



PAPILLON HOUSE SCHOOL

Child Protection and Safeguarding Policy and Procedures

September 2024

Designated Safeguarding Lead (DSL):

Katie Lonborg
Head Teacher

Status & Review Cycle:

Statutory Annual

Next Review Date:

September 2025

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Safeguarding Statement 2024

“It could happen here”

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

The purpose of this policy is to provide staff and volunteers with the framework they need in order to keep children safe and secure in our school. The policy also informs parents and carers how we will safeguard their children whilst they are in our care.

Key Personnel

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(referred to as the Director throughout this document)

Terminology

Safeguarding and promoting the welfare of children is defined as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is within or outside the home, including online
- Preventing the impairment of children’s mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcome

Child Protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Early Help means providing support as soon as any needs emerge or are identified at any point in a child's life. This includes professionals being alert to the need for early help for a child who:

- Is frequently missing/goes missing from education, home or care
- Has experienced multiple suspensions, is at risk of being permanently excluded from schools, colleges and in alternative provision or a pupil referral unit
- Has a parent or carer in custody or is affected by parental offending

Staff refers to all those working for or on behalf of the school, full or part time, temporary or permanent, in either a paid or voluntary capacity.

Child(ren) includes everyone under the age of 18 however, at Papillon House School we consider Child(ren) to refer to our pupils including those up to the age of 19

On the whole, this will apply to pupils of our school; however, the policy will extend to visiting children and students from other establishments

Vulnerable adult(s) A vulnerable adult is defined as a person who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Parents refers to birth parents and other adults who are in a parenting role, for example stepparents, foster carers and adoptive parents.

Social Care refers to Children's Services in the area in which the child is resident, unless a child is a Child Looked After then this will be the Children's Services in their home authority.

MAP refers to the Surrey Multi-Agency Partnership.

C-SPA refers to the Children's Single Point of Access and the Child Protection Consultation Line.

Introduction

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with statutory guidance.

The policy also reflects Surrey's Safeguarding Children Partnership (SSCP) Procedures.

The Management Team takes seriously its responsibility under section 175/157 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure there are robust arrangements within our school to identify, assess, and support those children who are suffering harm or at risk of suffering harm.

At Papillon House School pupils may remain until they are 19 years of age. Throughout this policy, where it refers to 'child/ren', this is inclusive of our pupils who are aged 18 and above. Additional information on how staff at Papillon House School safeguard young adults can be found on page 31 of this policy, including the adult services where advice is sought (page 32), and where referrals are made to.

This policy applies to all members of the Papillon House School Community.

Guidance and documents referred to in this policy

- [Surrey Safeguarding Children Partnership protocols, guidance and procedures](#)
- [Working Together to Safeguard Children 2018 \(updated December 2023\)](#)
- [Keeping Children Safe in Education 2024 \(KCSIE\)](#)
- [Framework for the Assessment of Children in Need and their Families 2000](#)
- [Disqualification under the Childcare Act 2006 \(updated 2019\)](#)
- [FGM Act 2003 Mandatory Reporting Guidance 2016 \(updated January 2020\)](#)
- [‘What to do if you are worried a child is being abused’ 2015](#)
- [Teacher Standards 2011 \(updated December 2021\)](#)
- [Information Sharing Advice for Practitioners’ guidance 2018 \(updated July 2023\)](#)
- [The Equality Act 2010 \(updated June 2015\)](#)

Policy Principles & Values

At Papillon House School we adhere to the following principles and values:

- The welfare of the child is paramount.
- Maintain an attitude of “It could happen here”.
- Children have an equal right to feel safe and secure, they cannot learn effectively unless they do so.
- All children have a right to be protected from harm and abuse.
- All staff have a role in the prevention of harm and abuse and an equal responsibility to act immediately on any suspicion or disclosure that may indicate a child is at risk of harm, either in the school or in the community, taking into account contextual safeguarding, in accordance with statutory guidance.
- We acknowledge that working in partnership with other agencies protects children and reduces risk and so we will engage in partnership working to protect and safeguard children.

Whilst the school will work openly with parents as far as possible, it reserves the right to contact Social Care or the police, without notifying parents if this is believed to be in the child’s best interests.

Policy Aims

At Papillon House School we aim to:

- demonstrate the school’s commitment regarding safeguarding and child protection to pupils, parents and other partners.
- raise the awareness of all teaching and non-teaching staff of their responsibilities to safeguard children through identifying and reporting possible cases of abuse.
- enable the school to effectively contribute to Early Help, assessments of need and support for those children.
- provide robust school systems and procedures that are followed by all members of the school community in cases of suspected abuse.

- develop and promote effective working relationships with other agencies, in particular Early Help providers, the Police, Health and Social Care.
- ensure that all staff working within our school and who have access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory DBS check (according to KCSIE guidance), and a single central record is kept for audit.

We comply with the [Disqualification under the Childcare Act 2006 \(updated 2019\)](#) guidance issued in August 2018.

Supporting Children

At Papillon House School we:

- recognise that school may provide a safe place and the only stability in the lives of children who have been abused or who are at risk of harm.
- recognise that a child who is abused or witnesses abuse and/or violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth.
- recognise that a child may not feel ready or know how to tell someone that they are being abused or have witnessed abuse.
- accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- will support all children and recognise that if a child is subject to harassment, violence and/or abuse, this may breach children's rights as set out in the Human Rights Act.
- will promote a caring, safe and positive environment within the school.
- do not discriminate against pupils because of their protected characteristics and will consider how pupils with protected characteristics are supported
- will take positive action, where proportionate, to deal with the disadvantages that pupils face such as making reasonable adjustments for children with disabilities
- will encourage self-esteem and self-assertiveness, through the curriculum and through positive relationships within the school community.
- will ensure children are taught to understand and manage risk through personal, social, health and economic (PSHE) education and Relationship and Sex Education (RSE) and through all aspects of school life. This includes online safety.
- will promote an inclusive environment and provide LGBT+ children with a safe space for them to speak out or share their concerns with an adult.
- will respond sympathetically to any requests for time out to deal with distress and anxiety.
- will offer details of helplines, counselling or other avenues of external support.
- will liaise and work in partnership with other support services and agencies involved in Early Help and the safeguarding of children.
- will notify Social Care immediately if there is a significant concern.
- will provide continuing support to a child about whom there have been concerns who leaves the school by ensuring that information is shared under confidential cover to the child's new setting and ensure the school records are forwarded as a matter of priority and within statutory timescales.

Prevention / Protection

We recognise that the school plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection.

Papillon House School will:

- establish and maintain an ethos where children feel safe and secure, are encouraged to talk and are always listened to.
- closely monitor all children and be alert to any indicators of distress or abuse, as most of our children would not be able to express concerns and disclose abuse.
- include regular consultation with children e.g. through questionnaires, participation in anti-bullying activities, share feelings and concerns daily using adapted Zones of Regulation activities in class.

- ensure that all children know that there is, and they can access, an adult in the school whom they can approach if they are worried or in difficulty.
- include safeguarding across the curriculum, including PSHE and RSE, including opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn to for help. This will include anti-bullying work, teaching online-safety, accessing emergency services and road safety.
- ensure all staff are aware of school guidance for their use of mobile technology and have discussed safeguarding issues around the use of mobile technologies and their associated risks.

Safe School, Safe Staff

We will ensure that:

- Papillon House School operates a safer recruitment procedure that includes statutory checks on staff suitability to work with children.
- Shortlisted candidates are informed at interview that online searches may be done as part of pre-recruitment checks.
- All staff receive information about the school's safeguarding arrangements, the school's safeguarding statement, staff behaviour policy (code of conduct), child protection and safeguarding policy, the role and names of the Designated Safeguarding Lead and the deputy DSLs and [Keeping Children Safe in Education 2024](#).
- All staff receive safeguarding and child protection training (including online safety which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring) at induction in line with advice from Surrey Safeguarding Children Partnership which is regularly updated and receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings), as required, but at least annually.
- All members of staff are trained in and receive regular updates in online safety and reporting concerns, including those that they become aware of that occur outside of school.
- All staff have regular child protection awareness training to maintain their understanding of the signs and indicators of abuse.
- The child protection policy is made available via the school website and parents/carers are made aware of this policy.
- All parents/carers are made aware of the responsibilities of staff members regarding child protection and safeguarding procedures through the publication of the Child Protection and Safeguarding Policy
- We provide a coordinated offer of Early Help when additional needs of children are identified and contribute to early help arrangements and inter-agency working and plans.
- Community users organising activities for children are aware of the school's Child Protection and Safeguarding Policy, guidelines and procedures.
- The name of the designated members of staff for child protection, the Designated Safeguarding Lead and deputies, are clearly advertised in the school and staff are regularly reminded of the school's role in referring and monitoring cases of suspected harm and abuse.
- All staff working directly with children will read and understand part 1 and annex B of Keeping Children Safe in Education. All staff not working directly with children will read and understand annex A of Keeping Children Safe in Education. The Management Team will in addition read and understand Part 2 of Keeping Children Safe in Education.
- All staff will confirm they have read and understood the relevant guidance by completing the declaration at the beginning of each academic year through the schools e-learning portal and will review the relevant guidance annually.

Roles and Responsibilities

All School Staff have a key role to play in identifying concerns early and in providing help for children. To achieve this, they will:

- provide a safe environment in which children can learn.

