**Child Protection Policy**

Revision and Terminology

Please refer to the Policies Review Schedule, or in line with any changes in regulations.

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25. **Policy Statement**

The safety and welfare of all our students at Teikyo School (UK) is our highest priority. Our business is to know everyone as an individual and to provide a secure and caring environment so that every student can learn in safety.  In all matters relating to child protection the School will follow the procedures laid down by our own (or where appropriate the relevant child's) Local Safeguarding Children Board (LSCB) which is the Buckinghamshire Safeguarding Children Board together with DfE guidance contained in Working Together to Safeguard Children and Keeping Children Safe in Education: <https://www.gov.uk/government/publications/keeping-children-safe-in-education> (KCSIE 2016 and Annexe A).  This policy is applicable to the whole School community.

All members of staff have a duty to safeguard our students' welfare and must therefore familiarise themselves and comply at all times with this policy.  This includes a duty both to children in need and to children at risk of harm.  All staff should read at least Part 1 of KCSIE.  All School staff should be aware that safeguarding incidents can happen at any time and anywhere and are required to be alert to any possible concerns.

1. **What is Child Abuse?**

All staff should refer to the NSPCC's child protection fact sheet 'Signs of child abuse' ([www.nspcc.org.uk/signsofabuse](http://www.nspcc.org.uk/signsofabuse)) dated April 2014 in raising their awareness of and helping them to identify the signs of child abuse.  See also KCSIE for further definitions of abuse (<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/372753/Keeping_children_safe_in_education.pdf>).

1. **Other Safeguarding Issues**

The School is aware that behaviours linked to drug taking, alcohol abuse, truanting, gender based violence and sexting also put children in danger. All peer on peer abuse will be managed in accordance with this policy and a bullying incident will be treated as a child protection concern.

1. **Child’s Wishes**

Where there is a safeguarding concern the School will ensure the student's wishes and feelings are taken into account when determining what action to take and what services to provide. The School manages this by consulting with the student, parents, School Welfare Officer, and School Counsellor. The School will operate processes with the best interests of the student at their heart.

1. **Transparency**

Teikyo School prides itself on its respect and mutual tolerance.  Parents/guardians have an important role in supporting the School.  Copies of this policy, together with our other policies relating to issues of child protection are on our website and we hope that parents and guardians will always feel able to take up any issues or worries that they may have with the School.  Allegations of child abuse or concerns about the welfare of any child will be dealt with consistently in accordance with this policy.  Open communications are essential.

1. **Boarding School Issues**

As a boarding school there are additional factors to consider with regards to safeguarding set out in the National Minimum Standards. For example, the School should be alert to inappropriate student relationships, initiation type behaviours and the potential for peer on peer abuse, particularly if there is a significant gender imbalance.

1. **Safer Employment Practices**

Teikyo School follows the Government's recommendations for the safer recruitment and employment of staff who work with children and acts at all times in compliance with the Independent School Standards Regulations.

In line with Part 3 of the DfE's guidance 'Keeping Children Safe in Education' (KCSIE), the School prevents people who pose a risk of harm from working with students by adhering to statutory responsibilities to check all staff who work with children, taking proportionate decisions on whether to ask for any checks beyond the minimum required, and ensuring volunteers are appropriately supervised.

The School works with external agencies where appropriate including inter-agency working on the part of the DSL.

As part of carrying out safe recruitment procedures under KCSIE, members of the teaching and non-teaching staff at the School including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches are subject to the necessary statutory child protection checks before starting work. For most appointments, an enhanced DBS check with 'barred list' information will be appropriate. A DBS certificate will be obtained from the candidate before or as soon as practicable after appointment. Alternatively, if the applicant has subscribed to it and gives permission, the School may undertake an online update check through the DBS Update Service.

Further to the DBS check, anyone appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching by order of the Secretary of State.

All governors, volunteers and contractors working regularly during term-time (such as contract catering staff) are also subject to the statutory DBS checks.  Confirmation is obtained that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the School's students at School or on another site.

Should the School develop concerns about an existing staff member's suitability to work with children, it will carry out all relevant checks as if the individual were a new member of staff.

This policy is reviewed annually. Please also refer to the School ‘Recruitment Policy’ for further details.

1. **Raising Awareness**

Mr Masao Sasayama, is the liaison governor for child protection issues. The role of the designated governor is to liaise with the local authority on issues of child protection or in case of allegations against the Headmaster or a member of the Governing Body. The governors carry out an annual review of the School Child Protection Policy and procedures with day-to-day issues being delegated to the Headmaster and the child protection officer.  The governing body is responsible for:

* reviewing the procedures for and the efficiency with which the child protection duties have been discharged;
* ensuring that any deficiencies or weaknesses in child protection arrangements are remedied without delay;
* approving amendments to child protection arrangements in the light of changing Regulations or recommended best practice.

