



## **Safeguarding and Child Protection Policy**

Author – Nikki Kelly and Louise Kedge

Read by Staff-  
Read by Governors-  
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## 1. Introduction

### 1.1 Hautlieu School is committed to safeguarding and ensuring the welfare of all the school community:

- We recognise that we have a duty of care to all our students, and they have the right to be protected from harm.
- We will provide a safe and caring environment to ensure students' physical and emotional wellbeing are supported.
- We aim to create a culture where all are treated with "fairness, respect and care" (school aims) through the curriculum and the quality of personal relationships within the school community.
- We are committed to identifying any form of abuse and we will adopt a sensitive approach so students feel fully supported and secure.

**"Safeguarding and promoting the welfare of students is everyone's responsibility".**

### 1.2 Definition of safeguarding

Safeguarding is defined as four key points:

- Protecting children and young people from maltreatment.
- Preventing impairment of children's mental and physical health or development.
- Ensuring that children and young people grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

Safeguarding and child protection are both about managing risk.

- Safeguarding and child protection are linked but are not the same thing. Safeguarding applies to all children and young people, and child protection applies to a group of children who have or are experiencing abuse in their lives.
- Safeguarding is based on the prevention of harm and the promotion of wellbeing, while child protection deals with identified risks.

## **2. Important information and useful contacts:**

### **Nikki Kelly**

Hautlieu School  
Designated Safeguarding Lead (DSL)  
01534 736242  
[n.kelly@hautlieu.sch.je](mailto:n.kelly@hautlieu.sch.je)

### **Louise Kedge**

Hautlieu School  
Student Support Manager and Positive Mental Health and Wellbeing Lead and  
Deputy DSL  
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### **Jody Stoddart**

Hautlieu School  
Education Welfare Officer  
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### **Ell Mason**

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Education Welfare Officer  
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### **Nick Falle**

Hautlieu School  
Head Teacher & Deputy DSL  
01534 736242  
[n.falle@hautlieu.sch.je](mailto:n.falle@hautlieu.sch.je)

**Claire Jackson**

Hautlieu School

Deputy Head, Deputy DSL & Head of Student Support

01534 736242

[c.jackson@hautlieu.sch.je](mailto:c.jackson@hautlieu.sch.je)

**Shirley Dimaro**

Designated Safeguarding Officer

Children, Young People, Education & Skills

01534 449477

[s.dimaro@gov.je](mailto:s.dimaro@gov.je)

**Dani Perrier**

Assistant Designated Safeguarding Officer

Children, Young People, Education & Skills

07797954714

[d.perrier@gov.je](mailto:d.perrier@gov.je)

**Children and Families Hub**

01534 519000

[childrenandfamilieshub@gov.je](mailto:childrenandfamilieshub@gov.je)

**Out of hours Safeguarding**

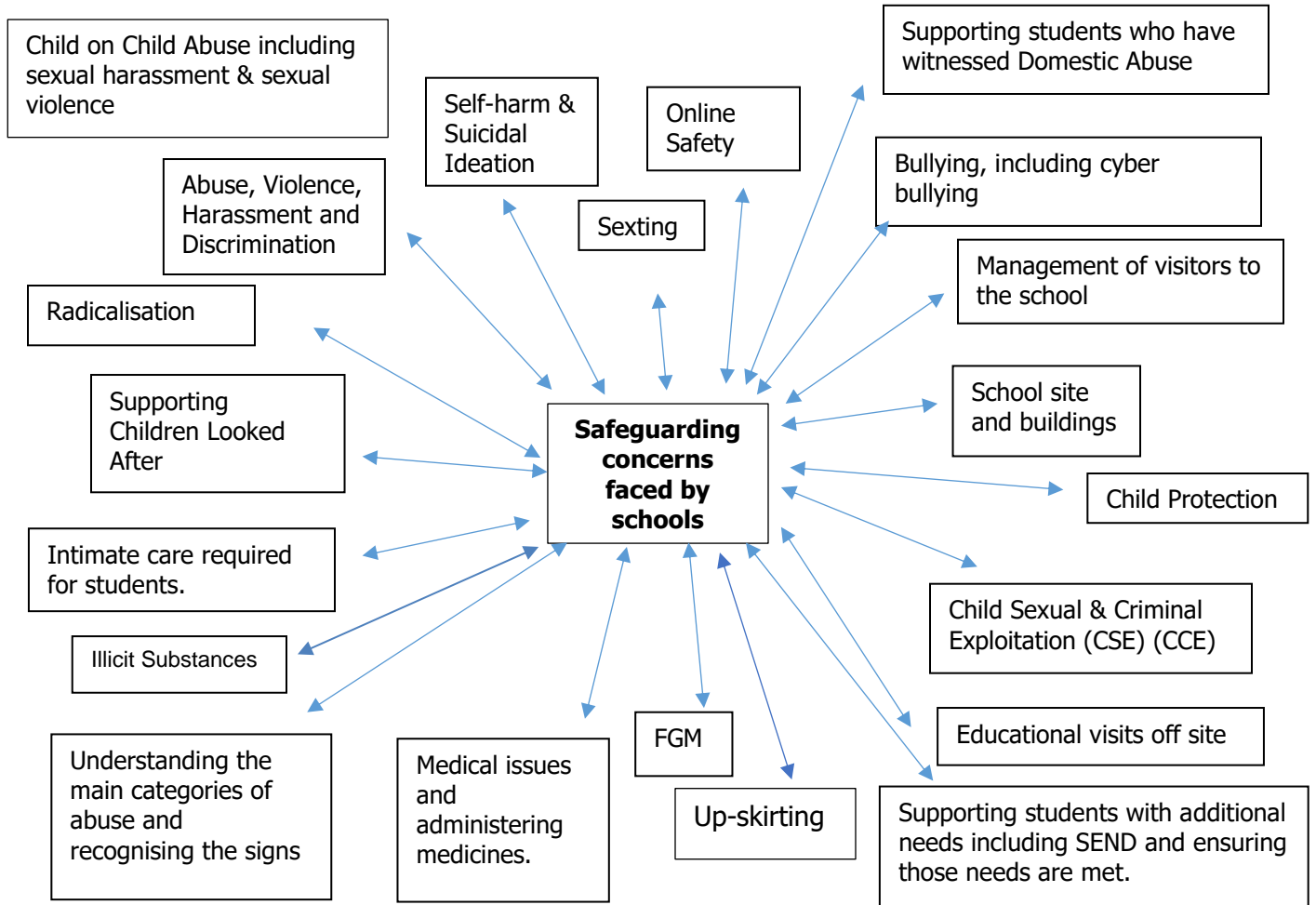
States of Jersey Police

01534 612612

In an Emergency- 999

**If you have concerns for a child or young person, please use the contacts above immediately to pass the information on.**

### 3. Safeguarding concerns faced by schools.



#### **4. Aims & Objectives:**

4.1 This policy applies to all adults, including volunteers, working in or on behalf of the school. We aim:

- To ensure that appropriate measures and practices are in place to safeguard and promote the welfare of students and staff.
- To ensure that all permanent and contracted staff give the highest priority to students' welfare.
- To ensure that all staff have received regular safeguarding training this includes statutory training and annual, regular in house updated training.
- That all staff respond appropriately to safeguarding concerns raised by a student or member of staff and take appropriate action to provide a safe environment for students and staff
- To enable all students to have optimum life chances and enter adulthood successfully.
- To identify instances where there is concern around a student's welfare and or safety and take appropriate action to keep them safe.

4.2 This policy will be fulfilled by:

- The revision of policies annually to ensure that they meet up-to-date standards, legislation and research.
- The regular training of all staff including teaching and non-teaching staff, to ensure their responsibilities outlined within the policy are clear and statutory training completed and reviewed as required.
- Staff being knowledgeable of safeguarding policies and their responsibilities within them.
- The raising of safeguarding issues with students through regular curriculum experiences.
- A school environment where students feel safe and able to disclose and discuss their concerns.
- A safeguarding team within Hautlieu School that meets at least once every week.

Hautlieu recognises that safeguarding is everyone's responsibility, but some staff have specific responsibilities as listed below in Section 7. It must be remembered that no single individual can have a full picture of a student's needs and circumstances. Therefore, it is important that individuals involved with a particular student and family must collaborate effectively to provide the most appropriate support.