- establish and maintain an environment where children feel secure, are encouraged to talk and communicate, our non-verbal children will be supported to communicate using the communication tools they are most familiar with and all children are listened to.
- ensure children know that there are adults in the school who they can approach if they are worried or have concerns.
- ensure staff monitor children they work with and know well, to look for any indicators of abuse or indications that something is not right, as not all our children would be able to approach staff and express this
- all staff are aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering from abuse (including domestic abuse), neglect or exploitation.
- only appropriately trained professionals will attempt to make a diagnosis of a mental health problem. Staff, however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.
- where children have suffered abuse, neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. Staff are aware of how these children's experiences, can impact on their mental health, behaviour, and education.
- if staff have a mental health concern about a child that is also a safeguarding concern, immediate action will be taken, following our child protection and safeguarding policy and procedures, through speaking to the designated safeguarding lead or a deputy.
- plan opportunities within the curriculum for children to develop the skills they need to assess and manage risk appropriately and keep themselves safe.
- attend training to be aware of and alert to the signs of abuse.
- maintain an attitude of "it could happen here" with regards to safeguarding.
- know how to respond to a pupil who discloses harm or abuse following training of 'Working together to Safeguard Children' (2023), and 'What to do if you are worried a child is being Abused' (2015).
- record their concerns if they are worried that a child is being abused and report these to the DSL immediately that day. If the DSL is not contactable immediately a Deputy DSL should be informed.
- be prepared to refer directly to the Multi Agency Partnership Team (MAP), and the police if appropriate, if there is a risk of significant harm and the DSL or their Deputy is not available.
- follow the allegations procedures if the disclosure is an allegation against a member of staff. This includes allegations relating to visitors or staff from external organisations.
- follow the procedures set out by the Surrey Safeguarding Children Partnership and take account of guidance issued by the Department for Education.
- provide support for children subject to Early Help, Child in Need or Child Protection that is in keeping with their plan.
- treat information with confidentiality but never promising to "keep a secret".
- Notify the DSL or their Deputy DSL if any child on a child protection (CP) plan or child in need (CIN) plan has unexplained absence.
- understand early help and be prepared to identify and support children who may benefit from early help.
- identify children who may benefit from early help, liaising with the DSL in the first instance. (Options may include managing support for the child internally via the school's pastoral support process or an early help assessment). In some circumstances it may be appropriate for a member of school staff to act as the lead professional in early help cases.
- liaise with other agencies that support pupils and provide early help.
- know who the DSL and Deputy-DSLs are and know how and when to contact them.
- have an awareness of the role of the DSL, the school's Child Protection and Safeguarding Policy, Behaviour Policy and Staff Code of Conduct, and procedures relating to the safeguarding response for children who are missing from education, including those who are absent from education, particularly on repeat occasions and/or prolonged periods.
- be mindful that the Teacher Standards state that teachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.
- assist the Management Team and Head Teacher in fulfilling their safeguarding responsibilities set out in legislation and statutory guidance.

All staff should be able to reassure victims that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

The Head Teacher

In addition to the roles and responsibilities of all staff the Head Teacher will ensure that:

- Papillon House School fully contributes to inter-agency working in line with Working Together to Safeguard Children 2018, updated December 2023, guidance.
- The Child Protection and Safeguarding Policy and procedures are implemented and followed by all staff.
- All staff are aware of the role of the Designated Safeguarding Lead (DSL), including the identity of the DSL and any deputies.
- Sufficient time, training, support, funding, resources, including cover arrangements where necessary, is allocated to the DSL to carry out their role effectively, including the provision of advice and support to school staff on child welfare and child protection matters, to take part in strategy discussions/meetings and other inter-agency meetings and/or support other staff to do so, and to contribute to the assessment of children.
- Opportunities are provided for a co-ordinated offer of early help when additional needs of children are identified.
- Deputy DSLs are trained to the same standard as the DSL and the role is explicit in their job description.
- Where there is a safeguarding concern, that the child's wishes and feelings are taken into account when determining what action to take and what services to provide.
- Child-centred systems and processes are in place for children to express their views and give feedback.
- All staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the whistle-blowing procedures.
- Pupils are provided with opportunities throughout the curriculum to learn about safeguarding, including keeping themselves safe online.
- That allegations or concerns against staff are dealt with in accordance with guidance from the Department for Education (DfE), Surrey Safeguarding Children Partnership (SSCP) and Surrey County Council (SCC).
- That statutory requirements are met to make a referral to the Disclosure and Barring Service and additionally in the case of teaching staff the Teacher Regulation Agency where they think an individual has engaged in conduct that harmed (or is likely to harm) a child or if the person otherwise poses a risk of harm to a child.

The Head Teacher will ensure that this policy and procedure, adopted by the Director and agreed by the School's Management Team are understood and followed by all staff. To this end the Head Teacher will ensure that all staff undertake appropriate safeguarding and child protection training, including online safety, updating the content of the training regularly.

The Designated Safeguarding Lead (DSL):

In addition to the roles and responsibilities of all staff, the DSL will:

- Hold the lead responsibility for safeguarding and child protection (including online safety and filtering and monitoring systems) in the school.
- Have an "it could happen here" approach to safeguarding.
- Liaise with the local authority and work in partnership with other agencies in line with Working Together to Safeguard Children.
- Manage and submit a Request for Support Form in cases where the child and family require additional support in the home
 - For **Surrey** pupils requests for support should be made securely by email to cspa@surreycc.gov.uk using the [Request for Support Form](#). Urgent referrals should be made by telephone 0300 470 9100 (and ask for the priority line). Out of hours, the Emergency Duty Team are available on 01483 517898 or edt.ssd@surreycc.gov.uk

- For **Croydon** pupils requests for support should be made through their online service or secure email childreferrals@croydon.gcsx.gov.uk and urgent referrals should be made by telephone 0208 2552888 (urgent Action out of Hours 0208 726 6400) childreferrals@croydon.gcsx.gov.uk
- For **Sutton** pupils requests for support should be made through their online CFCS referral service.
- Advice on making a referral can be sought through contacting CFCS 020 8770 6001/6072 or CFCS@Sutton.gov.uk
- For **West Sussex** pupils requests for support should be made through their MASH online referral service <https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/raise-a-concern-about-a-child/> or Phone: [01403 229900](tel:01403229900) (Monday to Friday between 9.00am and 5.00pm)
- Refer to Social Care when there are concerns for a child regarding suspected harm or abuse, to the Surrey Children's Single Point of Access (C-SPA)/Croydon Single Point of Contact (SPOC) team/Sutton Children's First Contact Service (CFCS)/West Sussex Multi Agency Safeguarding Hub (MASH) and act as a point of contact and support for school staff.
- For Surrey pupils, urgent referrals should be made by telephone 0300 470 9100 (and ask for the priority line). Out of hours, the Emergency Duty Team are available on 01483 517898 or edt.ssd@surreycc.gov.uk
- For Croydon pupils, urgent referrals should be made by telephone 0208 2552888 (urgent Action out of Hours 0208 726 6400) childreferrals@croydon.gcsx.gov.uk
- For Sutton pupils advice on making a referral can be sought through contacting CFCS 020 8770 6001/6072 or CFCS@Sutton.gov.uk
- [For West Sussex pupils, Emergency Duty Team \(EDT\) out of hours 03302 226664, if unavailable report an emergency safeguarding concern 07711 769657](#)
- For referrals to the Local Area Designated Officer (LADO) contact:
 - Surrey: LADO@surreycc.gov.uk or 0300 1231650
- Call 999 if there is a concern that a pupil is in immediate danger
- Report concerns that a pupil may be at risk of radicalisation or involvement in terrorism, following the [Prevent referral process](#) and use the Prevent referral form to refer cases by e-mail to preventreferrals@surrey.pnn.police.uk . If the matter is urgent then Police must be contacted by dialling 999. In cases where further advice from the Police is sought dial 101 or 01483 632982 and ask to speak to the Prevent Supervisor for Surrey.
- The Department of Education has also set up a dedicated telephone helpline for staff and governors to raise concerns around Prevent (020 7340 7264).
- Refer cases where a crime may have been committed to the Police as required by calling 101 or by email SurreyPoliceEHCoordinator@surrey.pnn.police.uk
- Liaise with the Local Authority Designated Officer (LADO) for child protection concerns in cases which concern a member of staff or a volunteer; and refer cases where a person is dismissed or left service due to risk/harm to a child to the Disclosure and Barring Service and Teaching Regulation Agency, as required.
- Follow DfE and KCSIE guidance on 'child-on-child abuse' when a concern is raised that there is an allegation of a pupil abusing another pupil within the school.
- Be available during term time (during school hours) for staff in school to discuss any safeguarding concerns. Appropriate and adequate cover arrangements will be arranged by the DSL and the school leadership for any out of hours/term activities.
- Act as a source of support and expertise in carrying out safeguarding duties for the whole school community.
- Encourage and promote a culture of listening to children and taking account of their wishes and feelings, amongst all staff.
- Access training and support to ensure they have the knowledge and skills required to carry out the role. DSL training should be updated at least every two years and their knowledge and skills refreshed at regular intervals but at least annually.
- Have a secure working knowledge of SSCP Surrey Safeguarding Child Protection procedures and understand the assessment process for providing early help and statutory intervention, including the local authority levels of need criteria and referral arrangements.
- Have a clear understanding of access and referral to the local early help offer and will support and advise members of staff where early help intervention is appropriate.