We recognise that the School plays a significant part in the prevention of harm to our students by providing good lines of communication with trusted adults, supported friends and an ethos of protection.  We include within this the emotional wellbeing of our students and recognise the role School plays in recognising and protecting our children who may be vulnerable to radicalisation or exposed to extremist views.

1. **Designated Safeguarding Lead**

Mrs Wakako Yachidate is our Designated Safeguarding Lead (DSL).  She has been fully trained for the demands of this role in child protection and inter-agency working.  She is a member of the senior leadership team at our School.  Dean Simpson who is the School Bursar is the DSL's deputy. Both the DSL and her deputy regularly attend courses with child support agencies to ensure that they remain conversant with best practice.  They undergo refresher training every two years and they both have a job description for their safeguarding roles and key activities.  The DSL role is to ensure that each member of staff has access to and is aware of and understands the School Child Protection Policy and procedures. Their training meets the requirements of the DfE's 'Keeping Children Safe in Education' (KCSIE).

The DSL and/or the deputy DSL can be contacted at any time.

The DSL maintains close links with the LSCB for Buckinghamshire and reports at least once a year to the governors' on the child protection issues outlined above.

The DSL will liaise with the local authority when necessary and work with other agencies in line with Working Together to Safeguard Children 2015 and attendance at strategy meetings.  The DSL will work with partner agencies to seek advice, support and guidance, drawing on multi agency expertise, knowledge and experience to support students at risk of harm including emotional and intellectual harm via social media and use of the internet.

The DSL receives focused training to support learning and understanding of the ever changing landscape of safeguarding which is underpinned by legislation and guidance and includes issues such as radicalisation.

The School records on child protection are kept securely in the Headmaster’s Office, and are separated from routine student records.  Access is restricted to the DSL and the Head.

1. **Induction and Training**

Every new member of staff, including part-timers, temporary, visiting and contract staff working in the School, receives appropriate induction training on their responsibilities in being alert to the signs of abuse, bullying or children at risk of radicalisation and on the procedures for recording and referring any concerns to the DSL or the Head and, if required, to the main points of local procedures of the Buckinghamshire Safeguarding Children Board (<http://www.bucks-lscb.org.uk/concerned-about-child/>). Child protection training is also given to new governors and volunteers.  The Head and all staff attend regular refresher training in line with advice from the Buckinghamshire Safeguarding Children Board with the designated persons receiving training every two years.  Training in child protection is an important part of the induction process. More detail is set out in our policy on 'Recruitment Policy & Staff Induction'.  Training includes a review of the School ‘Child Protection Policy’, ‘Staff Code of Conduct and Communication with Students Policy’, ‘Whistleblowing Policy’, acceptable use of ICT, awareness training to equip staff to identify children at risk of being drawn into terrorism (prevent training), pupil use of social media (particularly online), the identity of the DSL and a copy of Part 1 of KCSIE. Training also promotes staff awareness of child sexual exploitation, forced marriage and female genital mutilation.  Staff are made aware of the signs, symptoms and indicators of such practices and are required to take action without delay if such a practice is suspected.

All new staff must read and sign to confirm that they have read Part 1 of KCSIE, Annexe A and the relevant School policies.

1. **Staff Obligations**

All staff in our School are required to notify the School immediately if they have any reasons why they should not be working with children.  This includes any staff who are disqualified from childcare or registration including 'by association' i.e. they live in the same household (or someone is employed in their household) as someone who has unspent cautions or convictions for a relevant offence (please see a list of the relevant offences set out here: <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/384712/DBS_referrals_guide_-_relevant_offences_v2.4.pdf>). The 'by association' requirement also applies if you live in the same household as or someone is employed in your household who has been disqualified from working with children under the Childcare Act 2006.

The School takes its responsibility to safeguard children very seriously and any staff member who is aware of anything that may affect his/her suitability to work with children must notify the School immediately.  This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.  He/she must also notify the School immediately if he/she is living in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare.

Staff who are disqualified from childcare or registration, including 'by association', may apply to Ofsted for a waiver of disqualification.  Such staff may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Headmaster for more details.

We recognise that it is a key role of the School to support children and that School may provide stability in the lives of children who may be at risk of harm.  We also recognise that our students can be vulnerable and exploited by others.  Staff will be alert to the signs of vulnerability and/or susceptibilities to any extremist indoctrination.