## 5. Key Principles & Processes:

5.1 Hautlieu School follows guidance from UK legislation 'Keeping Children Safe in Education'-2023

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- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1181955/Keeping\\_children\\_safe\\_in\\_education\\_2023.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181955/Keeping_children_safe_in_education_2023.pdf)

- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1181962/Keeping\\_children\\_safe\\_in\\_education\\_2023\\_-\\_part\\_one](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181962/Keeping_children_safe_in_education_2023_-_part_one).

5.2 These are the key principles of safeguarding, as stated by the Jersey Department of Children, Young People, Education and Skills which can be found in:

<https://www.gov.je/Government/Departments/Education/Pages/Policies.aspx>

and Jersey Safeguarding Partnership Board Guidance which can be found in:

<https://safeguarding.je/>



## **6. Staff and their responsibilities under this policy:**

### 6.1 The Designated Safeguarding Lead (DSL). They will:

- Be responsible for the safeguarding of young people and adults in their care.
- Be line managed by the Student Support Lead and Positive Mental Health and Wellbeing Manager.
- Line Manage the School Based Counsellor.
- Support staff, governors and volunteers to meet their safeguarding responsibilities.
- Facilitate safeguarding training for staff, governors and volunteers where appropriate including allocating necessary resources and time.
- Implement the safeguarding policy and other related policies.
- Complete training in child protection, inter-agency co-operation and online safety, updated at 2-year intervals and additional training as appropriate.
- Keep up to date with changing legislation, departmental policies and guidance.
- Manage cases, support students and staff and refer cases to the relevant agencies where appropriate, including Children and Families Hub referrals.
- Keep thorough safeguarding and child protection logs and records using MyConcern.
- Ensure that the Hautlieu School Safeguarding Policy is available to all staff in school and is accessible on the school website.
- Ensure that all records are maintained appropriately and securely.
- Manage and action child protection systems and procedures in line with CYPES' (Children, Young People, Education and Skills Policies) Child Protection Policy (see Appendix 10 useful links).
- Attend child protection conferences and strategy meetings or delegate attendance as appropriate.
- Attend Governor's safeguarding sub-committee meetings as required.
- Ensure that the Deputy Headteacher with the responsibility for Children Looked After is regularly updated about the students.
- Ensure that students have details of external support and receive equal protection and information if they have additional and individual needs.
- Attend the weekly safeguarding team meetings and disseminate information as required.
- Share confidential information regarding the safety and wellbeing of students with staff as appropriate and required.
- Ensure that all staff receive appropriate online safety training, and is update as required.
- Ensure that there are mechanisms in place to support young people and staff facing online safety issues.
- Implement Hautlieu online safety policies and acceptable use policies.

- Educate young people, parents and the school community to build knowledge, skills and capability in online safety.
- Only request for a website to be unblocked or application installed once a risk assessment has been completed.
- Monitor the use of the computer network and internet searches through the use of Lightspeed and Impero monitoring.
- Liaise with parents with regards to the safety and wellbeing of their child(ren), ensuring they are kept up to date with any concerns. Information will not be disclosed to parents where this would lead to the child being at risk of significant harm. In these circumstances, advice would be sought from the Children & Families Hub or the DSO (Shirley Dimaro).
- Ensure that only the Designated Safeguarding Lead or Deputy will open confidential envelopes within the student's physical file.
- Follow the Safeguarding Incident Flow Chart (Appendix 8) to support students with high-risk mental health related Safeguarding concerns.
- Follow the Flow Chart for dealing with incidents of Sexual Violence & Sexual Harassment (Appendix 4)
- Complete a Risk Assessment and Safety Plan (Appendix 9) following a high-risk Safeguarding Incident, share with identified key professionals and upload it onto MyConcern.
- Update and maintain Safeguarding status on the SEND Register, which can be located on Sharepoint/Hautlieu School/Staff Resources/Inclusion/Inclusion Register, AA and Referral form ([Inclusion Register and Access Arrangements v4.xlsx](#)). This can be accessed by all staff using the password that has been sent to them.
- Ensure all staff are provided with updates regarding higher risk students. Updates are to be provided either in person, via email or via the Monday Safeguarding briefing update.
- Liaise closely with SENDCO when investigating concerns and supporting students with SEND.
- Check that the Single Central Record (SCR) is up to date on a termly basis and that all members of the community have an in date enhanced DBS check.

## 6.2 The Headteacher. They will:

- Deputise for the DSL and Deputy DSL in both their absences.
- Fulfil the responsibilities as outlined for all staff.
- Receive extensive safeguarding and child protection training as required.
- Ensure that all staff and students feel able to raise concerns about poor and unsafe practice.
- Ensure that appropriate procedure is followed when an allegation is made against a member of staff and/or DSL.
- Check that the SCR is up to date on annual basis and that all members of the community have an in date enhanced DBS check.

6.3 The Deputy Headteacher (Student Support and Staff Development).  
They will:

- Deputise for the DSL and Deputy DSL in both their absences.
- Fulfil the responsibilities as outlined for all staff.
- Receive extensive safeguarding and child protection training as required.
- Ensure that all staff and students feel able to raise concerns about poor and unsafe practice.

6.4 The Deputy Headteacher (Curriculum and Staffing). They will:

- Line manage the Business Manager to maintain the SCR for all members of the Hautlieu community
- Ensure that when recruiting staff all mandatory aspects of the SCR including identity checks, maintaining the database of dates of the latest DBS checks, DBS renewal dates, professional qualification checks, right to work in the UK/Jersey and overseas check as relevant are completed.

6.5 The Business Manager will:

- Ask all candidates to bring to interview relevant documentation for the SCR checks to be completed.
- Add new members of the community to the SCR
- Check when staff require an enhanced DBS update, ensure that they complete the on-line application process, take a note of their certificate number and update the SCR when completed.

6.6 The Student Support Lead and Positive Mental Health and Wellbeing Manager. They will:

- Line manage the DSL and EWO.
- Deputise for the DSL in their absence.
- Fulfil the responsibilities as outlined for all staff.
- Receive extensive safeguarding and child protection training as required.

6.7 Senior Leadership Group (SLG). They will:

- Recruit via the official safe recruitment process.

- Assume the responsibility of Designated Safeguarding Lead in the absence of the DSL, Deputy DSL, Headteacher and Deputy Head Teacher.
- Undertake appropriate risk assessments for on-site and off-site activities (Assistant Headteacher in charge of Trips).
- Fulfil the responsibilities as outlined for all staff.
- Consider safeguarding implications before a decision is made to send a student home from school for behavioural reasons or non-compliance with rules.

#### 6.8 All staff. They will:

- Read and adhere to this policy and sign to declare it has been read (via MyConcern).
- Sign in and out at reception if arriving at or leaving school premises during school hours.
- Wear their named, individual designated blue 'Hautlieu' lanyards at all times while on the school site.
- Be responsible for the safety and wellbeing of the students in their care.
- Be aware of their responsibilities to be alert to signs of abuse and neglect (see Appendix 2 for outline of categories of abuse and signs to be aware of).
- Follow the correct process and procedure on how to report a safeguarding concern to the DSL following a concern or disclosure (see Appendix 7 for procedure).
- Challenge visitors to the school if they are not wearing a lanyard and it is unclear why they are on the premises.
- Challenge students or any young person on site who is not wearing a lanyard.
- Receive annual in-house training to enable them to meet their responsibilities.
- Receive level one Child Protection training, updated at 2-year intervals.
- Read government guidelines 'Keeping Children Safe in Education'-2023, Part One, (Information for all school and college staff), at least annually, and sign to declare that it has been read using MyConcern.
- Be provided with the name and contact of the school's Designated Safeguarding Lead, Deputy DSL (and their designates in case of absence).
- Ensure that students are aware of their right to be safe and have the opportunity to raise any concerns.
- Engender an environment where students treat all members of the Hautlieu community with respect.
- Ensure that they oversee and monitor the safe use of technology when students are in their care and take action immediately if they are concerned about wellbeing.
- Teach students to recognise dangers and harmful situations and to know the preventative actions that they can take to keep themselves safe.

