

IRIS School Safeguarding children and child protection policy

Effective Date: Sep 2025

Review Date: Sep 2026

Named lead personnel with designated responsibility for child protection committee	
Designated Safeguarding Lead	Mrs. Ream (SLT) Mrs Lona (SLT) (KS 3& 4)
Deputy Safeguarding Lead	Mrs. Elaheh Fakour

Keeping children safe in education 2025 updates

The Department for Education (DfE) has published updates to the statutory safeguarding and child protection guidance for schools in England, Keeping children safe in education (KCSIE). The 2025 version replaces previous editions of the guidance. The guidance sets out what schools and colleges in England must do to safeguard and promote the welfare of children and young people under the age of 18.

Updates for KCSIE 2025

These include:

- the DfE's Working together to improve school attendance is now statutory guidance
- changes to the list of content risks under online safety, adding in disinformation, misinformation and conspiracy theories
- more information on the DfE guidance on generative artificial intelligence (AI)
- additional information on, and clarity around, alternative provision guidance
- clarity on Virtual School Heads and their non-statutory responsibilities around children in kinship care.

Updates for KCSIE 2024 include:

The Department for Education (DfE) published an updated version of the statutory safeguarding and child protection guidance for schools in England, Keeping children safe in education (KCSIE) in September 2024. This version replaces previous editions of the guidance. It was initially published for information only in May 2024. The renewed guidance-keeping children safe in education (KCSIE)-will come into effect on 1 September 2024

Updates for KCSIE 2024 include:

- amending the definition of 'safeguarding and promoting the welfare of children' in line with Working together to safeguard children 2023
- additional information around when children may require early help, in accordance with the guidance in Working together

- a recommendation for school staff, governors and trustees to use the DfE Data Protection guidance for schools to understand data protection
- clarification that schools continue to be responsible for the safeguarding of pupils they place with an alternative provision provider.

Updates for KCSIE 2023 include:

- More clarity on the roles of various education staff, as well as further information regarding responsibilities around filtering and monitoring
- Explanation around how being absent or missing from education can indicate various safeguarding concerns and forms of abuse
- Additional information for pre-recruitment checks
- Clarity on handling allegations regarding those using school premises for various reasons

Brent Local Authority Designated Officer (LADO)	020 8937 3540 Brent.lado@brent.gov.uk
Brent Family Front Door	02089374300
Out of Hours Service National Domestic Violence Helpline Childline	020 8863 5250 0808 2000 247 0800 1111
Brent Family Front Door Consultation Line	• A qualified Senior Social Worker from Brent MASH will provide advice. • Advice and guidance will be given without recording the name or details of the child, <u>therefore parental consent is not required for consultations.</u> • The Social Worker will reference the Brent Level of Needs- where the threshold for social work intervention is not met the referrer may consider that an Early Help Assessment (EHA) is undertaken with an Early Intervention Services (EIS) referral made if necessary. https://www.brent.gov.uk/services-for-residents/children-and-family-support/early-help-and-support-available/ • If we feel the child is at risk we will advise that you make a BFFD referral via our online referral form: https://www.brent.gov.uk/firmstep/forms/childrens-social-care-referral-form-for-professionals/ 0208 937 2228

	Monday - Friday between the hours of 9am-12.30pm and 1.30 pm - 5pm
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Staff Training Dates Safeguarding Team Training Dates	6th SEPT 2022 In addition to other policies (staff code of conduct, Prevent Awareness, Visitor Policy, Extremism and radicalisation policy, Behaviour and wellbeing) Mr Behrooz 06/09/2022 Dr Zakaria 08/09/2022 Mrs Ream 06/09/2022 Helen Elliott 17/10/2022 noodle now:17/04/2023 Mrs Ream 25/04/2023 Mrs Ream 08/09/2023 Mrs Helen Marie Elliott: 19/02/2024 Mrs Jaffar: 21/09/2024 Mrs Jaffar:25/10/2024
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IRIS School is committed to providing a safe and secure environment for children, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others. We aim to safeguard and promote the welfare of children by protecting them from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes

The Proprietors of IRIS School take seriously their responsibility to promote the welfare of children, and to provide safeguarding dedicated to the wellbeing and protection of those under the age of 16 years. Thereby, the Proprietors of IRIS School have developed this policy and other policies (such as the Safer Recruitment, Code of Conduct, e-Safety) in order for appropriate action to be taken in a timely manner to safeguard and promote children's welfare. The Proprietors of IRIS School have named personnel with designated responsibility for Child Protection taking leadership responsibility for their school's safeguarding arrangements.