Staff acknowledge the need for a culture of vigilance to be present in the School to support safeguarding.  This includes awareness and sensitivity to attitudinal changes of students which may indicate they are at risk of radicalisation.

The School will monitor all student absences from School and promptly address concerns about irregular attendance with the parent/carer.

1. **Preventing Radicalisation**

We recognise that it is a key role of the School to support children and that School may provide stability in the lives of children who may be at risk of harm.  We also recognise that our students can be vulnerable and exploited by others.  Staff will be alert to the signs of vulnerability and/or susceptibilities to any extremist indoctrination.

1. **Visiting Speakers**

Teikyo School have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. The School responsibility to our students is to ensure that they can critically assess the information that they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and British values.

1. **Special Education Needs and Disability**

Those with SEND may not outwardly shown signs of abuse and/or may have difficulties in communication about abuse or neglect. Staff will support such students in expressing any concerns they may have and will be particularly vigilant to any signs or indicators of abuse, discussing this with the DSL as appropriate.

1. **Online Safety**

The School will ensure that:

* appropriate filters and monitoring systems are in place to keep children safe online. Such systems aims to reduce the risk of children being exposed to illegal, inappropriate and harmful materials online; reduce the risk of children being subjected to harmful online interaction with others; and help manage online behaviour that can increase a child's likelihood of, or causes, harm;
* children are taught about safeguarding, including online;
* the School has time restricted internet access for its students.
1. **Procedures for Dealing with Allegations or Concerns About a Child**

The School treats the safeguarding of the students in its care as the highest priority and recognises the important role it has to play in the recognition and referral of children who may be at risk.  All our School staff are made aware of their duty to safeguard and promote the welfare of children in the School care.  Staff members are alerted to the particular potential vulnerabilities of looked after children.

Every member of staff, including part-timers, temporary, visiting, contract and volunteer staff working in School is required to report instances of actual or suspected child abuse or neglect to the DSL. This includes alleged abuse by one or more students against another student.   Reference will be made to an external agency if there is risk of significant harm. In boarding School staff need to be aware that children can be particularly vulnerable and should be alert to student relationships and the potential for peer abuse.

If staff members are unsure they should always speak to the DSL. In exceptional circumstances such as in an emergency or a genuine concern that appropriate action has not been taken, staff members can speak directly to children's social care.

The DSL will report safeguarding concerns to the Headmaster.   Where there is reasonable cause to suspect that a child is suffering, or likely to suffer significant harm, a referral to Children's Social Care will be made immediately and the police informed if a crime has been committed. The School local authority is the Buckinghamshire County Council which operates the Buckinghamshire Safeguarding Children Board.  Teikyo School points of contact are as follows:

**External Agency Contact Information:**

The School points of contact for children who are the focus of concern are as follows:

* Buckinghamshire County Council website for child protection: <http://www.bucks-lscb.org.uk/about-the-bscb/>
* Buckinghamshire County Council’s First Response Team: 0845 4600001 or 01296 383962 Email: cypfirstresponse@buckscc.gov.uk
* First Response Team 24-hour emergency number (outside office hours): 0800 999 7677
* LADO (Local Authority Designated Officer): 01296 382070.
* Police Emergency: 999
* Police Non-Emergency: 101
* OFSTED Safeguarding Children: 08456 404046 (Monday to Friday from 8am to 6pm)

Email: Whistleblowing@ofsted.gov.uk

**Other useful contacts:**

Disclosure and Barring Service

PO Box 181,

Darlington,

DL1 9FA
Tel: 01325 953795

National College for Teaching and Leadership
Tel: 0345 609 0009

Japanese Ministry of Education, Culture, Sports, Science and Technology

<http://www.mext.go.jp/mail/index.html>

1. **Procedures for Dealing with All Disclosure/Allegations of Abuse**

Allegations of abuse may be made against a member of staff, a volunteer, a governor, a student, parent or other person connected to the School.

Allegations of abuse against teachers and other staff will be dealt with according to the statutory guidance set out in part four of KCSIE.

If a member of staff is made aware of any allegation of abuse, or if knowledge of possible abuse comes to his/her attention it is his/her duty to listen to the child, to provide re-assurance and to record the child's statements, but not to probe or put words into the child's mouth.

On hearing an allegation of abuse or complaint about abuse directly from a child, a member of staff should limit questioning to the minimum necessary for clarification.  Leading questions should be avoided.  No inappropriate guarantees of confidentiality should be given; rather the child should be told that the matter will be referred in confidence to the appropriate people in positions of responsibility.