- Use a range of strategies to promote safeguarding so students know how to keep safe.
- Recognise that students with SEND or certain medical or physical health conditions can face additional safeguarding challenges both online and offline.
- Ensure that home visits, where required, will always be conducted by two members of staff, even if a parent is present. The second professional may be from another agency if appropriate, for example EWO and a Social Worker.
- Ensure that their own vehicles are insured for business use if they are transporting students. Two members of staff will accompany a student if they need to be transported in a staff vehicle. Parents will be notified, and the student should be seated in the back of the car. (*In an emergency or unavoidable situation, a student may be accompanied by only one member of staff – a parent, SLT & DSL MUST be notified as soon as is practical*).
- Inform the DSL or Headteacher if they witness another member of staff in a compromising position / situation.
- Adhere to the Staff I.T. Acceptable Use policy, (see Appendix 11).
- Only respond to students by email between 7am and 6pm Monday to Friday, using only school email addresses.
- Inform the school of any prior relationship with a student. (*ie: this could be a relative, family friend, neighbour, outside club member*). *The format for declaring a prior relationship will be communicated by the DSL.*
- Not arrange to meet with current students in a social capacity, invite students to their own homes or share personal contact details, unless they have had a declared prior relationship (as above) where it is appropriate to do so. It is recognised that there may be occasions where there is inadvertent interaction (e.g. a student serving in a shop or restaurant) .
- Not maintain contact with former students, until they are 21 years or older, unless they have had a declared prior relationship (as above) where it is appropriate to do so. (*A staff member may have professional contact and respond to an email from a former student in line with role responsibilities, if it is (for example) to inform on progress at University/work or to request information specific to their education, request a reference for an application, bursary payments, subject access request-this must be in line with the Staff IT Acceptable Use policy*).

The above are to mitigate any risks and concerns, and to protect the safety and welfare of both students and staff. This will offer some protection should an accusation be made.

#### 6.9 The Teacher in Charge of DEC!. They will:

- Ensure that parental permission is received prior to DEC! students making contact with members of the construction industry for part-time jobs.

- Ensure that members of the construction industry communicate with students using their work email and the students' Hautlieu email address and vice versa.
- Ensure that members of the construction industry working DIRECTLY with the students have a current enhanced DBS check.

Note: If the student is working within a team, there should be a named person that has a DBS check that would have responsibility for the student while working with other staff that haven't.

If a site visit is arranged the students should be accompanied by a teacher(s)

If the student is on a work placement it would follow the same processes (risk assessments) that apply for Work experience.

6.10 The Hautlieu Governing Body and specifically the Sub-Committee with responsibility for Safeguarding and Health and Safety. They will:

- Ensure that they have a current enhanced DBS check that is updated on a 3 year cycle.
- Promote awareness of the school's Safeguarding policy.
- Monitor the school's compliance with safeguarding requirements and policies and remedy any areas of concern.
- Maintain clear and timely records of meetings and action points.
- Be aware of the procedure for managing allegations against staff.
- Complete 'Safeguarding for Governors Training' and a refresher course every two years.

6.11 In the case of Data Protection, Hautlieu School will:

- Register with the Information Commissioner annually as a data controller.
- Ensure that all staff are aware of the data protection Law and ensure that all personal and sensitive data is processed securely and within the law.
- Ensure that written permission from a parent has been obtained before publishing a picture of a student at Hautlieu School.
- Update the Data Protection Policy at least annually to meet current guidelines and safeguard all members of the school community.

6.12 Administrative staff will:

- Seek and obtain school records from the previous school of a transferring student.

- Ensure that student files are not removed from the school building.
- When a student leaves Hautlieu, transfer all school records (including sensitive files, in discussion with the DSL) to the destination school in a secure manner.
- Adhere to the retention schedules for storing and destroying data and will not destroy any information until the retention period has expired.
- Ensure that a student's school record remains at Hautlieu School if they have not transferred elsewhere until they are 25 years old.
- Attend regular child protection training along with all staff.
- Ensure visitors who arrive at reception sign in, are given the appropriate red or green lanyards and signposted to the school safeguarding notice to read.

#### 6.13 Attendance Manager will:

- Work with the Attendance officer to monitor attendance and follow up unexplained and unauthorised absence speedily and rigorously.
- Refer all cases of concern to the DSL and/or Education Welfare Officer, where appropriate.

#### 6.14 Deputy Headteacher staffing, curriculum and site along with the site manager will:

- Ensure that staff and volunteers are competent in these procedures and trained to an appropriate level.
- Ensure that premises and accommodation are maintained to a high standard.
- Ensure that all staff know how to cope with critical incidents or emergencies such as fire. The policy for critical incidents can be located in Departments/admin/ policies.
- Keep thorough records of health and safety incidents and issues.
- Ensure that appropriate site security arrangements are in place.

#### 6.15 Parents and carers should:

- Work in partnership with Hautlieu School to ensure the wellbeing of their child and others.
- Be aware of who Hautlieu School's Designated Safeguarding Lead and Deputy Designated Safeguarding Leads are, and be vigilant, raising any

concerns they may have about a student's safety with Hautlieu School staff and appropriate agencies.

- Make an appointment to meet with a member of staff. To follow the same procedure as above, then wait in reception in clear view of the administration team until collected by the member of staff.
- Be aware that all email communication between staff, parents and students will only take place between the hours of 7am and 6pm Monday to Friday. Emails will not be responded to outside of this time.

#### 6.16 Students should:

- Wear their named, individual designated 'Hautlieu' lanyards at all times while on the school site, (*these can be removed during practical PE lessons and during physical activity in the court area during breaks*).
- Help to create an environment where others are respected and valued in the Hautlieu School community and the community in general.
- Sign in and out at reception if arriving at or leaving school premises during school hours with the exception of Key Stage 5 students who are permitted to leave school site if they do not have a lesson during Period 4 and/or 5.
- Report any unknown visitors not wearing a lanyard to reception.
- Raise any concerns they may have for their own or peer's wellbeing with a trusted adult.
- Communicate with members of the construction industry (DEC! students) only using their school email.
- Be aware that all email communication between staff, parents and students will only take place between the hours of 7am and 6pm Monday to Friday. Emails will not be responded to outside of this time.

#### 6.17 Visitors must:

- Come to the main office entrance.
- Report to school administration team.
- Sign in/out the visitors' book.
- Visibly wear a visitor's or guest badge/lanyard for the duration of the visit.
- Read the school's safeguarding notice and social media advice.



## 6.18 Safeguarding at Oakfield Sports Centre

When staff are using Oakfield they must ensure that;

- The changing rooms and entrance area are checked prior to letting students in the building.
- Where possible, a member of staff is present around the reception area during the start of the lesson/when students are in the changing rooms. If this is not possible students are aware of where the member of staff is.
- Remote supervision of changing rooms when students are changing or placing belongings in the changing rooms.
- All students are out of the changing rooms and the changing rooms are locked during the sessions.
- Students do not return to the changing rooms during the session, unless in an emergency. Students use the disabled toilet during the session if needed.
- Any members of the public who enter the building, or who are around the building during the school day, are challenged and asked to leave if they do not have relevant identification. They are to be directed to the main school building to sign in and follow the Hautlieu policy for visitors.
- All students are out of the changing rooms and the building at the end of the session prior to leaving the building.
- All areas of the facility are locked when leaving, including the front door.
- If using the key from reception, this key is placed back into the relevant box at the end of the session.
- They inform the HOD, Site Manager or SLG of any immediate safeguarding concerns via telephone or radio. All safeguarding concerns are then also be logged on MyConcern as soon as possible when staff return to the main school building.

