agencies, such as local authority children's social care and the police as required."*

### **Members of staff may suspect a case of abuse from a variety of sources:**

- a pupil discloses to them personally
- from behaviour of, or marks on, the pupil (e.g. bruises, welts, lacerations, abrasions)
- indications through schoolwork
- a pupil informs them that he/she knows or suspects that another pupil is being abused



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- another third party informs them that he/she knows or suspects that a pupil is being abused.

Child abuse can take many forms and a summary of the possibilities can be found detailed in Appendix 2.

*All staff should be aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. Children may feel embarrassed, humiliated or are being threatened. It is also important that staff determine how best to build trusted relationships with children and young people which facilitate communication.*

## 5.

### **Disclosure**

If a pupil starts to disclose, the following procedures are essential:

- **REASSURE** the pupil that she/he is right to tell and is not to blame.
- **CONFIDENTIALITY: DO NOT** promise confidentiality, explain that you have to make sure that the pupil is safe and may need to ask other adults to help you to do this.
- **IT IS CRUCIAL THAT YOU DO NOT QUESTION THE PUPIL** let the pupil tell you what she or he wants to and no more. The pupil may have to disclose to a specialist later and too much detail now may interfere with later investigations.
- **LISTEN CAREFULLY** and repeat the pupil's words. When the pupil has finished, make sure that she/he feels secure; explain what you are going to do next.
- **FOLLOW UP BY** making arrangements with the pupil to speak to them later. They have chosen you as an adult they can trust.
- **REPORT WITHIN 24 HOURS : (more details below)** Record incident on CPOMS which will alert a member of the Safeguarding Team. It is important to record as much as you can remember using the pupil's own words. Write facts and information only, taking care to avoid opinion. A specific safeguarding incident/concern form is shown at Appendix 1 and is available as a word document on the INTRANET.
- **DO NOT ATTEMPT ANY EXAMINATION** or remove a pupil's clothes to look further at an injury.
- Under no circumstances should photographs be taken of a pupil's injury. The pupil should only be examined by an appropriate doctor.

**Follow up:** The Deputy Head (Pastoral) (DSL) or the Safeguarding Coordinator will contact the Integrated Front Door services, in accordance with KSCMP Procedures. This initial conversation held with these services within the 24 hours of reporting may be on a 'no names' consultation basis in order to determine whether the referral needs to take



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place. No member of the school staff shall conduct an investigation concerning child abuse. This will be done by Front Door Services and/or the police.

The DSL will inform parents before a referral of a child is made to the Front Door Services or to the Police, *except where it appears that the abuse has been carried out by a parent*. The agreement of the child's parents should be obtained in writing **providing** this will not place the child at an increased risk of harm. Advice on this may be sought from the Education Safeguarding Service Advisor. If the child is deemed to be at risk of serious harm then the guidance for care as given by the Education Safeguarding Service Advisor, or other appropriate authority, will be followed.

### **Reporting records of concern**

Colleagues are required to report a concern in two phases via CPOMS:

**Phase 1:** For immediate help and support complete a CPOMS safeguarding report (guidelines are on the intranet if required).

(if you do not have access to CPOMS then the safeguarding team monitor a designated email account: [safeguarding@kings-school.co.uk](mailto:safeguarding@kings-school.co.uk) BUT CPOMS should be used by all who have an account)

The safeguarding incident report can be used by staff to call for help by any member of the team whilst they are hearing a disclosure, or it can be used to report any concerns about a student so that any patterns can be noted, and if necessary investigated, by the team. When reporting colleagues are required to include:

- Name of pupil
- Short summary of the issue/allegation
- The time of the statement
- Where the pupil is now

**If the concern imposes an imminent threat to the student(s), ensure you stay with the student(s) and inform a member of the Safeguarding Team immediately. (Contact numbers can be found on page 15)**

**Phase 2:** If you have not done so in phase 1 please complete an update to your CPOMS report with all details of the concern or disclosure (phase 2 is only necessary if you did not provide all details in phase 1) within 24 hours of the incident.



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(if you sent an email then you need to complete the record of concern form found at Appendix 1 of this policy and separately as a Word document on the INTRANET and submit it the Pastoral Office within 24 hours of the disclosure.)