Child Protection Policy statement

IRIS School is committed to safeguarding and promoting the welfare of all of its pupils and expects all staff and volunteers to share in this commitment. IRIS School recognise that Child Protection/Safeguarding is paramount to the pupils' welfare and Schools and colleges and their staff form part of the wider safeguarding system for children.

IRIS School Ethos

There are three main elements to our Child Protection policy:

Prevention through the creation of a positive school's atmosphere and the teaching, and support offered to pupils.

Protection by following agreed procedures and ensuring all staff are trained and supported to respond appropriately and sensitively, to child protection concerns.

Support to pupils at all times particularly who may have been child protection concerns.

Policy Aims

- To maintain an environment where pupils feel safe and secure, are encouraged to talk and are listened to, and safeguard the welfare of pupils through explicitly stated strategic policies that promote the social, moral, spiritual and physical development of pupils.
- To ensure pupils' protection through a clear line of accountability and commitment by senior management and staff, and ensure that pupils know that there are adults within our school they can approach if they are worried or are in difficulty.
- To raise awareness of all teaching and non-teaching staff members towards the importance of child protection and safeguarding in cases of suspected abuse, neglect or harm, and of their responsibilities in identifying and reporting possible cases of abuse following schools' procedures.
- To ensure pupils benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.
- To ensure pupils receive the right help at the right time to address risks and prevent issues escalating, and also warrant child protection by guiding staff to relevant training/procedures/guidelines to follow in cases of abuse, neglect or harm.
- To protect children from harm by ensuring that they are taught in a way that is consistent with the law, our Islamic values and promotes respect for all others, while identifying and addressing extremist ideology/radicalisation or bullying/victimisation of vulnerable pupils who are thought to be at risk of harm.
- To make parents/ carers aware of IRIS School policies and practice for safeguarding children and highlight the need for the community to be alert, observant and proactive in matters related to child protection.

Roles and Responsibilities

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child, as no single professional can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

However, there are key people within school and the Local Authority who have specific responsibilities under child protection procedures. The names of those in IRIS School with these specific responsibilities are shown on the cover sheet of this document.

IRIS School Responsibilities

The Proprietors of IRIS School recognise that child protection and safeguarding is paramount to the pupils' welfare. Also, that safeguarding and promoting the welfare of children is defined in the Keeping Children Safe in Education as:

- Protecting children from abuse and maltreatment;

- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best outcomes.

IRIS School recognise that safeguarding is not just about protecting children from deliberate harm, it relates to aspects of school-life including:

- Pupils Health and Safety;
- Meeting the needs of pupils with medical conditions;
- Providing first aid;
- Educational visits;
- The use of reasonable force;
- Intimate care;
- Internet and e-safety;
- Appropriate arrangements to ensure schools security;
- Taking into account local and cultural context.

Additionally, we recognize that safeguarding would involve a range of potential issues such:

- Bullying; including cyber bullying, peer on peer and prejudice-based bullying;
- Domestic violence;
- Child sexual exploitation (CSE);
- Child Missing Education (CME)
- Female genital mutilation (FGM);
- Up skirting;
- Forced marriages;
- Honour based violence;
- Racist abuse;
- Gang activities;
- Substance misuse;
- Sexual harassment; including up skirting, and sexting;
- Preventing radicalisation; and
- Extremist behaviour.

IRIS School appointed a member of the senior leadership team to lead and have oversight of safeguarding and child protection policies and procedures, IRIS School has also appointed a Deputy safeguarding lead; the names of all leads are shown on the cover sheet of this document. IRIS School requires staff to discuss early help requirements with the Designated Core safeguarding lead (or Deputy).