## 7. Staff with specific responsibilities in relation to this policy:

|   |                |  |
|---|----------------|--|
| Headteacher   | Nick Falle     | <a href="mailto:n.falle@hautlieu.sch.je">n.falle@hautlieu.sch.je</a>           |
| Designated Safeguarding Lead                                | Nikki Kelly    | <a href="mailto:n.kelly@hautlieu.sch.je">n.kelly@hautlieu.sch.je</a>           |
| Student Support Lead and Mental Health & Well-being Manager | Louise Kedge   | <a href="mailto:l.kedge@hautlieu.sch.je">l.kedge@hautlieu.sch.je</a>           |
| Deputy Safeguarding Lead                                    | Claire Jackson | <a href="mailto:c.jackson@hautlieu.sch.je">c.jackson@hautlieu.sch.je</a>       |
| Deputy Safeguarding Lead                                    | Louise Kedge   | <a href="mailto:l.kedge@hautlieu.sch.je">l.kedge@hautlieu.sch.je</a>           |
| E-Safety Officer  | Nikki Kelly    | <a href="mailto:n.kelly@hautlieu.sch.je">n.kelly@hautlieu.sch.je</a>           |
| Attendance Manager  | Derek John     | <a href="mailto:d.john@hautlieu.sch.je">d.john@hautlieu.sch.je</a>             |
| Site Manager  | Jez Payne      | <a href="mailto:j.payne@hautlieu.sch.je">j.payne@hautlieu.sch.je</a>           |
| SENDSCO   | Orla Priestley | <a href="mailto:o.priestley@hautlieu.sch.je">o.priestley@hautlieu.sch.je</a>   |
| EWO   | Jody Stoddart  | <a href="mailto:j.stoddart@hautlieu.sch.je">j.stoddart@hautlieu.sch.je</a>     |
| EWO & Health Plans  | Ell Mason      | <a href="mailto:e.mason@hautlieu.sch.je">e.mason@hautlieu.sch.je</a>           |
| Counsellor  | Judy Cornwall  | <a href="mailto:j.cornwall@hautlieu.sch.je">j.cornwall@hautlieu.sch.je</a>     |
| GDPR  | Ros Martin     | <a href="mailto:r.martin@hautlieu.sch.je">r.martin@hautlieu.sch.je</a>         |
| PPS Coordinator   | Sarah Sones    | <a href="mailto:s.sones@hautlieu.sch.je">s.sones@hautlieu.sch.je</a>           |
| Teacher in charge of DEC!                                   | Si Forestiero  | <a href="mailto:s.forestiero@hautlieu.sch.je">s.forestiero@hautlieu.sch.je</a> |

### 7.1 Responsibilities

- Monitoring – Claire Jackson
- Evaluating – SLG
- Policy Overview – SLG and Governors
- Circulation – All staff
- Policy maintenance - Nikki Kelly (DSL)

## 8. Links to UNCRC - Rights Respecting Schools:

### This policy links to the following UNCRC articles:

Article 1: Everyone under 18 has all of these rights

Article 2: You have the right to protection against discrimination. This means that nobody can treat you badly because of your colour, sex or religion, if you speak another language, have disability, or are rich or poor

Article 3: All adults should always do what is best for you

Article 9: You have the right to live with your parents, unless it is bad for you

Article 19: You have the right to be protected from being hurt or badly treated.

Article 26: You have the right to help from the government if you are poor or are in need

Article 34: You have the right to be protected from sexual abuse

Article 36: You have the right to protection from any other kind of exploitation

Article 37: You have the right not to be punished in a cruel or hurtful way

Article 42: All adults and children should know about this convention. You have a right to learn about your rights and adults should learn about them too.

### **9. Online Safety:**

Online safety is a significant area for safeguarding whether it is at school, home or in the community.

Hautlieu School will ensure all students are taught how to keep themselves safe online through the curriculum in IT, PSHE, mentor time, and assemblies.

Parents will be given regular updates via email and the school website on how to keep their children safe online. This will include up to date, relevant information from websites.

Any incidences of bullying and/or harassment will be investigated fully, and parents of all parties will be made aware. The police will be informed if any laws have been broken.

Any incidents of sexting will be reported to the DSL for further investigation.

## Appendix 1



“Hautlieu School is committed to Safeguarding and ensuring the welfare of its students and staff. We recognise that everyone within Hautlieu School has a duty of care to all students, who have the right to be protected from harm. We provide a safe and caring environment to ensure students’ physical and emotional wellbeing are supported.”

### Hautlieu School – Safeguarding

*An important notice to all staff, students and visitors.*

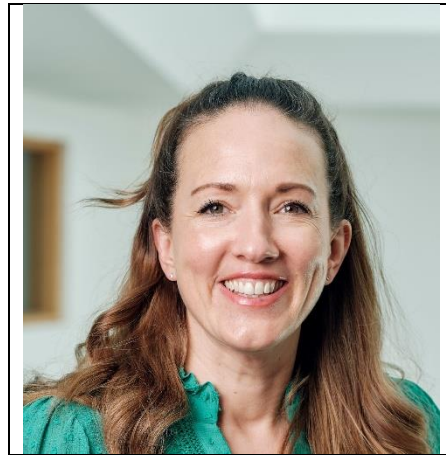
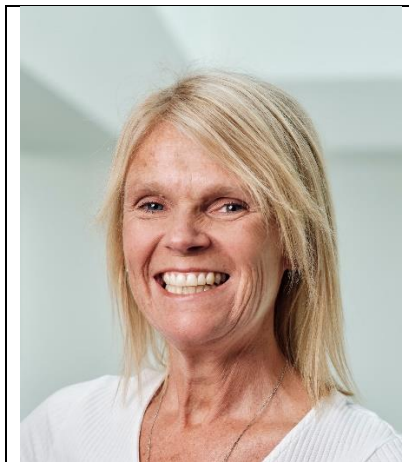
Hautlieu School - 735242

If you have any concerns about the physical or emotional wellbeing of a student at Hautlieu School, you must share this information with an appropriate member of staff straight away.

Do not be concerned if you feel it may be a trivial matter, any concern should be shared.

If you think matter is very serious and might relate to a child protection concern, e.g., physical, sexual, emotional abuse or neglect, you must talk to the Designated Safeguarding Lead (DSL) Mrs Nikki Kelly or the Student Support Lead and Deputy DSL, Mrs Louise Kedge.

If you are unable to contact them, please ask the office for a member of the Senior Leadership Group.



**Designated Safeguarding Lead**

**Mrs Nikki Kelly**

[n.kelly@hautlieu.sch.ie](mailto:n.kelly@hautlieu.sch.ie)

**Student Support Lead and (Deputy DSL)**

**Mrs Louise Kedge**

[l.kedge@hautlieu.sch.ie](mailto:l.kedge@hautlieu.sch.ie)

*“Hautlieu School is committed to identifying any form of abuse or emotional harm, and we thank you for supporting us in safeguarding the students and staff.”*

## Appendix 2

Main categories of abuse and signs to look out for:

### Identifying Child Abuse

Staff must develop a sensitive awareness as to how to identify possible child abuse. Changes in a student's behaviour, increasing challenging behaviour and awareness of personal and family circumstances and lifestyles may suggest that a student is being abused. For example:

- Living in a domestic abuse situation
- Affected by parental substance misuse
- Living away from home – Children Looked After (CLA)
- Living in chaotic and unsupportive home situations
- Identified vulnerability to discrimination and maltreatment on the grounds of ethnicity, religion or sexuality
- Child Sexual Exploitation
- Female Genital Mutilation

The four main categories of abuse are defined as the following:

**Physical** – this may involve hitting, shaking, throwing, poisoning, scalding, drowning and suffocating. It can also be when a parent or guardian deliberately induces illness.

**Emotional** – this can involve young people being made to feel worthless, unloved or inadequate. Such emotional maltreatment can be produced by bullying, the prevention of normal social interaction as well as over-protection.

**Sexual**- this involves enticing or forcing a young person to take part in sexual activities. This could involve penetrative and non-penetrative acts and/or watching or being involved in the production of pornography.

**Neglect** – This is when a parent or guardian fails to provide adequate food, clothing or shelter. This can occur when a young person is excluded from their home or exposed to physical and emotional harm due to inadequate supervision by parent or guardian.

## **Indicators of Abuse**

Abused young people can exhibit consequential physical signs. Often young people will go to great lengths to hide these signs because they are ashamed or embarrassed or they have been threatened by their abuser. It is also difficult without medical training to determine whether physical injuries and signs are caused by genuine accidents or abuse. In these circumstances staff need to take into account the behavioural indicators indicated above. If in doubt staff should always report the matter to the DSL and not investigate the issue themselves.

The physical signs of abuse can be:

- Bruises, bleeding, burns, fractures, etc
- Signs of pain or discomfort
- Keeping arms and legs covered even in warm weather
- Concerned about changing for PE
- Looks unkempt and uncared for
- Have difficulty in making or sustaining friendships
- Appear fearful
- Self-harm
- Attendance and punctuality problems
- Change in behaviour
- Challenge authority
- Uninterested in schoolwork
- Signs of drugs/alcohol misuse
- Listless and distant
- Flinch from physical contact
- Display sexual knowledge or behaviour beyond their years

At Hautlieu School we do not assume that indicators of possible abuse such as behaviour, mood or injury relate to a student's SEND without further exploration.