- Understand and support the school delivery with regards to the requirements of the Prevent duty and provide advice and guidance to staff on protecting children from radicalisation.
- Liaise with school staff on matters of safety and safeguarding and consult the appropriate boroughs Levels of Need document to inform decision making and liaison with relevant agencies.
- Understand the risks associated with online activity and be confident that they have the up-to-date knowledge and capability to keep children safe whilst they are online at school; in particular understand the additional risks that children with SEND face online and the associated and appropriate support they require.
- Keep detailed, accurate records (either written or using appropriate secure online software), that include all concerns about a child even if there is no need to make an immediate referral and record all discussions and the rationale for decisions made as well as action taken.
- Ensure that an indication of the existence of the additional child protection file is marked on the pupil school file record.
- Ensure that when a pupil transfers school, their child protection file is passed to the new school as soon as possible, and within statutory timescales (separately from the main pupil file and ensuring secure transit) and that confirmation of receipt is received.
- Ensure that where a pupil transfers school (including in-year) and is on a child protection plan or is a child looked after, their information is passed to the new school immediately and that the child's social worker is informed. In addition, consideration should be given to a multi-agency schools transition meeting if the case is complex or on-going.
- If the transit method requires that a copy of the Child Protection file is retained until such a time that the new school acknowledges receipt of the original file, the copy should be securely destroyed on confirmation of receipt.
- Ensure that all appropriate staff members have a working knowledge and understanding of their role in case conferences, core groups and other multi-agency planning meetings, to ensure that they attend and are able to effectively contribute when required to do so; where a report is required, this should be shared with the parents prior to the meeting.
- Report to the Director any significant issues for example, use of the [SSCP multi-agency escalation procedures](#), enquiries under section 47 of the Children Act 1989 and police investigations.
- Ensure that the case holding Social Worker is informed of any child currently with a child protection plan who is absent without explanation.
- Ensure that all staff sign to say they have read, understood and agree to work within the School's safeguarding and child protection policy, staff behaviour policy (code of conduct) and Keeping Children Safe in Education (KCSIE) 2024 and ensure that the policies are used effectively using the schools e-learning.
- Organise child protection and safeguarding induction, regularly updated training and a minimum of annual updates (including online safety and filtering and monitoring systems) for all school staff, keep a record of attendance and address any absences.
- Ensure that in collaboration with the school leadership and management team, the child protection policy is reviewed annually, and the procedures and implementation are updated and reviewed regularly.
- Ensure that the Child Protection Policy is available publicly and that parents are aware that referrals about suspected harm and abuse will be made and the role of the school in this.
- Establish and maintain links with the Local Authority safeguarding partners to make sure staff are aware of training opportunities and the latest policies on local safeguarding arrangements.
- Contribute to and provide the "Audit of Statutory Duties and Associated Responsibilities" to be submitted annually to the Surrey County Council, Education Safeguarding Team.
- Ensure that the names of the Designated Safeguarding Lead and deputies, are clearly advertised, with a statement explaining the school's role in referring and monitoring cases of suspected abuse.
- Meet all other responsibilities as set out for DSLs in Keeping Children Safe in Education 2024.

The Deputy Designated Safeguarding Lead(s):

In addition to the role and responsibilities of all staff the Deputy DSLs will:

- Be trained to the same standard as the Designated Safeguarding Lead and the role is explicit in their job description.

- Provide support and capacity to the DSL in carrying out delegated activities of the DSL; however, the lead responsibility of the DSL cannot be delegated.
- In the absence of the DSL, carry out the activities necessary to ensure the ongoing safety and protection of children. In the event of the long-term absence of the DSL the deputy will assume all of the functions above.

All members of The Management Team understand and fulfil their responsibilities to ensure that:

- Papillon House School has effective safeguarding policies and procedures including a Child Protection and Safeguarding Policy, a Staff Behaviour Policy or Code of Conduct, a Behaviour Policy and a response to children who are missing from education, including those who are absent from education, particularly on repeat occasions and/or prolonged periods.
- Policies are consistent with Surrey Safeguarding Children Partnership (SSCP) and statutory requirements, are reviewed annually and that the Child Protection and Safeguarding policy is available on the school website.
- The SSCP is informed in line with local requirements about the discharge of duties via the annual safeguarding audit.
- Papillon House School operates a safer recruitment procedure that includes statutory checks on staff suitability to work with children and disqualification by association regulations and by ensuring that there is at least one person on every recruitment panel who has completed safer recruitment training, if there is not a panel conducting interviews then the individual will have completed the safer recruitment training.
- At least one member of the Management Team has completed safer recruitment training to be repeated every five years.
- Staff have been trained appropriately and this is updated in line with guidance and all staff have carried out online training in Keeping Children Safe in Education 2024 and that mechanisms are in place to assist staff in understanding and discharging their roles and responsibilities as set out in the guidance.
- All staff including temporary staff and volunteers are provided with the school's child protection and safeguarding policy and staff behaviour policy.
- Papillon House School has procedures for dealing with allegations of abuse against staff (including the Head Teacher), volunteers, and against other children and that a referral is made to the DBS and/or the Teaching Regulation Agency (as applicable) if a person in regulated activity has been dismissed or removed due to safeguarding concerns or would have had they not resigned.
- The Head Teacher has been appointed by the Management Team as the Designated Safeguarding Lead (DSL) who will take lead responsibility for safeguarding and child protection and that the role is explicit in the role holder's job description.
- On appointment, the DSL and deputy(s) undertake interagency training (SSCP Foundation Modules 1&2) and also undertake DSL 'New to Role' and 'DSL Update' training every two years as well as attending DSL network events, to refresh knowledge and skills.
- Children are taught about safeguarding (including online safety) as part of a broad and balanced curriculum covering relevant issues through personal, social, health and economic education (PSHEE) and relationships and sex education (RSE).
- The Director and School will ensure application filters and monitoring systems are in place to safeguard children online.
- Papillon House School will comply with DfE and Surrey County Council [Children Missing Education](#) requirements.
- The school will comply with regular data returns requested by the Local Authority, regarding all pupils, of statutory school age, attending alternative provision and/or on a reduced or modified timetable
- 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. The Director and Management Team will ensure they have clear systems and processes in place for identifying possible mental health problems, including routes to escalate and clear referral and accountability systems.
- Enhanced DBS checks have taken place in respect of the Director.
- Any weaknesses in safeguarding are remedied immediately.
- The Lead DSL and Business Manager manage the school filtering and monitoring systems effectively and know how to escalate concerns when identified. They ensure that all staff are aware of and understand the systems in place and understand the expectations and their applicable roles and responsibilities in

relation to filtering and monitoring systems. This includes new staff during their induction to Papillon House School.

- The Director receives appropriate safeguarding and child protection training at regular intervals. Training provides them with the knowledge to ensure their school's safeguarding policies and procedures are effective.
- The Director will ensure they facilitate a whole school approach to safeguarding. This means ensuring safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development. Ultimately, all systems, processes and policies should operate with the best interests of the child at their heart.

Confidentiality, Sharing and Withholding Information

All matters relating to child protection will be treated as confidential and only shared as per the ['Information Sharing Advice for Practitioners' \(DfE 2018\) guidance](#).

Papillon House School will refer to the guidance in the data protection toolkit for schools – <https://www.gov.uk/government/publications/data-protection-toolkit-for-schools> guidance to support schools with data protection activity, including compliance with the GDPR. Information will be shared with staff within the school who 'need to know'. Relevant staff have due regard to Data Protection principles which allow them to share (and withhold) information.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and that the Data Protection Act 2018 and General Data Protection Regulations are not a barrier to sharing information where a failure to do so would place a child at risk of harm. There is a lawful basis for child protection concerns to be shared with agencies who have a statutory duty for child protection.

All professionals have read the [DfE Data Protection guidance for schools \(DfE, 2024b\)](#) which sets out how to comply with data protection law; policies; understand what staff and pupil data to keep; and prevent personal data breaches.

All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing. However, staff are aware that matters relating to child protection and safeguarding are personal to children and families, in this respect they are confidential, and the Head Teacher or DSLs will only disclose information about a child to other members of staff on a need-to-know basis.

All staff will always undertake to gain parent/carers consent to refer a child to Social Care unless to do so could put the child at greater risk of harm or impede a criminal investigation.

Reporting Systems for our Pupils

We recognise the importance of ensuring pupils feel safe and comfortable to come forward and report any concerns and/or allegations.

Where there is a safeguarding concern, we will take the child's wishes and feelings into account when determining what action to take and what services to provide.

Pupils are taught which adults they can go to if they need to report a concern and who they can talk to if they are worried about themselves or others, including their peers in school. Pupils concerns are recorded and reported to relevant safeguarding teams as required.

Child Protection Procedures

The following procedures apply to all staff working in the school and will be covered by training to enable staff to understand their role and responsibility:

- The aim of our procedures is to provide a robust framework which enables staff to take appropriate action when they are concerned that a child is being harmed or abused or is at risk of harm or abuse.

- The prime concern at all stages must be the interests and safety of the child. Where there is a conflict of interest between the child and an adult, the interests of the child must be paramount.
- All staff are aware that our children, due to their ASD, may be more likely to communicate concerns with behaviours rather than words. Additionally, staff will question the cause of knocks and bumps in children who have limited mobility.