IRIS School abides by all relevant equality legislation, including the duty to make reasonable adjustments for pupils with individual needs, ensuring all pupils feel safe and supported

irrespective of their differences. IRIS School promotes the establishment of a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, visitors, volunteers, and parents/ carers to conform to child protection guidelines.

Moreover, IRIS School has integrated 'Safe Working Practice' which includes:

- A recruitment panel trained for safer recruitment of staff; all staff members are Disclosure and Barring Service (DBS) checked, rejecting inappropriate candidates at the application and interview stages; mandatory pre-appointment checks and monitoring is made for all staff recruited through the single central record (SCR);
- Clear invited visitor vetting procedures, approval of which is mandatory;
- Induction and training of all staff members on Child Protection procedures;
- Awareness of the guidance on the Equality Act issued by the Department for Education;
- Clear expectations and understanding of Codes of Conduct to root out issues such as bullying, racism and misuse;
- Awareness of role and maintaining professional boundaries;
- Clear and transparent procedures to report concerns by pupils, staff or parents/ carers with particular reference to family issues;
- Safe use of technology (internet, mobile phones, digital images of children) – pupils are banned from using smart phones in school;
- Safeguarding provision with specific reference to extremism.

IRIS School understand that 'Accountability and Integration' require close knitted relationships between the School and the Local Authority, NHS, Social Services and the Police. The Proprietors representative of IRIS School holds responsibility of overseeing school activities and the operating of the policy, ensuring its implementation and review.

Head Teacher Responsibilities

The Head Teacher will ensure that the policies and procedures adopted by IRIS School are fully implemented, and followed by all staff. The Head Teacher will ensure sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed policies. The Head Teacher ensures that IRIS school Child Protection policy is available to parents on request. It is also made available to all teaching and non-teaching staff members.

Designated Core safeguarding leads and Deputy safeguarding leads Responsibilities

Designated Safeguarding lead takes the responsibility for child protection, including support for staff and, developing policies and staff training.

The safeguarding lead is the member who is at all times accountable for, and are to be referred to, in cases of suspected abuse, neglect or harm. The Deputy lead is member who is appropriately trained and, in the absence of the safeguarding lead, carry out those functions necessary to ensure the ongoing safety and protection of children. In the event of the long-term absence of the designated person, the deputy will assume all of the functions below. The designated safeguarding team will have the following responsibilities:

- Refer suspected abuse and neglect to Local Authority Designated Officer and Children Social Care;
- Lead the development and updating of the child protection and other related safeguarding policies, ensuring that staff and children/families/parents/ carers are aware of them;
- Provide support and advice to all members of staff within the IRIS School regarding child protection concerns;
- Keep the Head Teacher informed about any issues that arise;
- Ensure that cover is provided the deputies when absent from IRIS school;
- Ensure that child protection files are copied for new educational establishments when a child moves from IRIS school, and that this file is transferred securely and separately from the main pupil file. Likewise, when child protection files are received, acknowledge the safe arrival;
- Ensure that all staff receive appropriate child protection and safeguarding training, and lead on designated staff training days while maintain training records of all staff;
- Cooperate with any requests for information from the local authority, such as Child Protection training returns and self-evaluative forms for safeguarding and child protection.
- Constant review and communication with children's social care if the child's welfare is still a concern and the child's situation doesn't appear to be improving.

Staff Responsibilities

All IRIS School staff members have a responsibility to provide a safe environment in which all children can learn and thrive. All staff must attend training sessions and also read and understand our Child Protection Policy.

All our staff must maintain an attitude of "it can happen here" when safeguarding is concerned. By being alert, questioning behaviour, and seeking help from the Designated Safeguarding lead when worried about the welfare of the child. Staff members should always act in the interest of the child and report any concerns as per IRIS School procedures as set out below.

All staff must be aware of the early help process. This includes identifying emerging problems, liaising with the designated safeguarding lead, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment.