At Hautlieu School we are working in partnership with States of Jersey Police and Children's Services to identify and provide appropriate support to pupils who have experienced domestic violence/abuse in their household. This scheme is called Operation Encompass in the UK with Jersey developing a Domestic Abuse Protocol to mirror good practice.

In order to achieve this, the Jersey Multi-agency Safeguarding Hub (MASH) as part of the Children and Family Hub, will share police information of all domestic incidents where one of our pupils has been present with the Designated Safeguarding Lead(s) in school. On receipt of any information, the Designated Safeguarding Lead will decide on the appropriate support the child requires. We record this information and store it securely with the record keeping procedures outlined in this policy.



## **Appendix 3**

### **Child on Child Abuse - including Sexual Harassment & Sexual Violence**

Child on child abuse is most likely to include, but may not be limited to:

- Bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- Abuse in intimate personal relationships between peers;
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse);
- Sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence);
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse;
- Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
- Consensual and non-consensual sharing of nudes and semi nudes images and or videos (also known as sexting or youth produced sexual imagery);
- Up-skirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm; and
- Initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).
- Students who are gay, lesbian, bisexual, transgender or questioning (LGBTQ+), or perceived to be, may be at greater risk of harm. Whilst being LGBTQ+ in itself doesn't put them at greater risk, they may be targeted by their peers or may not have a trusted adult they can talk to.
- Students with special educational needs or disabilities can be more prone to peer group isolation or bullying (including prejudice-based bullying) than other students. Equally they may be disproportionately impacted by behaviours such as bullying, without outwardly showing any signs.

#### **Staff should be aware of the importance of:**

- Challenging inappropriate behaviours;
- Making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- Not tolerating or dismissing sexual violence or sexual harassment as "banter", "part of growing up", "just having a laugh" or "boys being boys"

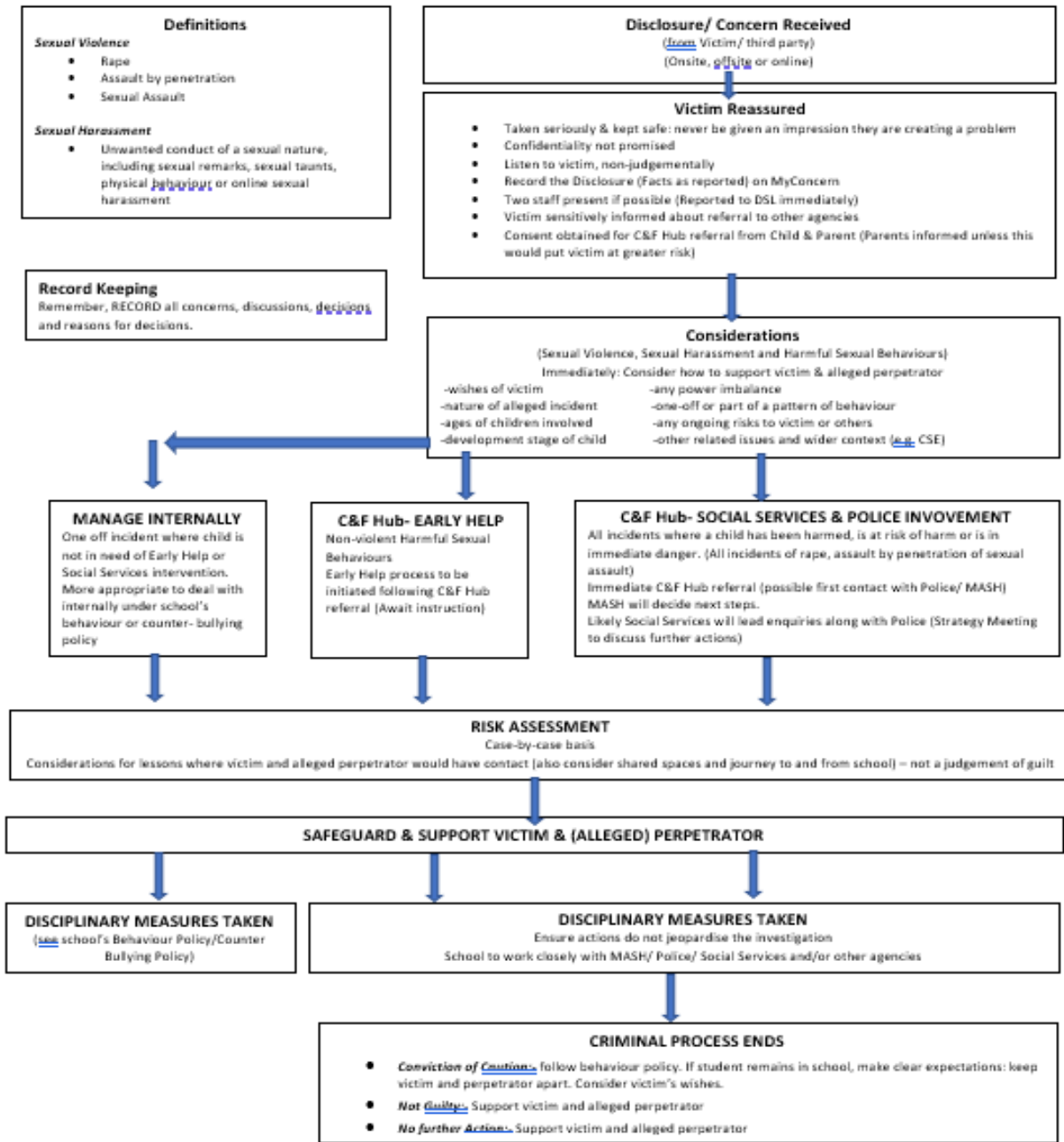


- Challenging physical behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, pulling down trousers, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them.
- DSL will use the Flow chart shown below to deal with incidents of Sexual Violence or Sexual Harassment. (Appendix 4)

# Appendix 4 Flow Diagram- Sexual Violence or Sexual Harassment



Flow diagram for DSL dealing with an incident of Sexual Violence or Sexual Harassment



## Appendix 5

### Concerns about colleagues

Staff who are concerned about the conduct of a colleague towards a student are undoubtedly placed in a difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career.

However, all staff must recognise that the welfare of the student is paramount and that any such concerns **must** be reported to the DSL or if the concern is about the DSL then to the Head Teacher.

In the event that an allegation is made against a member of staff or volunteer, Hautlieu will follow CYPES Guidance for the Management of Allegations Against Staff Policy.

## **Appendix 6.**

### **CODE OF CONDUCT FOR HAUTLIEU STAFF**

#### **A. Introduction**

In seeking to uphold the best interests of students, staff must be mindful of their position of trust. This Code of Conduct is intended to assist Hautlieu staff in respect of the complex issue of child abuse, by drawing attention to the areas of risk for staff and by offering guidance on prudent conduct. It is based upon point 15 p 7-8 in the Government of Jersey Terms & Conditions of Service for Teachers.

#### **B. Code of Conduct**

##### **1. Private Meetings with Students:**

- (a) Staff should be aware of the dangers which may arise from private interviews with individual students. It is recognised that there will be occasions when confidential interviews must take place. As far as possible, staff should conduct such interviews in a room with visual access, or with the door open
- (b) Where such conditions cannot apply, staff are advised to ensure that another adult knows that the interview is taking place. It may be necessary to use a sign indicating that the room is in use, but it is not advisable to use signs prohibiting entry to the room
- (c) In such interviews there should be an appropriate distance between teacher and student
- (d) Where possible another student or (preferably) another adult should be present or nearby during the interview, and staff should take active measures to facilitate this
- (e) A single student should not be placed in Supervised Study/Homework Club on his/her own unless another member of staff is in the vicinity
- (f) A teacher should avoid travelling alone in a vehicle with a student. Where this is unavoidable, another teacher should be told, the parents notified, and the student should be seated in the back of the car. Teachers (who wish to transport students) should ensure that their own vehicles are insured for business use