### **Allegations of Abuse Made Against One or More Pupils**

If an allegation of abuse is made against one or more pupils immediate consultation is required with the Local Area Safeguarding Advisor. **This consultation must take place prior to any form of investigation being undertaken by the school.**

There will be three possible types of investigation:

- 1) By Front Door Services and the Police under Section 47 of the Children Act 1989
- 2) By the Police under criminal law
- 3) By the School in line with its Behaviour Policy

The initial consultation with the Education Service Safeguarding Advisor will determine whether the allegation reaches the threshold of significant harm to justify a referral to Front Door Services. If the consultation discussion determines that the allegation does meet the criteria for referral to Front Door Services as a child protection concern, then the referral is made using a Child Protection Referral Form. If the consultation discussion determines that the allegation does not meet the criteria for referral to Front Door Services, but there is a concern that the child is at risk of harm then an Early Help referral will be made.

If it is deemed that the allegation does not meet the threshold for a child protection referral to Front Door Services, then it will be investigated internally by the School in line with the School's Behaviour Policy and the Policy and Procedures for Exclusion.

### **Allegations of abuse made against a member of staff or other adult at school**

If an allegation of abuse is made against a member of staff the allegation must be passed immediately to the DSL or a member of the Safeguarding Team and consultation with the Education Service Safeguarding Advisor must take place within one working day. The Head will be kept informed by the DSL, but the consultation with the LADO or KSCMP must take place prior to any form of investigation being undertaken by the school. The school must consider carefully the possibility of abuse if a member of staff has:

- behaved in a way that had harmed, or may have harmed, a child
- possibly committed a criminal offence against or related to a child
- behaved in a way that indicates he/she is unsuitable to work with children





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When a complaint of abuse is made against a member of staff on behalf of a child there should be immediate consideration of whether the child is at immediate risk and in need of protection.

When a complaint is made against a member of the boarding staff who lives within a boarding house alternative arrangements will be made for them to live elsewhere during the investigation process, and alongside this alternative arrangements will be made for staffing the relevant boarding house.

Any employee who becomes aware of a possible allegation or concern of a child protection nature must take immediate steps to ensure that the matter is reported to the Designated Safeguarding Lead or to one of the Deputy Safeguarding Leads. It is important that the member of staff reporting the concern acts quickly and in the event that the DSL and other members of the Safeguarding team are unavailable then the matter should be reported to the most senior person available at the time. An investigation may be impeded if a concern is reported late.

If the concerns are about the DSL they should be reported directly to the Head.  
If the allegation concerns the Head, they must be reported immediately to the Chair of Governors without informing the Head.

The Chair of Governors is Count Benoit de Vitry D'Avaucourt (*contact details page 18*). In the absence of the Chair of Governors, the Vice-Chair is Dame Frances Judd.

There will be three possible types of investigation:

- 1) By Front Door Services and the Police under Section 47 of the Children Act 1989
- 2) By the Police under criminal law
- 3) By the School in line with staff disciplinary procedures

Any investigation would be carried out following the guidelines in "Kent Guidance for Schools and Settings" and known as KELSI, by the Children, Families and Education Directorate of Kent County Council. ([KELSI LADO services](#))

The Local Authority is responsible for managing child protection issues and any allegations against a member of staff must be reported immediately to the Local Area Safeguarding Advisor. This initial consultation will determine whether the allegation reaches the threshold of **significant harm** to justify a referral to Front Door Services. In cases of serious harm the police will be informed from the outset.

If the consultation discussion determines that the allegation does meet the criteria for referral to Front Door Services as a child protection concern, the Education Service Safeguarding Advisor will provide support to the school in making the referral and throughout the subsequent process as required. The school undertakes to report to the Disclosure and Barring Service (DBS) within one month of leaving the school any person



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whose services are no longer used because he or she is considered unsuitable to work with children. The school will also consider making a referral to the Teacher Regulation Agency (TRA) where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and where a prohibition order may be deemed appropriate.

Should it be determined in the consultation discussion that the Allegation does not meet the threshold for a child protection referral to Front Door Services, then the Education Service Safeguarding Advisor will advise on further action that may be taken by the school in investigating the matter internally in line with the staff disciplinary procedures.

### **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 of a LADO referral. 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 or college may have acted in a way that:

- Is inconsistent with the staff behaviour policy, including inappropriate conduct outside of work; and
- 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 overfriendly with children.
- having favourites.
- taking photographs of children on their mobile phone.
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
- using inappropriate sexualised, intimidating or offensive language.

For more details about Low Level Concerns, please see Appendix 4.

## **6. Searches**

The King's School has the duty to safeguard and promote the welfare of pupils. In exercising this duty, it will pay proper attention to the National Minimum Standards and in particular to Standard 12. Sadly, there will be occasions when there is a need to search a room, belongings or a person where there is a reason to believe that the pupil has prohibited items or items which infringe the school rules or, potentially, the law of the land. For more information about searches carried out by the school and/or the police, please refer to the Searching and Confiscation policy found in the Staff Handbook.