If a member of staff suspects abuse, spots signs or indicators of abuse, or they have a disclosure of abuse made to them they must:

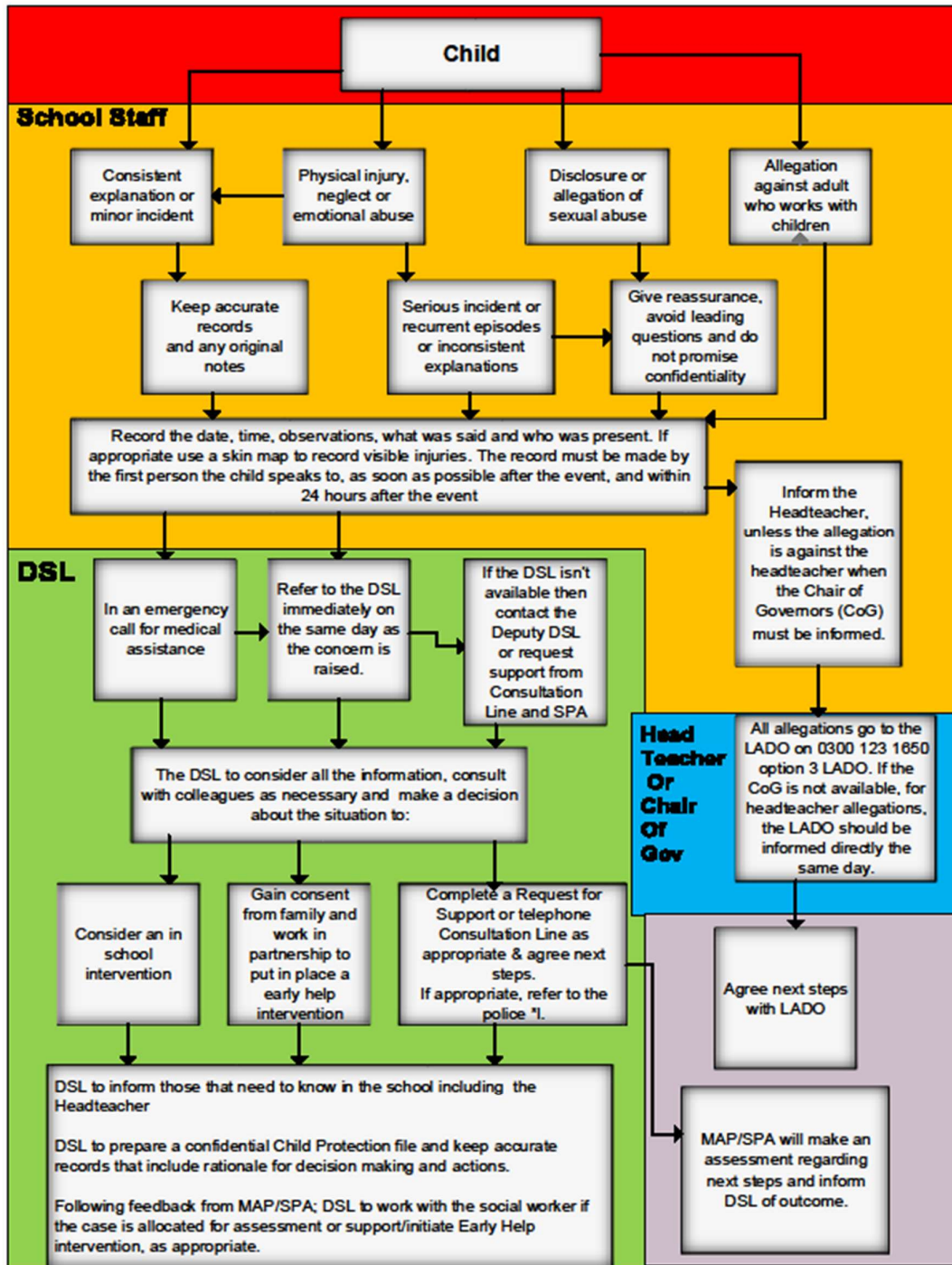
1. Make an initial record of the information related to the concern.
2. Report it to the DSL immediately.
3. The DSL will consider if there is a requirement for immediate medical intervention, however urgent medical attention should not be delayed if the DSL is not immediately available.
4. Make an accurate record (which may be used in any subsequent court proceedings) as soon as possible and within 24 hours of the occurrence, of all that has happened, including details of:
 - Dates and times of their observations
 - Dates and times of any discussions in which they were involved.
 - Any injuries
 - Explanations given by the child / adult
 - Rationale for decision making and action taken
 - Any actual words or phrases used by the child
5. The records must be signed and dated by the author or equivalent on electronic based records
6. In the absence of the DSL or their Deputy, staff must be prepared to refer directly to C-SPA/SPOC/CFCS/MASH (and the police if appropriate) if there is the potential for immediate significant harm

Aside from those personnel identified above, no member of staff must disclose the information to anyone else unless told to do so by a relevant authority involved in the safeguarding process.

Following a report of concerns the DSL must:

1. [Using the LA Levels of Need](#), decide whether or not there are sufficient grounds for suspecting significant harm, in which case a referral must be made to the relevant LA and the police if it is appropriate.
2. Normally the school should try to discuss any concerns about a child's welfare with the family and where possible to seek their agreement before making a referral to the C-SPA/SPOC/CFCS/MASH. However, this should only be done when it will not place the child at increased risk or could impact a police investigation. The child's views should also be taken into account. If there are grounds to suspect a child is suffering, or is likely to suffer, significant harm or abuse the DSL must contact the C-SPA/SPOC/CFCS/MASH.
3. If the DSL feels unsure about whether a referral is necessary, they can phone the C-SPA/SPOC/CFCS/MASH to discuss concerns and seek advice.
4. If there is not a risk of significant harm, the DSL will either actively monitor the situation, consider offering early help and/or seek advice through C-SPA/SPOC/CFCS/MASH.
5. Where there are doubts or reservations about involving the child's family, the DSL should clarify with the C-SPA/SPOC/CFCS/MASH or the police whether the parents should be told about the referral and, if so, when and by whom. This is important in cases where the police may need to conduct a criminal investigation.
6. When a pupil is in need of urgent medical attention and there is suspicion of abuse the DSL or their Deputy should take the child to the accident and emergency unit at the nearest hospital, having first notified the C-SPA/SPOC/CFCS/MASH. The DSL should seek advice about what action the C-SPA/SPOC/CFCS/MASH will take and about informing the parents, remembering that parents should normally be informed that a child requires urgent hospital attention.
7. The exception to this process will be in those cases of known FGM where there is a mandatory requirement for the teacher to report directly to the police. The DSL should also be made aware.

Child Protection Procedures Flowchart



* In the cases of known FGM, the teacher who was made aware will also make contact with the police

Dealing with disclosures

All staff

A member of staff who is approached by a child should listen positively and try to reassure them. They cannot promise complete confidentiality and should explain that they may need to pass information to other professionals to help keep the child or other children safe. The degree of confidentiality should always be governed by the need to protect the child.

Additional consideration needs to be given to children with communication difficulties and for those whose preferred language is not English. It is important to communicate with them in a way that is appropriate to their age, understanding and preference.

All staff should know who the DSL is and who to approach if the DSL is unavailable. All staff have the right to make a referral to the C-SPA/SPOC/CFCS/MASH or Police directly and should do this if, for whatever reason, there are difficulties following the agreed protocol, for example, they are the only adult on the school premises at the time and have concerns about sending a child home.

Guiding principles, the seven R's

Receive

- Listen to what is being said, without displaying shock or disbelief
- Accept what is said and take it seriously
- Make a note of what has been said as soon as practicable

Reassure

- Reassure the pupil, but only so far as is honest and reliable
- Don't make promises you may not be able to keep e.g. 'I'll stay with you' or 'everything will be alright now' or 'I'll keep this confidential'
- Do reassure, for example, you could say: 'I believe you', 'I am glad you came to me', 'I am sorry this has happened', 'We are going to do something together to get help'

Respond

- Respond to the pupil only as far as is necessary for you to establish whether or not you need to refer this matter, but do not interrogate for full details
- Do not ask 'leading' questions i.e. 'did he touch your private parts?' or 'did she hurt you?' Such questions may invalidate your evidence (and the child's) in any later prosecution in court
- Do not ask the child why something has happened.
- Do not criticise the alleged perpetrator; the pupil may care about him/her, and reconciliation may be possible
- Do not ask the pupil to repeat it all for another member of staff. Explain what you have to do next and whom you have to talk to. Reassure the pupil that it will be a senior member of staff

Report

- Share concerns with the DSL immediately
- If you are not able to contact your DSL or the Deputy DSL, and the child is at risk of immediate harm, contact the C-SPA or Police, as appropriate directly
- If you are dissatisfied with the level of response you receive following your concerns, you should press for re-consideration

Record

- If possible, make some very brief notes at the time, and write them up as soon as possible
- Keep your original notes on file
- Record the date, time, place, person/s present and noticeable nonverbal behaviour, and the words used by the child. If the child uses sexual 'pet' words, record the actual words used, rather than translating them into 'proper' words
- If appropriate, complete a body map to indicate the position of any noticeable bruising/marks
- Record facts and observable things, rather than your 'interpretations' or 'assumptions'

Remember

- Support the child: listen, reassure, and be available
- Complete confidentiality is essential. Share your knowledge only with appropriate professional colleagues
- Get some support for yourself if you need it

Review (led by DSL)

- Has the action taken provided good outcomes for the child?
- Did the procedure work?
- Were any deficiencies or weaknesses identified in the procedure? Have these been remedied?
- Is further training required?

What happens next?

It is important that concerns are followed up and it is everyone's responsibility to ensure that they are. The member of staff should be informed by the DSL what has happened following a report being made. If they do not receive this information, they should seek it out.

If they have concerns that the disclosure has not been acted upon appropriately, they might inform the Director or may contact the C-SPA/SPOC/CFCS/MASH.

Receiving a disclosure can be upsetting for the member of staff, Papillon House School will have a procedure for supporting them after the disclosure. This might include reassurance that they have followed procedure correctly and that their swift actions will enable the allegations to be handled appropriately. In some cases, additional counselling might be needed, and staff should be encouraged to recognise that disclosures can have an impact on their own emotions.