## 2. Contact with Students

- (a) As a general principle, staff are advised not to make unnecessary physical contact with students
- (b) For example in the coaching and playing of sports and in the demonstration of associated skills, physical contact should be avoided. Staff should refer to UK national governing body guidelines and discuss with the headteacher if concerns arise. Staff should be aware that such physical contact is open to misinterpretation by a student, parent or other casual observer
- (c) Following any incident where a member of staff feels that his/her actions have been, or may be, misconstrued, a written report of the incident should be submitted immediately to the DSL
- (d) Physical restraint of students should not be used except in extreme cases and only to prevent a student causing injury to himself/herself or to others. In such instances, only the minimum necessary contact must be used as defined by the Hautlieu Restraint Policy
- (e) With regard to particular circumstances, such as use of areas like the changing rooms, the relevant HoD should draw up and publish accepted guidelines for use
- (f) Staff who have to administer first-aid to a student should ensure wherever possible that this is done in the presence of another adult or other children. However, no qualified member of staff should hesitate to provide first-aid in an emergency simply because another person is not present
- (g) Staff should be particularly careful when supervising students in a residential setting, or in approved out of school activities, where more informal relationships tend to be usual and where staff may be in proximity to Students in circumstances very different from the normal school/work environment
- (h) Staff should only contact students through the school's communication systems of telephones, e-mails, etc. They must not use their personal telephones, emails, social media sites, etc

### 3. Teaching and the Choice and Use of Appropriate Materials

- (a) A teacher should not repeatedly persist with using an excessively loud voice nor constantly criticise a student
- (b) A teacher should never make sexually suggestive or inappropriate comments, even in jest
- (c) Teachers should avoid using teaching materials, the choice of which might be misinterpreted
- (d) When using teaching materials of a sensitive nature a teacher should be mindful of the potential implications towards students
- (e) If in doubt about the appropriateness of a particular teaching material, the teacher should consult with the DSL before using it

### 4. Relationships and Attitudes

- (a) Staff will treat all students with fairness, respect and care
- (b) In order to avoid bringing the Government of Jersey into disrepute all staff will set a good example by conducting themselves appropriately
- (c) Both within the school and outside, staff should ensure that their relationships with Hautlieu students are appropriate to the age and maturity, taking care that their conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when staff are dealing with adolescents.
- (d) The CYPES Department Child Protection policy clearly provides guidelines for Staff in Appendix 10
- (e) It also refers particularly to the unacceptable use of modern technology such as the internet, video and photography

### **C. Conclusion**

It would be impossible and inappropriate to lay down hard and fast rules to cover all the circumstances in which staff interrelate with children and young people, or where opportunities for their conduct to be misconstrued might occur. However, it is the professional duty of all teaching staff not to bring the education service into disrepute by their actions within or outside school. If, any suspicions of abuse or inappropriate behaviour by a colleague either in or outside school are witnessed they must always be reported to the DSL

## Appendix 7.

### **Dealing with a Disclosure of Abuse**

All staff have the responsibility to identify those students who are or may be experiencing abuse or neglect and any disclosure made by a child must be listened to, taken seriously and managed with extreme sensitivity. On no account should teachers or other adults make suggestions to the child of alternative explanations of their disclosure or worries or 'investigate' the disclosure.

Staff should also be aware that students might not be ready or know how to tell someone about abuse they've experienced or recognise that their experiences are harmful. Students might be embarrassed, humiliated or threatened not to tell anyone about their abuse. Their vulnerability, disability, sexual orientation or any language barriers could also be reasons why they don't tell someone about their experiences. **These barriers shouldn't stop you being professionally curious and sharing any concerns you have about a child with the designated safeguarding lead (DSL).**

### **Consultation**

Any concerns held by staff should be discussed in the first instance with the Designated Safeguarding Lead, the Headteacher, or their deputy in their absence, who will advise or take responsibility for what action should be taken. It is important that concerns held by professional staff are properly shared and evaluated in order that appropriate action to safeguard the welfare of students can be taken.

***Always ask if you are unsure whether something is safeguarding or not. Do not hold on to information.***

*All Safeguarding concerns should be reported on MyConcern*

### **Guidance on completing a Concern Form on MyConcern**

It is important that concern forms are fully completed in a timely manner. Full details are essential. To help the DSL respond appropriately, please follow the guidance below.

When a student presents you with a safeguarding concern please:

- Stay Calm

- Listen non-judgementally without displaying shock or disbelief, and accept what they are saying.
- Allow the young person to talk freely
- Reassure the young person that they are doing the right thing by speaking with you and explain what you will do with the information.
- Tell the young person that it is not their fault
- Record the information
- Do not agree to keep anything a secret
- Do not criticise the person alleged to have caused harm
- Locate the DSL immediately, if she is not available, inform the Deputy DSL or a member of SLG to inform them of the safeguarding concern
- As soon as you can after, submit a concern form **on MyConcern**
- Make sure the disclosure or concern is given in detail, in the student's own words, and do not include your own opinions
- Be curious when you 'don't think or feel something is quite right' with a student.
- Always use open questions, such as - TED (Tell, Explain, Describe)
- Once a disclosure is made, and you have information which you feel may be a Safeguarding Concern, (information to suggest abuse may have taken place) do not try and investigate it yourself (Do not ask any further questions regarding the disclosure).
- Do not record what other people have told you, only what the student has said
- Only write about one student for each concern form (use a separate form for any further students)
- Concern forms can be used as evidence in legal proceedings, so they must be complete and accurate.
- If you record any information on paper initially please ensure this is given to the DSL, dated and signed
- Clear indications or disclosure of abuse must be reported to the Designated Safeguarding Lead (DSL) or a member of SLG without delay. They will pass any relevant information on to the Children and Family Hub, or a known Social worker for that student.

### **Disclosure Outside of the School Day**

Should a disclosure arise/occur outside of the school day e.g. an email sent by a student disclosing a concern or an immediate safeguarding risk, then the Police should be contacted and the concern raised with them (Telephone: 612612 or 999 in an emergency).

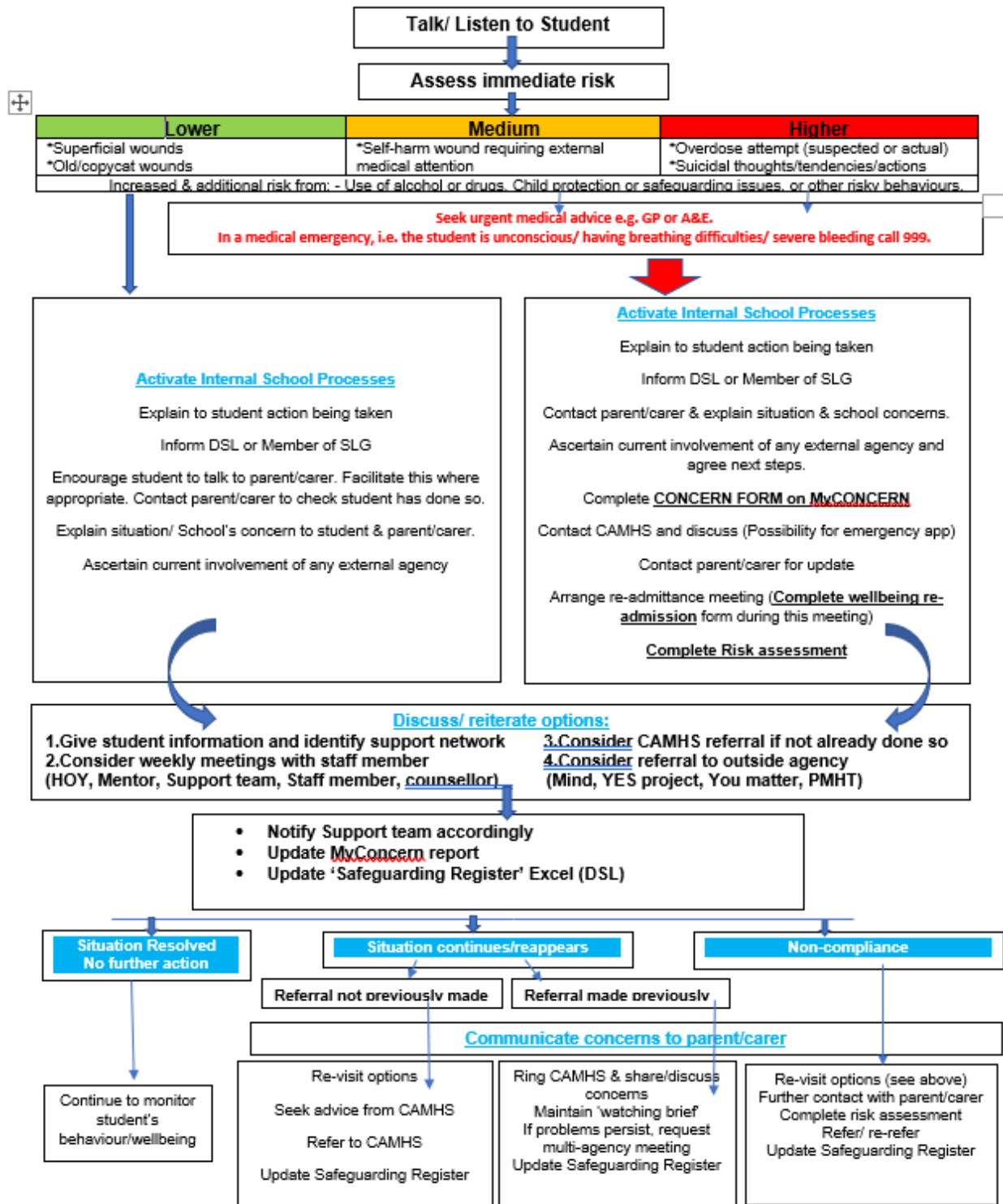
The DSL should be informed as soon as possible and the concern should then be logged on MyConcern, with contacting the police listed as an action point alongside all other action taken.