## **7. Review**



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The Safeguarding policy is submitted annually, or following any significant changes, to the Governors and signed off by the Chair at the annual Full Board Meeting. The Governors will ensure that any faults are rectified by the DSL and the Governor responsible for Safeguarding and Child Protection following their review.

### **8. The International College (IC)**

The IC student population is solely comprised of international students and almost exclusively of boarders. In addition, the educational purpose of the IC is different from that of the senior school, as it focuses on academic and cultural acclimatisation to the UK. This includes one-year GCSE courses for Year 11, two-year GCSE courses for Years 10 and 11, and a one-year general preparation course for Year 9. The majority of current IC students are on a one-year programme, which intensively prepares them for entry into the Senior School or any other secondary school. IC students have lower English levels than senior school pupils, have little experience of living in the UK, and have different cultural expectations and attitudes. This makes them more vulnerable as a group. College staff have extensive experience in working with international students and are very aware of how language needs to be adapted to make communication with IC students meaningful and efficient.

College DSL: Bill Prior, Joint College Principal, 07546 512714 (school mobile)

Head of Safeguarding: Luke Illsley, 01227 595762 (office), 07841 235098 (mobile)

Senior School DDSL, Deputy Head: Greg Hunter, 07789 944483 (mobile)

Whole-organisation DSL: Tanya Lee, 01227 595560 (office), 07732 405753 (mobile)

Safeguarding concerns should be raised with Bill Prior, who is available daytime, night-time and weekends and is resident on campus. Staff and students can also raise concerns with Luke Illsley. Bill and Luke work closely over safeguarding matters. Students and staff are aware of these arrangements. On the rare occasions when Bill Prior is not on campus overnight, Greg Hunter is available and lives in a property adjacent to the campus. Contact details for the staff above are displayed on posters round the College.

IC students can be distinguished from senior school pupils through their uniform: they do not have wing collars and girls wear a dress or trousers, not a skirt. Staff use [missingstudent@international.kings-school.co.uk](mailto:missingstudent@international.kings-school.co.uk) to alert the core house team of any unexpected absences.

Student training is delivered through the PSHEC curriculum. In addition, training or information is delivered to students through regular College meetings.



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**Useful Contact Details**

**School contacts:**

Head of Safeguarding (DSL) - Mr Luke Illsley                      01227 595762 (office)  
07841 235098 (mobile)

Deputy Designated Safeguarding leads (DDSLS):

Deputy Head (Pastoral) - Miss Tanya Lee                      01227 595560 (office)  
07732 405753 (mobile)

Mr Matthew Thornby    01227 818553 (office)  
07825 014750 (mobile)

Mr Greg Hunter    01227 595757 (office)  
07789 944483 (mobile)

Sister Amanda Conlan    01227 818567 (office)  
07525 387572 (mobile)

**Governors**

Count Benoit De Vitry D'Avaucourt, Chair of Governors [b.devitrydavaucourt@kings-school.co.uk](mailto:b.devitrydavaucourt@kings-school.co.uk)

Dame Frances Judd, Vice Chair & Safeguarding Governor [f.judd@kings-school.co.uk](mailto:f.judd@kings-school.co.uk)

**Kent Safeguarding contacts:**

Canterbury Education Safeguarding Service                      03000 418503  
Brooke House, Reeves Way, Whitstable,  
Kent CT5 3SS

Kent Education Safeguarding Head Office                      03000 415788

Independent Safeguarding Authority (ISA)                      01325 953795  
PO Box 181, Darlington DL1 9FA



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Integrated Front Door (out of hours)	03000 411111 03000 419191
Early Help District Team Contacts	<a href="http://www.kelsi.org.uk">www.kelsi.org.uk</a>
LADO Team <a href="mailto:kentchildrenslado@kent.gov.uk">kentchildrenslado@kent.gov.uk</a>	03000 410888
Kent Police Child Abuse Investigation Unit	01622 690690
<b>Specialised areas:</b>	
<b>Prevent</b>	
DfE helpline for non-emergency advice <a href="mailto:counter-extremism@education.gsi.gov.uk">counter-extremism@education.gsi.gov.uk</a>	020 7340 7264
<b>Serious concerns:</b> Police UK anti-terrorist hotline	101 0800 789 321
<b>Immediate threat</b> <a href="http://www.gov.uk/report-terrorism">www.gov.uk/report-terrorism</a>	999
<b>FGM</b> FGM helpline <a href="mailto:fgmhelp@nspcc.org.uk">fgmhelp@nspcc.org.uk</a>	0800 028 3550