Safeguarding concerns and allegations against adults who work with children

This procedure should be used in all cases in which it is alleged a member of staff, including supply staff, volunteers or contractors in a school, or another adult who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children
- behaved or been involved in an incident outside of a setting which did not involve children but could impact on their suitability to work with children

In dealing with allegations or concerns against an adult, staff must:

- Report any concerns about the conduct of any member of staff or volunteer to the Head Teacher immediately.
- Report any low-level concerns to the Head Teacher who will make the final decision on how to respond.
- Treat all concerns confidentially and not discuss with any person other than the Head Teacher.

- If an allegation is made against the Head Teacher, the concerns need to be raised with the Director as soon as possible. If the Director is not available, then the LADO should be contacted directly.
- There may be situations when the Head Teacher or Director will want to involve the police immediately if the person is deemed to be an immediate risk to children or there is evidence of a possible criminal offence.
- Once an allegation has been received by the Head Teacher or Director they will contact the LADO on 0300123 1650 option 3 LADO (as part of their mandatory duty) Email: LADO@surreycc.gov.uk immediately and before taking any action or investigation.
- Following consultation with the LADO inform the parents of the allegation unless there is a good reason not to

In liaison with the LADO, the school will determine how to proceed and if necessary, the LADO will refer the matter to Children's Social Care and/or the police.

If the matter is investigated internally, the LADO will advise the school to seek guidance from local authority colleagues in following procedures set out in part 4 of 'Keeping Children Safe in Education' (2024) and the SSCP procedures.

Where low-level concerns have been raised about supply staff or contractors, their employers should be notified and consultation with the LADO sought if unsure whether low-level concerns shared about a member of staff meet the harm threshold.

Learning lessons are applied to all cases, not just those which are concluded and found to be substantiated.

All records of allegations against staff (including supply teachers, volunteers and contractors) that are found to be substantiated, unfounded and unsubstantiated will be retained in the accused person's personnel file at least until the accused person has reached pension age or for a period of 10 years from the date of the allegation if that is longer.

What is child abuse?

The following definitions are taken from *Working Together to Safeguard Children* HM Government (2018), updated December 2023. In addition to these definitions, it should be understood that children can also be abused by being sexually exploited, honour-based violence, forced marriage or female genital mutilation. To support the local context, all staff have access to the [Surrey Safeguarding Children Partnership Levels of Need Threshold Document](#).

What is abuse, neglect and exploitation?

Abuse, neglect and exploitation are forms of maltreatment of a child. Somebody may abuse, neglect or exploit a child by inflicting harm, or by failing to act to prevent harm. This can also include children witnessing the ill-treatment of others, such as when children see, hear or experience domestic abuse and its effects. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another.

It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur in isolation.

Sexual abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching inside or outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including online).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate caregivers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

The [Neglect Screening Tool](#) is available to provide more detailed information regarding the assessment of neglect.

Domestic abuse can be psychological, physical, sexual, financial, or emotional. It can impact on children through seeing, hearing or experiencing the effects of domestic abuse and/or experiencing it through their own intimate relationships.

Indicators of abuse

Physical abuse

The nature of physical abuse:

- Most children collect cuts and bruises quite routinely as part of the rough and tumble of daily life. Clearly, it is not necessary to be concerned about most of these minor injuries. But accidental injuries normally occur on the bony prominences – e.g. knees, shins.

- Injuries on the *soft* areas of the body are more likely to be inflicted intentionally and should therefore make us more alert to other concerning factors that may be present.

A body map can assist in the clear recording and reporting of physical abuse. The body map should only be used to record observed injuries and no child should be asked to remove clothing by a member of staff of the school.

Indicators of physical abuse / factors that should increase concern

- Multiple bruising or bruises and scratches (especially on the head and face)
- Clusters of bruises – e.g., fingertip bruising (caused by being grasped)
- Bruises around the neck and behind the ears – the most common abusive injuries are to the head
- Bruises on the back, chest, buttocks, or on the inside of the thighs
- Marks indicating injury by an instrument – e.g., linear bruising (stick), parallel bruising (belt), marks of a buckle
- Bite marks
- Deliberate burning may also be indicated by the pattern of an instrument or object – e.g., electric fire, cooker, cigarette
- Scalds with upward splash marks or *tide marks*
- Untreated injuries
- Recurrent injuries or burns
- Bald patches.

In the context of the school, it is normal to ask about a noticeable injury. The response to such an enquiry is generally light-hearted and detailed. So, most of all, concern should be increased when:

- the explanation given does not match the injury
- the explanation uses words or phrases that do not match the vocabulary of the child (adults' words)
- no explanation is forthcoming
- the child (or the parent/carer) is secretive or evasive
- the injury is accompanied by allegations of abuse or assault

You should be concerned if a child:

- is reluctant to have parents/carers contacted
- runs away or shows fear of going home
- is aggressive towards themselves or others
- flinches when approached or touched
- is reluctant to undress to change clothing for sport
- wears long sleeves during hot weather
- is unnaturally compliant in the presence of parents/carers.
- has a fear of medical help or attention
- admits to a punishment that appears excessive

Emotional abuse

The nature of emotional abuse:

- Most harm is produced in low warmth, high criticism homes, not from single incidents.
- Emotional abuse is difficult to define, identify/recognise and/or prove.
- Emotional abuse is chronic and cumulative and has a long-term impact.
- All kinds of abuse, neglect and exploitation have emotional effects although emotional abuse can occur by itself.
- Children can be harmed by witnessing someone harming another person – as in domestic abuse.

It is sometimes possible to spot emotionally abusive behaviour from parents and carers to their children, by the way that the adults are speaking to, or behaving towards children. An appropriate challenge or intervention could affect positive change and prevent more intensive work being carried out later on.

Indicators of emotional abuse

Developmental issues

- Delays in physical, mental and emotional development
- Poor school performance
- Speech disorders, particularly sudden disorders or changes.

Behaviour

- Acceptance of punishment which appears excessive
- Over-reaction to mistakes
- Continual self-deprecation (I'm stupid, ugly, worthless etc.)
- Neurotic behaviour (such as rocking, hair-twisting, thumb-sucking)
- Self-mutilation
- Suicide attempts
- Drug/solvent abuse
- Running away
- Compulsive stealing, scavenging
- Acting out
- Poor trust in significant adults
- Regressive behaviour – e.g., wetting
- Eating disorders
- Destructive tendencies
- Arriving early at school, leaving late

Social issues

- Withdrawal from physical contact
- Withdrawal from social interaction
- Over-compliant behaviour
- Insecure, clinging behaviour
- Poor social relationships

Emotional responses

- Extreme fear of new situations
- Inappropriate emotional responses to painful situations (“I deserve this”)
- Fear of parents being contacted
- Self-disgust
- Low self-esteem
- Unusually fearful with adults
- Lack of concentration, restlessness, aimlessness
- Extremes of passivity or aggression

Sexual Abuse

The nature of sexual abuse:

- Sexual abuse is often perpetrated by people who are known and trusted by the child – e.g., relatives, family friends, neighbours, babysitters, and people working with the child in school, faith settings, clubs or activities. Children can also be subject to child sexual exploitation.

Child Sexual Exploitation (CSE) is seen as a separate category of sexual abuse. The [SSCP professional guidance](#) provides school staff with information regarding indicators of [CSE](#).

Characteristics of child sexual abuse:

- it is often planned and systematic – people do not sexually abuse children by accident, though sexual abuse can be opportunistic
- grooming the child – people who abuse children take care to choose a vulnerable child and often spend time making them dependent (this may occur online)
- grooming the child's environment – abusers try to ensure that potential adult protectors (parents and other carers especially) are not suspicious of their motives.

Most people who sexually abuse children are men, but some women sexually abuse too.

Indicators of sexual abuse

Physical observations:

- Damage to genitalia, anus or mouth
- Sexually transmitted diseases
- Unexpected pregnancy, especially in very young girls
- Soreness in genital area, anus or mouth and other medical problems such as chronic itching
- Unexplained recurrent urinary tract infections and discharges or abdominal pain

Behavioural observations:

- Sexual knowledge inappropriate for age
- Sexualised behaviour or affection inappropriate for age
- Sexually inappropriate behaviour
- Hinting at sexual activity
- Inexplicable decline in education progress
- Depression or other sudden apparent changes in personality as becoming insecure
- Lack of concentration, restlessness, aimlessness
- Socially isolated or withdrawn
- Overly compliant behaviour
- Acting out, aggressive behaviour
- Poor trust or fear concerning significant adults
- Regressive behaviour
- Onset of wetting, by day or night; nightmares
- Arriving early at school, leaving late, running away from home
- Suicide attempts, self-mutilation
- Suddenly drawing sexually explicit pictures
- Eating disorders or sudden loss of appetite or compulsive eating
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Become worried about clothing being removed
- Trying to be 'ultra-good' or perfect; overreacting to criticism.

Neglect

Neglect is a lack of parental care, but poverty and lack of information or adequate services can be contributory factors.

Far more children are registered to the category of neglect on Child in Need and Child Protection plans than to the other categories. As with abuse, the number of children experiencing neglect is likely to be much higher than the numbers on the plans.

Neglect can include parents or carers failing to:

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision or stimulation
- ensure access to appropriate medical care or treatment

NSPCC research has highlighted the following examples of the neglect of children under 12 years old:

- frequently going hungry
- frequently having to go to school in dirty clothes
- regularly having to look after themselves because of parents being away or having problems such as drug or alcohol misuse
- being abandoned or deserted
- living at home in dangerous physical conditions
- not being taken to the doctor when ill
- not receiving dental care.

Neglect is a difficult form of abuse to recognise and is often seen as less serious than other categories. It is, however, very damaging. Children who are neglected often develop more slowly than others and may find it hard to make friends and fit in with their peer group.