In order to protect children, young people and members of staff, we require all staff to follow our professional code of conduct. This covers appropriate dress, the use of appropriate boundaries, social contact outside setting (including on social networking sites), safe use of technology and important issues such as:

- Being alone with the child / young person
- Physical contact / restraint
- Social contact outside setting / appropriate boundaries
- Gifts & favouritism
- Behaviour management

- E-Safety (Security / Internet / emails/ mobile phones / digital images of children, social networking sites)

Good Practice Guidelines

IRIS School expects staff to meet and maintain the followings:

- Recognising that challenging behaviour may be an indicator of abuse;
- Reading and understanding all of the safeguarding and guidance documents;
- Asking the child's permission before helping in a physical nature, such as assisting with dressing, physical support during PE or administering first aid;
- Following IRIS School disciplinary procedures and avoiding physical intervention, reporting if minimal force was necessary to prevent injury to another child to the Designated Safeguarding Lead;
- Maintaining appropriate standards of conversation and interaction with and between children and ensuring the use of foul language is not used on our premises;
- Being aware that the personal and family circumstances and lifestyles of some children lead to an increased risk of neglect and or abuse;
- Being aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.
- Being aware that 'attendance' and 'lateness' highlights potential indicators of abuse or neglect; report Child Missing Education (CME) compulsive lateness to the designated Attendance Officer;
- Avoiding at all times communication with children via personal emails, letters, texts, WhatsApp, Facebook, Twitter, Instagram and other social media;
- Following IRIS School policy on school-trips including all pupils being accompanied by adults in accordance with the pupil/adult ratio stipulated by the Local Authority regulation.

Children who May be Particularly Vulnerable

Some children could be at increased risk of neglect and or abuse. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse happens, or who have a high level of tolerance in respect of neglect. This vulnerability is also recognized for children who have been assessed as having a special educational need, requiring extra help and resources to fulfil their individual needs which could range from aspects such as processing and understanding, physical or sensory difficulties, emotional and behavioural difficulties, speech and language difficulties or social skills.

All staff must be aware that child welfare concerns may arise in many different contexts, and can vary greatly in terms of their nature and seriousness. For example, children may be abused in a family, in an institutional or community setting, by those known to them or by a stranger. An adult or adults, or another child or children may abuse them. Their peers, family members, by unknown, or in some cases unidentifiable individuals, may abuse children via the internet. In the case of honour-based abuse, including forced marriage and female genital mutilation, children may be taken out of the country to be abused. An abused child may often experience more than one type of abuse, as well as other difficulties in their lives.

IRIS School takes peer to peer abuse seriously and abuse is never treated as a banter. This form of abuse is most likely to include, but not limited to: bullying (including cyber bullying), physical abuse, sexual violence and sexual harassment, sexting, up skirting, initiation ceremonies. Staff should be clear as to the school policy and procedures with regards to peer-on-peer abuse.

The Designated Safeguard has devised step-by-step procedures (Flowcharts on Child Protection) to promote awareness, recognition and response to suspected cases of abuse, neglect or harm; these procedures are made explicit to all staff members. All staff members should attend compulsory trainings organised by the Child Protection Team on a regular basis to develop an understanding of recognising the signs and impacts of child abuse, neglect or harm. Staff should read updates sent through email and safeguarding bulletins. Staff should also attend staff meetings to keep their skills and knowledge up to date.

The Child Protection Team keeps confidential individual written records of pupils who have been identified as vulnerable or those with disabilities. It is up to the discretion of the Child Protection Team to share part/whole information with specific staff members on a 'need-to-know' basis. These records are kept in IRIS School office, secured in a cabinet which is locked at all times.

Specific Vulnerabilities and Forms of Exploitation

There is an increasing necessity for our staff to be aware of children's vulnerability to Exploitation, Forced Marriages, Female Genital Mutilation, and the threat from Violent Extremist groups and Radicalisation.

IRIS School Child Protection Team will convene specific training for staff to keep up to date on the latest advice and guidance provided to assist in recognising and addressing these specific vulnerabilities and forms of exploitation. These sessions will cover a range of safeguarding issues and make staff aware that behaviours linked to the likes of drug taking, truanting and peer on peer abuse such as bullying and sexting can put children in danger. The staff training will also include school responsibilities, the schoolchild protection procedures, online safety, safe working practice and external reporting mechanisms.