## Appendix 8 Safeguarding Incident Flow chart



Flow diagram for DSL dealing with a Safeguarding Incident within School



## Appendix 9

### Example Risk Assessment and Safety Plan following a Safeguarding Incident



#### RISK ASSESSMENT and SAFETY PLAN

Name: John

Mentor Group: 12 AZ

Date: 01/09/2023

Date of Review: 16/09/2023

##### Summary of the Reasons for Assessment and Plan-what are the risks?

**Your perspective:** When I feel like I can't cope with my emotions, I need to cut myself. This is usually on my arms with anything sharp I can find. I go off on my own when I feel like this.

**Family's perspective:** Parent has raised a concern with school that John is self-harming. He is doing this more frequently during the day when he feels that he cannot cope with pressures of work.

**Professionals' perspective:** John is not feeling able to verbalise his emotions and is self-harming when he feels overwhelmed. He will take himself away from others, leaving lessons or social times, without telling others where he is going. He has admitted to hiding sharp items either on his person or on the premises.

| Person(s) at Risk | The Risk.<br>Early warning signs or triggers that risks are increasing.      | Risk |   |    | Safety Plan.<br>What has helped in the past. What you can do if distressed.<br>What others can do or say. | Residual Risk |   |    |
|-------------------|--|------|---|----|---|---------------|---|----|
|                   |  | L    | S | DR |   | L             | S | DR |
| John              | John can appear visibly agitated and will be distracted from the whatever he | 5    | 3 | 15 | John will have a time-out card.<br>John will have a few minutes outside of a                              | 5             | 1 | 6  |

|         |  |   |   |    |   |   |   |   |
|---------|--|---|---|----|---|---|---|---|
|         | is involved in. He will walk away from the situation causing him distress without telling others where he is going.                        |   |   |    | lesson and return if he feels able. John will access student support if he feels unable to manage his feelings. On call staff will look for John if he is reported absent and his whereabouts are unknown. Parents will be informed if not found or able to be contacted. |   |   |   |
| John    | John will self-harm. This is usually cutting himself on his arms using a sharp item that he has hidden. The cuts appear to be superficial. | 4 | 3 | 12 | John will not keep sharp items on his person in school. John will access support from student support or medical. Injury's will be assessed, cleaned and dressed as required. Parents will be informed.   | 3 | 1 | 4 |
| Friends | John will walk away from friends at social times, leaving them worried for his well-being. They have witnessed his self-harming.           | 4 | 3 | 12 | Friends will inform the office if John has left them and they are aware that he is distressed. Friends can access student support for their own well-being. Friends will be   | 3 | 1 | 4 |

|   |  |            |  |  |                         |  |  |   |   |   |
|---|--|------------|--|--|-------------------------|--|--|---|---|---|
|   |  |            |  |  | updated as appropriate. |  |  |   |   |   |
| LIKELIHOOD (L) = Frequent (5) - Probable (4) - Occasional (3) - Improbable (2) - Remote (1)<br>SEVERITY (S) = Catastrophic (5) - Major (4) - Reportable (3) - Serious (2) - Minor (1)<br>Degree of Risk (DR) = LIKELIHOOD x SEVERITY  |  |            |  |  |                         |  |  |   |   |   |
| <b style="color: red;">Residual Risk Score:</b><br><table border="1" style="margin: auto; border-collapse: collapse;"> <tr><td style="text-align: center; padding: 5px;">6</td></tr> <tr><td style="text-align: center; padding: 5px;">4</td></tr> <tr><td style="text-align: center; padding: 5px;">4</td></tr> </table> |  |            |  |  |                         |  |  | 6 | 4 | 4 |
| 6   |  |            |  |  |                         |  |  |   |   |   |
| 4   |  |            |  |  |                         |  |  |   |   |   |
| 4   |  |            |  |  |                         |  |  |   |   |   |
| Other relevant information:   |  |            |  |  |                         |  |  |   |   |   |
| I have read and agree with this Risk Assessment and Safety Plan.<br>I agree that all persons named in my Safety Plan are made aware.  |  |            |  |  |                         |  |  |   |   |   |
| Name: John  |  | Signature: |  |  | Date:01/09/23           |  |  |   |   |   |
| Parent/Carer: Mrs.  |  | Signature: |  |  | Date:01/09/23           |  |  |   |   |   |
| Staff Name/Job Title: Nikki Kelly, DSL  |  | Signature: |  |  | Date:01/09/23           |  |  |   |   |   |
| Other:  |  | Signature: |  |  | Date:                   |  |  |   |   |   |

The Risk Matrix is included on the full document.

This is an example of the layout of a Risk Assessment and Safety Plan used following a Safeguarding incident. Each risk assessment will be individual, dependant on the risks and needs of the student. All Safety Plans are signed by the student, parent, and member of the Safeguarding Team.

## **Appendix 10**

### Useful links

Positive Behaviour, Exclusions and the use of Part-Time timetables

<https://www.gov.je/SiteCollectionDocuments/Education/P%20Positive%20Behaviour%20Exclusions%20and%20Part-Time%20Timetables%20Policy.pdf>

Education Department Child Protection policy

<https://www.gov.je/SiteCollectionDocuments/Education/P%20Child%20Protection%20Policy%2020160629%20SDM.pdf>

Education Department Critical incident management and plan

<https://www.gov.je/SiteCollectionDocuments/Education/P%20Critical%20Incident%20Management%20Plan%20Guidance%2020180914.pdf>

Children and Families Hub (MASH process)

<https://safeguarding.je/multi-agency-safeguarding-hub-mash/>

## Appendix 11

### Acceptable use policy



#### **Hautlieu School Acceptable Use Policy (All Members of Staff)**

The primary purpose of this Acceptable Use Policy is to safeguard students and staff in Hautlieu School. It details the actions and behaviours that are required from members of staff in order to maintain an e-safe environment and is based on both prior documentation and current best practice drawn from a wide range of sources.

#### **You must not use any ICT on-site until you have signed this document.**

- 1.** I agree that the rules contained in this document will apply to me at all times when I am using ICT hardware (computers, mobile phones, peripherals, etc) and facilities (software, networks, charging sockets, etc) in Hautlieu School even if the equipment that I am using belongs to me.
- 2.** I am responsible for my use of my own log-in details: I will not knowingly allow any other person to use my log-in details; if I suspect that they have become known to others then I will immediately ask for these details to be changed.
- 3.** I will respect all Hautlieu School ICT equipment / facilities. I will report any faults that I find and any damage that I accidentally cause.
- 4.** I am familiar with both the current Hautlieu School and Department for Children, Young People, Education and Skills Data Protection Policies and I agree that I am responsible for the security of all personal data that is in my possession. I agree that I will lock all devices I use when leaving them unattended so that all personal data that relates to an identifiable person cannot be accessed by unauthorised individuals.
- 5.** I agree that I will use my school owned devices to complete the majority of my work and only use a removable memory device in exceptional circumstances. I will ensure that any removable memory devices are encrypted or contain password-protected files to prevent unauthorised access.
- 6.** If bringing my own ICT equipment into school then I will obey all the extra rules I will be given about how I can use my ICT equipment on-site to access the Wifi and school network. I agree that all traffic to and from the internet will be de-encrypted as part of the proxy service run by the Education Department.
- 7.** I understand that the school will monitor the content of the searches that I make and websites that I visit on all devices connected to the network on a daily basis. I also agree that my personal ICT devices can be inspected at any time by the Headteacher and may be confiscated if the Headteacher decides this is necessary. I understand that the results of all such monitoring and recording may be shared with other parties if I break the terms of this Acceptable Use Policy.
- 8.** I will not deliberately attempt to access any unsuitable websites, services, files or other resources (see Additional Guidelines, appended, paragraph n) when on-site or using Hautlieu School equipment / facilities. I will only use websites and web based applications with students when they have been risk assessed and I have reviewed the terms and conditions and am satisfied that they do not pose a significant online safety or data protection risk.