Neglect is often noticed at a stage when it does not pose a risk to the child. The duty to safeguard and promote the welfare of children ([What to do if You're Worried a Child is Being Abused DfE, 2015](#)) would suggest that an appropriate intervention or conversation at this early stage can address the issue and prevent a child continuing to suffer until it reaches a point when they are at risk of harm or in significant need.

Neglect is often linked to other forms of abuse, so any concerns school staff have should be discussed with the DSL.

Indicators of Neglect

The following is a summary of some of the indicators that may suggest a child is being abused or is at risk of harm.

It is important to recognise that indicators alone cannot confirm whether a child is being abused. Each child should be seen in the context of their family and wider community and a proper assessment carried out by appropriate persons. What is important to keep in mind is that if you feel unsure or concerned, do something about it. Don't keep it to yourself. The [Neglect Risk Assessment Tool](#) provides staff with a resource to identify and act on concerns regarding neglect.

Physical indicators of neglect

- Constant hunger and stealing food
- Poor personal hygiene - unkempt, dirty or smelly
- Underweight
- Dress unsuitable for weather
- Poor state of clothing
- Illness or injury untreated

Behavioural indicators of neglect

- Constant tiredness
- Frequent absence from school or lateness
- Missing medical appointments
- Isolated among peers
- Frequently unsupervised
- Stealing or scavenging, especially food
- Destructive tendencies

Sexual violence and sexual harassment between children in schools

Child-on-Child Abuse – Policy Framework

Context

We recognise that children are capable of abusing their peers. Abuse will never be tolerated or passed off as “banter”, “just having a laugh”, or “part of growing up” as this can lead to a culture of unacceptable behaviours and an unsafe environment for pupils

Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their education attainment as well as their emotional well-being. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and offline (both physically and verbally) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support.

Reports of sexual violence and sexual harassment are extremely complex to manage. It is essential that victims are protected, offered appropriate support and every effort is made to ensure their education is not disrupted. It is also important that other children and school staff are supported and protected as appropriate.

It is important to explain to children that laws are in place to protect rather than criminalise them.

Policy

We believe that all children have a right to attend school and learn in a safe environment. Children should be free from harm by adults and other children in school.

We recognise that children are capable of abusing other children and their peers and this will be dealt with under our child protection policy and in line with KCSIE (2023).

We are clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up.

We will minimise the risk of child-on-child abuse by: -

Prevention

- Taking a whole school approach to safeguarding & child protection
- Providing training to staff
- Providing a clear set of values and standards, underpinned by the school’s behaviour policy and pastoral support; and by a planned programme of evidence-based content delivered through the curriculum
- Engaging with specialist support and interventions

Responding to reports of sexual violence and sexual harassment

The Voyeurism (Offences) Act, which is commonly known as the Upskirting Act, came into force on 12 April 2019. 'Upskirting' is where someone takes a picture under a person's clothing (not necessarily a skirt) without their permission and or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is a criminal offence. Anyone of any gender, can be a victim.

- Children making a report of sexual violence or sexual harassment including "upskirting" (which is a criminal offence) will be taken seriously, kept safe and be well supported.
- If the report includes an online element, staff will be mindful of the [Searching, Screening and Confiscation: advice for schools \(DfE 2022\) guidance](#).
- Staff taking the report will inform the DSL or the Deputy DSL immediately.
- Staff taking a report will never promise confidentiality.
- Parents or carers should usually be informed (unless this would put the child at greater risk).
- Staff reporting incidents involving intrafamilial harm will understand the importance of any necessary support for siblings following incidents.

Risk Assessment:

Following a report, the DSL will make an immediate risk and needs assessment on a case-by-case basis.

The risk assessment will consider:

- The victim, especially their protection and support.
- The alleged perpetrator, their support needs and any discipline action.
- All other children at the school.
- The victim and the alleged perpetrator sharing classes and space at school.

The risk assessment will be recorded and kept under review.

Where there has been other professional intervention and/or other specialist risk assessments, these professional assessments will be used to inform the school's approach to supporting and protecting pupils.

Support regarding risk assessments can be accessed from the [Education Safeguarding Team – education.safeguarding@surreycc.gov.uk](mailto:education.safeguarding@surreycc.gov.uk)

Action: The DSL will consider:

- The wishes of the victim
- The nature of the incident including whether a crime has been committed and the harm caused
- Ages of the children involved
- Developmental stages of the children
- Any power imbalance between the children
- Any previous incidents
- Ongoing risks
- Other related issues or wider context

Options:

- Manage internally
- Early Help intervention
- School being part of discussions with statutory safeguarding partners such as request for support to the C-SPA/SPOC/CFCS/MASH

- Report to the police (generally in parallel with a request for support to the C-SPA/SPOC/CFCS/MASH)

Ongoing Response:

- The DSL will manage each case individually and will ensure the risk assessment is reviewed regularly with relevant partner agencies, for example the Police and Children’s Social Care.
- Where there is a criminal investigation into a rape, assault by penetration or sexual assault, the alleged perpetrator should be removed from any classes they share with the victim.
- The DSL will consider how best to keep the victim and perpetrator a reasonable distance apart on school premises and on transport where appropriate.
- Where a criminal investigation into a rape or assault by penetration leads to a conviction or caution, Papillon House School will take suitable action. In all but the most exceptional of circumstances, the rape or assault is likely to constitute a serious breach of discipline and may lead to the view that allowing the perpetrator to remain in the same school or college would seriously harm the education or welfare of the victim (and potentially themselves and other pupils).
- Where a criminal investigation into sexual assault leads to a conviction or caution, Papillon House School will, if it has not already, consider any suitable sanctions in light of their behaviour policy, which may include consideration of permanent exclusion. If the perpetrator(s) is to be excluded the decision will be lawful, reasonable and fair. Where the perpetrator is going to remain at the school, the Head Teacher should continue keeping the victim and perpetrator in separate classes and continue to consider the most appropriate way to manage potential contact on school premises and transport. The nature of the conviction or caution and wishes of the victim will be especially important in determining how to proceed in such cases.
- The victim, alleged perpetrator and any other children and adults affected will receive appropriate support and safeguarding on a case-by-case basis.

Papillon House School will take any disciplinary action against the alleged perpetrator in accordance with the school behaviour policy. We recognise that taking disciplinary action and providing appropriate support are not mutually exclusive actions and will occur at the same time if necessary.

Physical Abuse

While a clear focus of child-on-child abuse is around sexual abuse and harassment, physical assaults and initiation violence and rituals from pupils to pupils can also be abusive.

- These are equally not tolerated and if it is believed that a crime has been committed, will be reported to the police.
- The principles from the anti-bullying policy will be applied in these cases, with recognition that any police investigation will need to take priority.

References:

[DfE Keeping Children Safe in Education 2024](#)

Harmful Sexual Behaviour

The [Brook Traffic Light Tool \(www.brook.org.uk/our-work/the-sexual-behaviours-traffic-light-tool\)](http://www.brook.org.uk/our-work/the-sexual-behaviours-traffic-light-tool) uses a traffic light system to categorise the sexual behaviours of young people and is designed to help professionals:

- Make decisions about safeguarding children and young people
- Assess and respond appropriately to sexual behaviour in children and young people

- Understand healthy sexual development and distinguish it from harmful behaviour
- By categorising sexual behaviours, the school can work with other agencies to the same standardised criteria when making decisions and can protect children and young people with a multi-agency approach

Papillon House School recognises that it is vital that professionals agree on how behaviours should be categorised regardless of culture, faith, beliefs, and their own experiences or values.

Domestic Abuse

Domestic abuse represents one quarter of all violent crime. It is actual or threatened physical, emotional, psychological or sexual abuse. It involves the use of power and control by one person over another. It occurs regardless of race, ethnicity, gender, class, sexuality, age, religion, mental or physical ability. Domestic abuse can also involve other types of abuse.

We use the term domestic abuse to reflect that a number of abusive and controlling behaviours are involved beyond violence. Slapping, punching, kicking, bruising, rape, ridicule, constant criticism, threats, manipulation, sleep deprivation, social isolation, and other controlling behaviours all count as abuse. Living in a home where domestic abuse takes place is harmful to children and can have a serious impact on their behaviour, wellbeing and understanding of healthy, positive relationships. Children who witness domestic abuse are at risk of significant harm and staff are alert to the signs and symptoms of a child suffering or witnessing domestic abuse.

Papillon House School is enrolled onto the Operation Encompass Scheme, a joint project between Surrey Police, Surrey Domestic Abuse Service and Surrey Schools; where every school day morning our DSL is notified of all domestic abuse incidents that have occurred and been reported to Police in the previous 24 hours which involved a child at this school (72 hours from a Monday morning). This provides an opportunity for us to ensure the right support is in place at the right time for children who are experiencing domestic abuse.

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. All staff are aware of the link between online safety and vulnerability to CSE. Any concerns that a child is being or is at risk of being sexually exploited should be passed immediately to the DSL.

Papillon House School is aware there is a clear link between regular non-attendance at school and CSE. Staff will consider a child to be at potential CSE risk in the case of regular non-attendance at school and make reasonable enquiries with the child and parents to assess this risk.

All staff are aware that safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside of this environment. All staff, but especially the designated safeguarding lead (and deputies) will consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.

The DSL will consider the published Surrey Safeguarding Children Partnership guidance and advice when there is a concern that a child is being or is at risk of being sexually exploited or where indicators have been observed that are consistent with a child who is being or who is at risk of being sexually exploited. In all cases if the DSL identifies any level of concern they should contact the C-SPA/SPOC/CFCS/MASH and seek advice and/or make a referral. If a child is in immediate danger the police should be called on 999.

