



ROYAL HIGH SCHOOL
BATH
G D S T

PUTTING YOUNG PEOPLE FIRST [ELIZABETH CUNNINGHAM] 2019-20

Safeguarding Children and Young People – Essential Good Practice Checklist

This is a brief summary of good practice and is not an alternative to reading the RHS Safeguarding Policy and Procedures. All staff should read the Policy and Procedures and KCSIE 2018

What to do

If you suspect a child or young person has been abused or is at risk of abuse, if a young person confides in you about abuse, or if a complaint is made about your or any other adult's conduct in relation to a young person, ***you have a clear duty*** to report this concern.

In an emergency, where a child or a young person is in ***imminent*** risk of significant harm and you can't speak to your Designated Safeguarding Lead (DSL), you must immediately contact the local children's services department or the police, then inform your DSL of your actions as soon as possible.

The DSL at The Royal High Senior School is **Elizabeth Cunningham**, the Pastoral Deputy Head.

The Deputy DSL at the Senior School is **Deborah Cowell**.

The DSL at the Prep School is **Daniel Rushworth**.

For EYFS it is **Michelle Fernandez**.

All staff, peripatetic staff & volunteers are required to be familiar with the school's Safeguarding Policy. This is available on the school's general drive and will form part of induction.

If a child or a young person tells you they have been abused by someone or if you have reason to be concerned about a child or young person's safety or well-being you should always:

1. Allow the young person to tell you at their own pace what has happened
2. Accept what you are told, offer reassurance and do not jump to conclusions or judge the situation
3. Advise the young person that you will try to offer help and support but that in order to keep them safe you may have to share this information
4. Tell your DSL immediately
5. Make careful notes of what was said
6. Sign, date and give your notes to your DSL

Remember your role is to refer to appropriate agencies, not to undertake an investigation.

Essential good practice

You should always:

1. Take any allegations or concerns about abuse seriously, make immediate referrals and follow verbal referrals with written confirmation
2. Pass written records noting what was said, times and dates, observations, discussions, decisions and actions, to your DSL
3. Allow young people to talk about concerns they may have
4. Inform the young people who we work with that the Royal High School is committed to keeping them safe
5. Uphold and apply the school's Safeguarding policy and maintain high standards of professionalism at all times
6. Promote general awareness of the Royal High School's safeguarding policy and procedures for children and young people
7. Treat everyone with dignity and respect

8. Treat all young people in the same manner without discrimination
9. Set an example of good practice for others to follow and encourage others to challenge behaviour that causes them unease
10. Keep colleagues informed about your movements and what you are doing
11. Ensure that sleeping accommodation is separate for young people and adults in residential settings
12. Alert your line manager if you observe or are the target of inappropriate attention-seeking behaviour – for example, crushes, suggestive language etc
13. Remember that, however well-intentioned your actions are, they may be misinterpreted by others

You should never

1. Trivialise, play down or ignore allegations of abuse
2. Allow allegations, concerns or suspicions about abuse to go unreported
3. Assume that someone else will take responsibility for addressing concerns and making referrals
4. Make guarantees about the maintenance of confidentiality
5. Play inappropriate physical contact games with young people
6. Physically chastise young people
7. Abuse your position of trust by forming inappropriate relationships with young people
8. Drink alcohol or use illicit substances when young people are in your care
9. Make threats, derogatory comments or suggestive remarks to young people, even in fun
10. Take photographs of children for your personal use (for photographs related to school there is a list of students whose parents have NOT given consent for images of their daughters to be used)
11. Use inappropriate language, either verbally or in writing, whether in person, by telephone, text, email or the internet
12. Contact any student through your personal social media
13. Condone, or allow yourself to be manipulated by, inappropriate attention-seeking behaviour
14. Allow or condone bullying
15. Assume that your professional standing and/or personal reputation will always protect you

Remember to inform the DSL of your actions. If you are unsure what action you should take, discuss this with your DSL.

Allegations against staff or volunteers

Where a safeguarding-related allegation or cause for concern is made against any member of staff or volunteer, the matter should be reported immediately to the Head (unless the allegation relates to the Head). The Head should **not speak** to the member of staff who is the subject of the allegation at this point. In the absence of the Head the allegation should be reported to the Head of Legal at Trust Office (or in their absence the Chief Executive).

Where a safeguarding related allegation or cause for concern is made against the Head, the matter should be reported immediately to the Head of Legal at Trust Office (or in their absence the Chief Executive).

Preventing radicalisation

Protecting children and young people from the dangers of radicalisation is part of the school's safeguarding duties. As with other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Please refer to KCSIE 2018 for further information about the Prevent Duty. All staff should complete on line training about Prevent and Channel at

<https://www.elearning.prevent.homeoffice.gov.uk>

Contacts

Designated Safeguarding Lead for Senior School **Elizabeth Cunningham**
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Deputy Designated Safeguarding Lead for Senior School **Deborah Cowell**
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Designated Safeguarding Lead for Prep School **Daniel Rushworth**
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Designated Safeguarding Lead for EYFS **Michelle Fernandez**

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Acting Head **Hadrian Briggs**
h.briggs@rhsb.gdst.net

Head of Legal at Trust Office, David Boyd
d.boyd@wes.gdst.net 020 7393 6649

GDST Head Office – 020 7393 6666

In an emergency and if your DSL is unavailable, please call:

B&NES Children and Families Duty and Assessment Team on **01225 396312** or **01225 396313**

If outside of office hours please call the **Emergency Duty Team** on **01454 615165**

If a child or young person is in **immediate danger then please dial 999** and ask for police assistance

Reviewed: June 2019	Next Review: June 2020
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