9. I agree that the provision of Hautlieu School ICT equipment / facilities is for educational purposes although limited personal use is permitted provided that this is not done during normal working time and does not contravene any of the other rules in this document.
10. I am aware that downloading copyright materials (including music and video files) without paying the appropriate licence fee may be a criminal act. I am aware that any involvement in criminal acts in relation to the use of ICT on-site or using Hautlieu School equipment / facilities may result in appropriate disciplinary or legal action. I will not deliberately engage in these acts.
11. I will not deliberately view, send, upload or download any material that is unsuitable (see paragraph n) for the school environment while I am in that environment or using any Hautlieu School ICT equipment / facilities. If I accidentally encounter any such material then I will immediately close (but not delete, in the case of emails) the material and report it to the Designated Safeguarding Lead (DSL) or a senior member of staff. I will not be penalised if I view unsuitable material accidentally and by reporting such incidents I will help to improve e-safety. If I am in any doubt about the suitability of any material, or if a colleague raises doubts, then I will not (re)access the material without the agreement of my DSL. I will not access material that my DSL has rated as "unsuitable".
12. I will carefully consider how I disclose my personal details such as my home address and personal telephone numbers when online. I realise the importance of scrutinizing privacy policies on websites and apps in order to protect my personal data. If I disclose any data on the school network then I agree that Hautlieu School will not be responsible for maintaining the security of the details that I have given. I agree that I will never pass-on the personal details of another person without that person's permission.
13. When using Office 365 and SharePoint I will carefully consider the information and documentation that I am sharing and the audience it is appropriate for, being careful not to share any personal data in the public domain without prior permission, and seek advice from the Data Protection Officer when I am unsure if I can share material or not.
14. When using email I will make sure that I choose the right address before I click send and use Blind Carbon Copy or "bcc" when emailing two or more students at any time. I will always verify parent e-mail addresses before sending out replies.
15. I realise that e-mails going outside of school are not encrypted and therefore not secure. If I consider that the content of the email should be encrypted or password protected, then I will speak with the Designated Safeguarding Lead at school before sending.
16. I agree that professional standards of communication will be maintained at all times when using Hautlieu School ICT equipment / facilities.

#### **Additional e-safety guidelines for members of staff**

- a) Do not share your personal mobile telephone number, email address or other social media/communication details with students and parents.
- b) Be very cautious about responding to communications from unknown senders.
- c) Do not use bulk emailing (including Reply All) unnecessarily as this increases data traffic.
- d) Be cautious when meeting somebody who you have previously only known online: online identities are easy to fake and the person you are meeting may not be who he / she claims.
- e) Be wary of people who may try to trick them into giving out personal details. If you receive a request for information either in person, by letter or e-mail, please immediately inform the school Data Protection Officer.
- f) Be aware that you may be personally prosecuted if you deliberately give out personal details without permission.
- g) Always use a strong password - these are long (at least seven characters) and have a combination of upper and lower case letters, numbers and the special keyboard characters like the asterisk or currency symbols.
- h) Do not send offensive emails about other people, their private lives or anything else that could put you or Hautlieu School into disrepute.
- i) Do not believe emails that appear to come from your bank that ask for your account, credit card details or your password (a bank would never ask for this information in this way).

- j) Do not to open spam e-mail – not even to unsubscribe or ask for no more mailings. In these cases, please delete the email immediately.
- k) Do not share any information with a third party / external organisation without speaking with the school Data Protection Officer in advance
- l) Remember that everything you do in cyberspace leaves a “digital footprint”. If you post a silly or potentially embarrassing photograph of yourself online then that image may be copied, modified and distributed far beyond your control and for a long time into the future. It is frequently impossible to completely remove any material that is uploaded to the Internet.
- m) The use of external social networking sites to linked to the school community must be treated with caution as the security of such sites, and any comments or materials posted on them, cannot be guaranteed and may leave staff open to accusations of inappropriate behaviour.
- n) “Unsuitable” material is firstly defined as any material that would be so rated by a reasonable professional judgment. If any student is offended by any displayed or accessed material then this matter must be reported to the school Designated Safeguarding Lead (in consultation with the Department for Children, Young People, Education and Skills if necessary) who will make a formal assessment about whether or not the material is “unsuitable”. Material that has been formally rated as “unsuitable” must not be accessed, viewed or displayed using Hautlieu School equipment / facilities.
- o) Do not hesitate to ask for help if you need advice about any aspect of e-safety as it relates to your professional duties.

## Appendix 12

Children and Families Hub (Formally MASH- Multi Agency Safeguarding Hub)

Children and Families Hub- 01534 519000

**The Designated Safeguarding Lead will decide whether to submit a Children and Family Hub referral form following a discussion with the member of staff who has raised concerns, and the young person who has made the disclosure.**

***If there is any doubt about whether concerns raised meet the threshold for a Children and Family Hub referral, the Designated Safeguarding Lead should discuss with the Headteacher and contact the Designated Safeguarding Officer for Education, Shirley Dimaro to obtain advice on how to proceed.***

- Parental consent must be sought prior to the referral being made, *unless seeking consent would place the child at risk of further harm.*
- If parents do not consent, *but your view is that the child has suffered harm, or in your professional opinion remains at risk of suffering significant harm, the Children and Family hub referral must still be made in absence of 'parental agreement' and the parent made aware.*
- If the child already has an allocated Social Worker, school should speak to their Social Worker and make them aware of your concerns and record these. The Children and Family Hub Decision-maker will acknowledge all enquiries within 24 hours, and inform the referrer of what action will be taken.
- Where the child has suffered or is likely to suffer significant harm, the Children’s Initial Response Team (CIRT) will convene a strategy meeting and invite



- representatives from relevant agencies; education being a key agency for any school-age child. The strategy meeting will discuss and analyse information available and agree a plan for managing risk and identify further assessment. This process not only considers the child concerned, but any siblings or other children who may also be at risk from harm given any additional disclosures and information available
- In emergency, high-risk situations the enquiry will be rated as 'Red' and the Children and Family hub will pass the referral straight on to MASH, who will refer to the CIRT and the Police for a joint investigation. This involves interviewing the child as soon as possible and sometimes includes a 'Achieving Best Evidence' (ABE) interview. This is a process to interview children using appropriate recording facilities dependent upon the child's age and capabilities. ABE can be used to support the child's disclosure and used in evidence where prosecution is likely.
  - In emergency situations where the child remains at risk of harm if left with or returned to their family/carer, a Social Worker is allocated and is responsible for arranging for the child to be moved to a place of safety; this can include relatives, foster care, Robin Ward at Jersey General Hospital.

## **Appendix 13**

### **External Agencies**

Hautlieu works with a vast range of external agencies. Listed below are these agencies. Details about the support they offer and how to contact a number of them can be found on the Hautlieu website.

- Educational Psychology
- Education welfare team
- Primary Mental Health worker
- CAMHS
- Social Services
- Early Help
- Family support workers
- YES Project
- Mind Jersey
- Banardos
- Skills Jersey
- Trackers
- JET
- You Matter
- Family Nursing and School nurse
- Education department SEN team
- ASCIT

- Brook
- NSPCC Jersey
- Women's Refuge
- Children & Family Hub
- Drug and Alcohol Service (Silkworms)
- La Passerelle Team

### **Staff Declaration**

By marking this policy as "read" on My Concern, I confirm that I have read and agree to be bound by the guidelines that are set out in this document.

I realise that any contravention of the guidelines set out in this document may result in penalties being applied and will, in serious cases, result in a disciplinary procedure and / or dismissal.