Papillon House School is aware that often a child is not able to recognise the coercive nature of the abuse and does not see themselves as a victim. As a consequence, the child may resent what they perceive as interference by staff. However, staff must act on their concerns as they would for any other type of abuse. Children also rarely self-report CSE so staff must be particularly vigilant to potential indicators of risk.

Papillon House School includes the risks of sexual exploitation in the PSHE and RSE curriculum. Pupils will be informed of the grooming process and how to protect themselves from people who may potentially be intent on causing harm. They will be supported in terms of recognising and assessing risk in relation to CSE, including online, and knowing how and where to get help.

Child Criminal Exploitation & Gangs

Both CSE and Child Criminal Exploitation (CCE) are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity. There are a number of areas in which young people are put at risk by gang activity, both through participation in, and as victims of, gang violence which can be in relation to their peers or to a gang-involved adult in their household. A child who is affected by gang activity or serious youth violence may have suffered, or may be likely to suffer, significant harm through physical, sexual and emotional abuse or neglect.

Teenagers can be particularly vulnerable to recruitment into gangs and involvement in gang violence. This vulnerability may be exacerbated by risk factors in an individual's background, including violence in the family, involvement of siblings in gangs, poor educational attainment, or poverty or mental health problems.

Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others. Children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older children), and they are not treated as victims despite the harm they have experienced. They may still have been criminally exploited even if the activity appears to be something they have agreed or consented to. It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

Any concerns that a child is being or is at risk of being criminally exploited will be passed without delay to the DSL. Papillon House School is aware there is a clear link between regular non-attendance at school and exploitation. Staff will consider a child to be at potential risk in the case of regular non-attendance at school and make reasonable enquiries with the child and parents to assess this risk. A referral through the C-SPA/SPOC/CFCS/MASH will be made when any concern of harm to a child as a consequence of gang activity including child criminal exploitation becomes known. Any member of staff who has concerns that a child may be at risk of harm should immediately inform the DSL. The DSL will contact the C-SPA/SPOC/CFCS/MASH. If there is concern about a child's immediate safety, the Police will be contacted on 999.

The Prevent Duty

The school's designated safeguarding lead (and any deputies) should be aware of local procedures for making a Prevent referral and that our school/college is subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism".

This duty is known as the PREVENT Duty.

The PREVENT Duty will be seen as part of schools' wider safeguarding obligations.

Our Designated Safeguarding Leads and other senior leaders will familiarise themselves with the revised Prevent Duty Guidance Prevent duty guidance: for England and Wales (accessible) - GOV.UK (www.gov.uk) Revised March 2024

The guidance is set out in terms of four general themes: risk assessment, working in partnership, staff training, and IT policies.

We recognise that further information can be obtained from [Surrey Police - Prevent](#) and [Surrey Education Services](#).

Youth produced sexual imagery (sharing of nudes and semi-nudes)

The practice of children sharing images and videos via text message, email, social media or mobile messaging apps has become commonplace. However, this online technology has also given children the opportunity to produce and distribute sexual imagery in the form of photos and videos. Such imagery involving anyone under the age of 18 is unlawful.

Youth produced sexual imagery refers to both images and videos where:

- A person under the age of 18 creates and shares sexual imagery of themselves with a peer under the age of 18.
- A person under the age of 18 shares sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult.
- A person under the age of 18 is in possession of sexual imagery created by another person under the age of 18.

All incidents of this nature should be treated as a safeguarding concern and in line with the UKCCIS guidance '[Sexting in schools and colleges: responding to incidents and safeguarding young people](#)'

Cases where sexual imagery of people under 18 has been shared by adults and where sexual imagery of a person of any age has been shared by an adult to a child is child sexual abuse and should be responded to. If a member of staff becomes aware of an incident involving youth produced sexual imagery, they should follow the child protection procedures and refer to the DSL immediately. The member of staff should confiscate the device involved and set it to flight mode or, if this is not possible, turn it off. Staff must not view, copy or print the youth produced sexual imagery.

The DSL should hold an initial review meeting with appropriate school staff and subsequent interviews with the children involved (if appropriate). Parents should be informed at an early stage and involved in the process unless there is reason to believe that involving parents would put the child at risk of harm. At any point in the process if there is concern a child has been harmed or is at risk of harm a referral should be made to the C-SPA/SPOC/CFCS/MASH or the Police as appropriate.

Immediate referral at the initial review stage should be made to Children's Social Care/Police if:

- The incident involves an adult
- There is good reason to believe that a young person has been coerced, blackmailed or groomed or if there are concerns about their capacity to consent (for example, owing to special education needs)
- What you know about the imagery suggests the content depicts sexual acts which are unusual for the child's development stage or are violent
- The imagery involves sexual acts
- The imagery involves anyone aged 12 or under
- There is reason to believe a child is at immediate risk of harm owing to the sharing of the imagery, for example the child is presenting as suicidal or self-harming

If none of the above apply, then the DSL (at Papillon this is also the Head Teacher) will use their professional judgement to assess the risk to pupils involved and may decide to respond to the incident without referral to the C-SPA or the Police.

During the decision making the DSL will consider if:

- There is a significant age difference between the sender/receiver
- There is any coercion or encouragement beyond the sender/receiver
- The imagery was shared and received with the knowledge of the child in the imagery
- The child is vulnerable, for example subject to Child in Need, Child Protection or Early Help plans, Looked After, SEND
- There is a significant impact on the children involved
- The image is of a severe or extreme nature
- The child involved understands consent
- The situation is isolated or if the image been more widely distributed
- There other circumstances relating to either the sender or recipient that may add cause for concern
- The children have been involved in incidents relating to youth produced sexual imagery previously

If any of these circumstances are present the situation will be referred according to our safeguarding and child protection procedures, including referral to the C-SPA/SPOC/CFCS/MASH or the Police.

The DSL will record all incidents of youth produced sexual imagery, including the actions taken, rationale for actions and the outcome.

Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act (2003). It is a form of child abuse and violence against women. [A mandatory reporting duty requires teachers to report 'known' cases of FGM in under 18s](#), which are identified in the course of their professional work, to the police. The duty applies to all persons in school who are employed or engaged to carry out 'teaching work' in Papillon House School, whether or not they have qualified teacher status. The duty applies to the individual who becomes aware of the case to make a report. It should not be transferred to the Designated Safeguarding Lead; however, the DSL should be informed.

If a teacher is informed by a girl under 18 that an act of FGM has been carried out on her or a teacher observes physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth, the teacher should personally make a report to the police force in which the girl resides by calling 101. The report should be made immediately. If the pupil is 18 or over then the member of staff must speak to the DSL and follow our safeguarding procedures.

School staff are trained to be aware of risk indicators of FGM. Concerns about FGM outside of the mandatory reporting duty should be reported using Papillon House School's Child Protection Procedures. Staff should be particularly alert to suspicions or concerns expressed by female pupils about going on a long holiday during the summer holiday. There should also be consideration of potential risk to other girls in the family and the wider community. Where there is a risk to life or likelihood of serious immediate harm the teacher should report the case immediately to the police, including dialling 999 if appropriate.

There are no circumstances in which a teacher or other member of staff should examine a girl.

Forced Marriage

A forced marriage is a marriage in which one or both people do not (or in cases of people with learning disabilities cannot) consent to the marriage but are coerced into it. Coercion may include physical, psychological, financial, sexual and emotional pressure. It may also involve physical or sexual violence and abuse. Forced marriage is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights. Since June 2014 forcing someone to marry has become a criminal offence in England and Wales under the Anti-Social Behaviour, Crime and Policing Act 2014. Since February 2023 it has also been a crime to carry out any conduct whose purpose is to cause a child to marry before their eighteenth birthday, even if violence, threats or another form of coercion are not used. This applies to non-binding, unofficial 'marriages' as well as legal marriages.

A forced marriage is not the same as an arranged marriage which is common in many cultures. The families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the prospective spouses.

School staff should never attempt to intervene directly as a school or through a third party. Contact should be made with the C-SPA/SPOC/CFCS/MASH and/or the Forced Marriage Unit +44 (0) 20 7008 0151.

So-called 'honour'-based Abuse

So-called 'honour'-based abuse (HBA) encompasses incidents or 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. can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.

So-called 'honour'-based abuse might be committed against people who:

- become involved with a boyfriend or girlfriend from a different culture or religion
- want to get out of an arranged marriage
- want to get out of a forced marriage
- wear clothes or take part in activities that might not be considered traditional within a particular culture

It is considered a violation of human rights and may be a form of domestic and/or sexual abuse.

One Chance Rule

All staff are aware of the 'One Chance' Rule' in relation to forced marriage, FGM and HBA. Staff recognise they may only have 'one chance' to speak to a child who is a potential victim and have just one chance to save a life. Papillon House School is aware that if the victim is not offered support following disclosure that the 'One Chance' opportunity may be lost. Therefore, all staff are aware of their responsibilities and obligations when they become aware of potential forced marriage, FGM and HBA cases.

Private Fostering Arrangements

A private fostering arrangement occurs when someone other than a parent or close relative cares for a child for a period of 28 days or more, with the agreement of the child's parents. It applies to children under the age of 16 years old or 18 years old if the child is disabled. Children looked after by the local authority or who are placed in residential schools, children's homes or hospitals are not considered to be privately fostered. Private fostering occurs in all cultures and children may be privately fostered at any age.

Papillon House School recognises that most privately fostered children remain safe and well but are aware that safeguarding concerns have been raised in some cases. Therefore, all staff are alert to possible safeguarding issues, including the possibility that the child has been trafficked into the country.

By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify Children's Social Care immediately as soon as possible. However, where a member of staff becomes aware that a pupil may be in a private fostering arrangement, they will raise this with the DSL and the DSL will notify the C-SPA/SPOC/CFCS/MASH immediately.