IRIS School endeavours to make a positive contribution to empowering young people to create communities that do not support extremism/extremist ideology, cultural impositions or sexual exploitation. We are committed to protecting the wellbeing of particular pupils or groups who may be vulnerable to being drawn into violent extremist activity. Our Islamic ethos is based on equality, respect/tolerance and community cohesion and aim to promote these values particularly through Citizenship lessons and interfaith events.

All staff must report suspected cases immediately to the safeguarding lead (or Deputy) who will respond to cases and if necessary refer and liaise with the Local Authority Designated Officer, the Police and other agencies to safeguard pupils.

Information Sharing

If you have a concern about a child wellbeing, based something the child/young person/parent has told you, something you have noticed about the child's behaviour, health, or appearance, something another professional said or did, even if you think your concern is minor, the Child Protection Team may have more information that, together with what you know, represents a more serious worry about a child. It is never your decision alone how to respond to concerns – but it is always your responsibility to share concerns, no matter how small.

Information sharing is vital to safeguarding and promoting the welfare of children and young people. Children may disclose abuse, in which case the decision to share information is clear. In other cases, for example, neglect, the indicators may be subtler, and appear over time. In these cases, decisions about what information to share, and when, will be more difficult to judge. If you have concerns about a child's welfare, or believe they are at a risk of harm, you must share the information with the safeguarding lead, or in their absence the Deputy designated lead.

The safeguarding lead (or Deputy) makes/shares referrals, liaises with the Local Authority Designated Officer, NHS, Social Services and the Police to safeguard pupils, however, any staff member can refer their concern to children's social care directly.

Record keeping and Security

Well-kept records are essential to good child protection practice. IRIS School policy is clear about the need to record any concern held about a child or children within our school, the status of such records and when these records should be passed over to other agencies. Any member of staff receives a disclosure of abuse or noticing signs or indicators of abuse, through the safeguarding lead (or Deputy) will make an accurate record as soon as possible noting what was said or seen, putting the event in context, and giving the date, time and location. All records will be dated and signed and will include the action taken by the safeguarding lead (or Deputy) / Child Protection Team.

Transfer of Child Protection Records

'Where children leave IRIS School the child protection file should be transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.'

There is a joint responsibility when a child starts at a new educational setting to ensure the receiving setting has all existing child protection records. When a setting admits a new pupil, they must always check with the previous one whether there are any child protection records to transfer. However, it is also the responsibility of IRIS School to ensure any records are transferred to the new school.

Where a child moves to another educational setting, any records of child protection should be copied (by the Designated Lead or Deputy Designated in the interests of confidentiality) and the originals sent to the receiving school as soon as possible (separately to the pupil file). The Designated Safeguarding Lead from IRIS School should make telephone contact with their counterpart in the receiving school to discuss the case, share important information and agree a means of transfer of the records as soon as is practicable.

Where child protection files are sent by post, it should be by secure recorded delivery to a named individual. The receiving school should receive a telephone call in advance to notify them that the child protection file is being sent. The envelope should be marked as 'Strictly Confidential' and for the attention of the named Designated Safeguarding Lead. A record of transfer form should be included with the file and the receiving school should be asked to sign the form and return it to the sending school to confirm they have received the file.

Whenever a file is transferred, IRIS School should retain copies of the original file and a copy of the 'File Transfer Record and Receipt'. Once confirmation of receipt at the new setting has been received, any paperwork held at the previous setting should be destroyed

Support and Training

IRIS School recognises that the child's welfare is paramount and child welfare concerns may arise in many different contexts, and can vary greatly in terms of their nature and seriousness. Children may be abused in a family or in an institutional or community setting, by those known to them or by a stranger, including, via the internet. In the case of female genital mutilation, children may be taken out of the country to be abused. As with radicalization, there is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online. As such IRIS School Child Protection Team shares responsibility by working jointly together, case by case, sharing information, and providing support to those involved with child protection issues.

Support for Staff

IRIS School staff members who are involved with vulnerable pupils or pupils who are at a risk of harm are given effective support by the Child Protection Team. Relevant training is given to all members of staff to recognise record and make a referral about child protection issues. New staff members are given

induction training on the IRIS School Child Protection Policy and the Code of Conduct to ensure all staff are aware of the boundaries of appropriate behaviour and conduct.