The member of staff should make and submit an accurate written record and inform the DSL immediately so that appropriate agencies can be informed within 24 hours and the matter resolved without delay.  The DSL will contact the Local Authority Designated Officer (LADO) for advice or direction and will inform Ofsted if appropriate.

Should the allegation of abuse concern the DSL the member of staff should inform the Headmaster and the deputy to the DSL who will act in the place of the DSL.  Should the allegation be against the Headmaster or governor the DSL will immediately inform the governor in charge of child protection without the Headmaster being informed first.  It will be the governor’s responsibility to contact the LADO.

The Head/DSL or the governor in charge of child protection will refer all allegations or suspicions of abuse or cases where there is reasonable cause to suspect a child is suffering, or is likely to suffer significant harm, to the local authority designated officer (LADO) within 24 hours.

Borderline cases will be discussed with the LADO without identifying individuals in the first instance and following discussions the LADO will judge whether or not an allegation or concern meet the relevant threshold.  The LADO and the Headmaster/DSL (or the Chair of Governors) will decide in the circumstances what further steps should be taken.  This could involve informing parents and calling the police.

If the allegation concerns a member of staff, a volunteer or another student he/she would normally be informed as soon as possible after the result of any initial investigation authorised or conducted by the LADO is known.  Advice will always be sought from the LADO first, however.  The School will normally appoint a member of staff to keep the person informed of the likely course of action and the progress of the case.

The outcome of investigation of an allegation will record whether it is substantiated (sufficient evidence either to prove or disprove it), unsubstantiated (insufficient evidence either to prove or disprove it), false (sufficient evidence to disprove it) or malicious (sufficient evidence to disprove it and that there has been a deliberate act to deceive).  If it is established that the allegation is malicious, no details of the allegation will be retained on the individual's personnel records.  In all other circumstances a written record will be made of the decision and retained on the individual's personnel file in accordance with DfE advice.

If the LADO or any of the statutory child protection authorities decide to take the case further, any staff member concerned may be suspended if this is felt appropriate.  The reasons and justification for suspension will be recorded and the staff member informed of them.  In the case of staff the matter will be dealt with in accordance with the Disciplinary Procedure.  Where a member of the residential staff is suspended pending an investigation of a child protection nature, suitable arrangements must be put in place for alternative accommodation away from children.  In the case of student-on-student abuse which the School has reported to the LADO and which the LADO or statutory child protection authority decides to investigate further, the matter will be dealt with under the School Behaviour, Reward and Sanction Policy after discussion with the LADO.

During the course of the investigation the School in consultation with the LADO will decide what information should be given to parents, staff and other students and how press enquiries are to be dealt with.  In reaching their decision due consideration will be given to the provisions in the Education Act 2011 and in Keeping Children Safe in Education relating to reporting restrictions identifying teachers who are the subject of allegations from students.

Any students who are involved will receive appropriate care.

**External reporting**

We follow Disclosure and Barring Service (DBS) guidance and procedures regarding referrals and barring decisions and the Safeguarding Vulnerable Groups Act 2006 and the Safeguarding Vulnerable Groups Act (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009. Separate to involvement of the LADO, schools have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) at the School, or would have been removed had they not left.

Teikyo School will make such a referral as soon as possible after the resignation or dismissal of any individual (whether employed, contracted, a volunteer or a student) whose services are no longer used because he or she is considered unsuitable to work with children. This includes dismissal, non-renewal of a fixed term contract, no longer using supply teacher engaged directly or supplied by an agency, terminating the placement of a trainee or volunteer, no longer using staff employed by a contractor and resignation and voluntary withdrawal from any of the above.

Further, or in the alternative, if an investigation leads to the dismissal or resignation prior to dismissal of a member of teaching staff specifically, the School will consider making a referral to the National College for Teaching and Leadership (NCTL) and a prohibition order may be appropriate (because that teacher has displayed unacceptable professional conduct, conduct that may bring the profession into disrepute or a conviction at any time for a relevant offence).

Where the School ceases to use the services of a teacher because of serious misconduct, or would have dismissed them had they not resigned, it will consider whether to refer the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002. The Secretary of State may investigate the case, and if s/he finds there is a case to answer, must then decide whether to make a prohibition order in respect of the person. In case of a Japanese teacher, the School will consider referring him/her to the Japanese Ministry of Education, Culture, Sports, Science and Technology.

1. **Confidentiality**

Staff members should never give absolute guarantees of confidentiality to students or adults wishing to tell them about something serious.  They should guarantee only that they will pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken to sort out the problem and that they will not tell anyone who does not have a clear need to know.  They will also take whatever steps they can to protect the informing student or adult from any retaliation or unnecessary stress that might be feared after a disclosure has been made.