Children Looked After (CLA)

The most common reason for children becoming looked after is as a result of abuse and neglect.

Papillon House School ensures that staff have the necessary skills and understanding to keep looked after children safe. Appropriate staff have information about a child's looked after legal status and care arrangements, including

the level of authority delegated to the carer by the authority looking after the child and contact arrangements with birth parents or those with parental responsibility.

The designated teacher for children looked after and the DSL have details of the child's social worker and the name and contact details of the Surrey County Council's Head of Virtual School. The designated teacher for children looked after and children previously looked after will work in partnership with the Virtual School Assistant Head Teacher to discuss how Pupil Premium Plus funding can be best used to support the progress of children looked after in Papillon House School and meet the needs of the child within their personal education plan.

Children Missing Education and Children absent from education on repeat occasions and/or for prolonged periods of time

All children, regardless of their circumstances, are entitled to an efficient, full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

Papillon House School recognises that children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. Papillon House School responds to persistently absent pupils and children missing education supports to help prevent the risk of them becoming a child missing education in the future. This includes when problems are first emerging but also where children are already known to local authority children's social care and/or has a social worker (such as a child who is a child in need or who has a child protection plan, or is a looked after child), and where being absent from education may increase known safeguarding risks within the family or in the community.

Papillon House School recognises that children missing education are at significant risk of underachieving, and becoming NEET (not in education, employment or training) later in life. Where possible Papillon House School will hold more than one emergency contact number for each pupil.

Papillon House School will ensure that there is a record of joiners and leavers as defined in The Education Act (Pupil Registration) (England) 2006. When removing a child's name, Papillon House School will notify the Local Authority of: (a) the full name of the child, (b) the full name and address of any parent with whom the child normally resides, (c) at least one telephone number of the parent, (d) the child's future address and destination school, if applicable, and (e) the ground in regulation 8 under which the child's name is to be removed from Papillon House School register.

Papillon House School will make reasonable enquiries to establish the whereabouts of a child jointly with the Local Authority, before deleting the child's name from Papillon House School register if the deletion is under regulation 8(1), sub-paragraphs (f) (iii) and (h) (iii) of [The Education \(Pupil Registration\) \(England\) 2016](#).

Elective Home Education (EHE)

We recognise that many home educated children have an overwhelmingly positive learning experience. We would expect the parents' decision to home educate to be made with their child's best education at the heart of the decision. However, this is not the case for all, and home education can mean some children are less visible to the services that are there to keep them safe and supported in line with their needs. Where a parent/carer has expressed their intention to remove a child from school with a view to educating at home, we will coordinate a meeting with the parents, LAs and other key professionals before a final decision has been made, to ensure the parents have considered what is in the best interests of their child. This is particularly important for pupils at Papillon House School who all have SEND.

Pupils Missing Out on Education

The vast majority of children engage positively with school and attend regularly. However, in order to flourish, some children require an alternative education offer or may require a modified timetable to support a return to full time education provision. It is recognised that children accessing alternative provision, or a reduced or modified timetable may have additional vulnerabilities. Ofsted refer to these as Pupils Missing out on Education (PME), because they are not accessing their education in school in the 'usual way'.

Papillon House School will gain consent (if required in statute) from parents to put in place alternative provision and/or a reduced or modified timetable. Papillon House School will ensure that parents (and the local authority where the pupil has an EHCP) are given clear information about alternative provision placements and reduced or modified timetables: why, when, where, and how they will be reviewed. If a pupil is placed with an alternative provision provider, Papillon House School continues to be responsible for the safeguarding of that pupil whilst they remain on role at Papillon.

Papillon House School will keep the placement and timetable under review and involve parents in the review. Reviews will be frequent enough to provide assurance that the off-site education and/or modified timetable is achieving its objectives and that the pupil is benefitting from it.

Safeguarding Adults

The definition of an adult at risk under the safeguarding duties of the Care Act 2014 applies to any person who is aged 18 years or over and has needs for care and support; is experiencing, or at risk of, abuse or neglect; as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Safeguarding procedures for all pupils will be followed by the staff team, however, adults have a general right to independence, choice and self-determination including control over information about themselves and their privacy. In the context of adult safeguarding these rights can be overridden in certain circumstances. If the information is confidential, but there is a safeguarding concern, sharing it may be justified. The General Data Protection Regulation sets out a framework to enable the lawful sharing of information.

There are cases where the pupil concerned will refuse their consent for the police or social services to be contacted, for any safeguarding action to be taken, or for their information to be shared with another agency. The pupil has the right to make their own decision and express a wish for concerns not to be pursued. Their wishes should be respected wherever possible, but there are times when their wishes can be overridden. Consideration will need to be given to other factors such as the seriousness and pervasiveness of the abuse; the ability of the pupil to make decisions; the effect of the abuse on the pupil in question, and on others; whether a criminal offence has occurred; and whether there is a need for others to know (e.g. to protect others who may not be involved in the immediate situation). Where this is the case, the pupil should be made aware of the risks involved in their decision, be told that they can change their mind at any point and given information about services that could help reduce the risk. Their refusal to consent must also be clearly recorded. If a decision is then made to take the case forward, this must be clearly explained and recorded.

Any member of staff must report suspected abuse to the DSL (or Deputy in their absence), even if the adult has refused their consent. The DSL (or Deputy) will then take the decision whether or not to apply the exceptions below.

Exceptions:

- where a person is assessed as not having the 'mental capacity' to make this decision, appropriate representatives /advocates should be consulted. However, in such cases it is the final decision of the manager and/or statutory authorities involved.
- where a crime has taken place and there is an overriding public duty for the police to investigate.
- where other vulnerable adults and/or children may be at harm from the person/group/agency suspected of causing abuse.
- where gaining the pupil's consent would place them at further risk.
- where the pupil is at serious risk of harm – this decision should only be taken with multi-agency agreement that this is in the adult's best interests.

Decisions about sharing information must be clearly recorded with reasons clearly stated. Decisions about sharing information must be openly and explicitly discussed at every stage.

Surrey Safeguarding Adults Board (SSAB) are the lead agency in the coordination of safeguarding investigations. Please refer to [Surrey Safeguarding Adults Board Multi-Agency Policy and Procedure, Section 2 – Safeguarding Adults Procedures](#) for detailed information about the Safeguarding Adults investigation.

Other organisations may also be involved in the investigation of safeguarding cases:

- A police investigation will usually take place where a crime is thought to have been committed
- Provider organisations may be asked by SSAB to lead set parts of the investigation

Adult services - contacts

Surrey:

[Surrey County Council Adult Services](#)

Emergencies: Dial 999 for the police

Concerns for an adult (Surrey):

- Telephone: [0300 470 9100](tel:03004709100)
- Online: [Adult Safeguarding Referral online form](#)
- Email: ascmash@surreycc.gov.uk (available 9am to 5pm, Monday to Friday)

Sutton:

[Sutton Safeguarding Adults Board \(SSAB\)](#)

Emergencies: Dial 999 for the police

Concerns for an adult (Sutton):

- Telephone: 0208 7706770
- Online: [Safeguarding Vulnerable Adults online contact form](#)
- Email: referralpoint@sutton.gov.uk

For further information about reporting a concern, visit the '[Help for adults being abused](#)' page of the Sutton council website.

Croydon:

[Croydon Safeguarding Adults Board \(CSAB\)](#)

Emergencies: Dial 999 for the police

Concerns for an adult (Croydon):

- Telephone: 0208 7266500
- Online: [Online Contact Referral Form](#) (non-urgent)
- Email: Croydon.AdultSupport@croydon.gov.uk

Urgent concerns that require immediate attention should be reported via telephone using 0208 7266500. If reporting out of office hours ask for the Duty Social Worker.

West Sussex:

[West Sussex Safeguarding Adult Board](#)

Emergencies: Dial 999 for the police

Concerns for an adult (West Sussex):

- Telephone: 03302 228400 (advice on referrals); 03302227007 (emergencies/same day response)
- [Online: Online Referral Form](#)
- Email: safeguardingadultsboard@westsussex.gov.uk

This policy should be read in conjunction with all other relevant policies and guidelines including the Online Safety Policy; Recruitment Selection and Disclosure Policy; Staff Code of Conduct; IT Acceptable Use Policy; Induction Policy.

Further advice on safeguarding and child protection is available from:

[Surrey Education Safeguarding Team](#)

NSPCC: www.nspcc.org.uk/

ChildLine: www.childline.org.uk/pages/home.aspx

[National Crime Agency's CEOP Education Programme](#): Protecting children and young people from online child sexual abuse through education

Anti-Bullying Alliance: anti-bullyingalliance.org.uk/

Childnet International –making the internet a great and safe place for children. Includes resources for professionals and parents www.childnet.com/

Safer Internet Centre www.saferinternet.org.uk/

Contextual Safeguarding Network www.contextualsafeguarding.org.uk/

This policy was written in conjunction with Surrey County Council's Safeguarding Policy and reviewed, amended and revised by Katie Lonnborg, Head Teacher and Lead DSL, September 2023

The Management Team evaluates and approves this policy at each review, ensuring it complies with the law and holds the Lead DSL accountable for its implementation.

- It was reviewed and agreed by the Management Team September 2024

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Reviewed and updated	Alicia Rickman	Head Teacher	September 2020
Reviewed and updated	Gillian Hutton & Katie Lonnborg	Director Acting Head Teacher & Lead DSL	September 2021
Reviewed and updated	Katie Lonnborg	Head Teacher & Lead DSL	September 2022
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Reviewed and updated	Katie Lonnborg	Head Teacher & Lead DSL	September 2024