1. **Parents**

In general, we believe that parents should be informed about any safeguarding concerns regarding their children.  It is important that we are honest and open in our dealings with parents.   However, concerns of this nature must be referred to the DSL or the Headmaster who will decide on the appropriate response.  In a very few cases, it may not be right to inform them of our concerns immediately as that action could prejudice any investigation, or place the child at further risk.  In such cases, advice will be sought from the LADO.

1. **Promoting Awareness**

The School curriculum and pastoral systems are designed to foster the spiritual, moral, social and cultural development of all our students.  All teaching staff play a vital role in this process, helping to ensure that all students relate well to one another and feel safe and comfortable within the School.  We expect all the teaching and medical staff to lead by example and to play a full part in promoting an awareness that is appropriate to their age amongst all our students on issues relating to health, safety and well-being.  All staff, including all non-teaching staff, have an important role in insisting that students always adhere to the standards of behaviour set out in our behaviour policy and in enforcing our anti-bullying policy.

Time is allocated in the homeroom to discussions of what constitutes appropriate behaviour and on why bullying and lack of respect for others is never right.  Such discussions help to promote tolerance and mutual respect and understanding.

All students know that there are adults to whom they can turn to if they are worried, including the School Counsellor, and the medical staff.  If the School has concerns about a child there is always a recognised requirement for sensitive communication and designated staff members are aware of the need to avoid asking leading questions.

Our support to students includes the following:

* All students have access to a telephone helpline enabling them to call for support in private.
* Every child has a handbook which contains guidance on where to turn for advice, including confidential help lines and for external specialists such as Child Line.
* Our medical centre and all our boarding houses display advice on where students can seek help.
* We provide leadership training to our Student Council members and heads of house which specifically covers child protection issues and the importance of offering support and assistance to younger and to vulnerable students.
* We provide regular lessons to students on e-safety and ensure that all students understand and adhere to the School's guidelines in this area. This includes guidance on educating students to stay safe including e-safety and online protection. For more details on cyber-bullying please refer to the School Anti-bullying Policy.
1. **Position of Trust**

As a result of their knowledge, position and/or the authority invested in their role, all adults working with children and young people in education settings are in positions of trust in relation to the young people in their care.  A relationship between a member of staff and a student cannot be a relationship between equals.  There is potential for exploitation and harm of vulnerable young people and all members of staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Wherever possible, staff should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential.  Staff should refer the School Staff Handbook which also includes its Social Media Policy.

1. **Staff Behaviour and Code of Conduct**

In general, students should be encouraged to discuss with their parents or guardians issues that are troubling them.  It may be appropriate to suggest that a student sees the School Counsellor or member of the medical staff.

Staff need to ensure that their behaviour does not inadvertently lay them open to allegations of abuse.  They need to treat all students with respect and try, as far as possible, not to be alone with a student.  Where this is not possible, for example, in an instrumental music lesson, or sports coaching lesson, it is good practice to ensure that others are within earshot.  Where possible, a gap or barrier should be maintained between teacher and student at all times.  Any physical contact should be the minimum required for care, instruction or restraint.  Staff should avoid taking one student on his/her own in a car.

The following are covered in our ‘Staff Code of conduct and communication with Students Policy’:

* Daily conduct requirements for staff
* Communication with students including the use of social media
* Electronic communication with students
* Physical contact with students
* Physical Restraint

**OTHER RELATED POLICIES**

Transporting students - see ‘Vehicles and Driving Policy’

Action if a student is missing - see School Missing Student Policy and procedures

Equal treatment – see school policy on equal opportunities.

Bullying – see School policy on anti-bullying

Whistleblowing – see School Whistleblowing Policy

1. **Complaints**

Copies of the School complaints procedure can found on the School website. Any complaint arising from the implementation of this policy will be considered under the School Complaints Procedure.

1. **Monitoring and Evaluation of this Policy**

The School monitors and evaluates its Child Protection Policy and procedures through the following activities:

* Governing body visits to the School;
* Senior leadership team discussion sessions with children and staff
* student questionnaires
* Frequent scrutiny of attendance data
* Regular analysis of a range of risk assessments
* Regular analysis of appropriate provision for the fulfilment of other safeguarding responsibilities relevant to the School
* Frequent scrutiny of governing body meeting minutes
* Logs of bullying and/or racist behaviour incidents are reviewed regularly by the senior leadership team and the governing body
* Regular review of parental concerns and parental questionnaires
* Regular review of the use of student-specific leisure rooms and clubs at lunchtime and after School