Safeguarding contact details are displayed in IRIS School to ensure that all staff have unfettered access to safeguarding support. All staff members are made aware of the procedures on how to respond to a child who is disclosing abuse and that they must inform the child that they need to notify the Child Protection Team.

We recognize that in the case of a child who has suffered harm, or appears likely to suffer harm, staffs working in the schools who've become involved may find the situation stressful and upsetting. IRIS School encourages such staff to discuss their anxieties with the Child Protection Team. The Child Protection Team will have access to support and appropriate workshops, courses or meetings as organised or recommended by Safeguarding Children Board.

Support for Pupils

IRIS School believes children should be thought to understand and manage risk through all aspects of school-life. Our Pupils are thought Islamic values, the ethos of respect, and responsibility. We recognize the importance for children to receive the right help at the right time to address risks and prevent issues escalating. We are also aware that the school's environment may provide the only stability in the lives of pupils who have been abused, neglected or are at risk of harm. Pupils are encouraged to speak to members of staff in confidence about any worries they may have.

IRIS School support all pupils by:

- Promoting a clear, transparent and zero-tolerance environment where the pupils can feel safe; encourage self-esteem and self-motivation;
- Making every pupil aware of our Child Protection Policy and the help that can be extended to them in case they wish to confide/report an issue;
- Reminded of our Islamic ethos, giving our pupils and staff a sense of being respected and valued;
- Providing a co-ordinated offer of early help when additional needs of a child are identified; and providing additional support when a child has more complex needs;
- Maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies;
- Being reminded regularly about safety (including e-safety) within the curriculum structure;
- Implementing fully our school's behaviour management, discipline, attendance and anti-bullying policies.

Support for Parents

IRIS School recognises that a good child protection practice relies on a positive, open and honest working partnership with parents/ carers. We are committed to providing a secure, caring, supportive and protective relationship for the child, and as such will seek to discuss a range of concerns about a child with their parents/ carers.

Parents/ carers are made aware of IRIS School Policies and practice for safeguarding children and are reminded of the monitoring of Child Missing Education (CME) through un-authorised absences, particularly when children go missing on repeated occasions. We will report such absences without delay to the appropriate agencies.

In cases of concern, we will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents/ carers. Whilst on occasions, the Child protection Team may need to make referrals without consultation with parents/ carers, we will make every effort to maintain

a positive working relationship with them whilst fulfilling our duties to protect any child. However, if the Child Protection Team believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from children's social care.

Receiving a Disclosure

If a child makes an allegation or disclosure of abuse against an adult or other child, young persons, or any staff or members of the management, staff must:

- Stay calm and listen carefully;
- Reassure the child that he/she has done the right thing in telling them;
- Not investigate or ask leading questions;
- Let the child know that he/she will need to tell the safeguarding lead (or Deputy);
- Not promise to keep what they have been told a secret;
- Inform the safeguarding lead (or Deputy) /Child Protection Team/ Head Teacher as soon as possible;
- Make a written record of the allegation, disclosure or incident which will be signed and dated, using IRIS School safeguarding record procedures.

Responding to the Disclosure

We understand that a pupil may make an allegation against a staff member or another pupil(s). There is no automatic assumption of guilt but all cases where allegations against a staff member are made, the Child Protection Team must notify the allegation to the Head Teacher and/or Local Authority Designated Officer, and Children Social Care following set procedures for investigation on an immediate basis.

The Child Protection Team will address peer on peer allegations with the Head Teacher involvement, but the Head Teacher will address staff allegations with the involvement of the Head Teacher, and allegations made against the Head Teacher must be notified to the Proprietors and Local Authority Designated Officer and other agencies directly.

Responding to Disclosures:

- If there is a risk of immediate serious harm to a child, referral should be made to Children Brent Family Front Door (Social Care) immediately, anybody can make a referral;
- Individuals with a concern about a child, or staff receiving an allegation or witnessed an event, must immediately inform the safeguarding lead (or Deputy) for which a record is made;
- In the event that an allegation involves members of the Child Protection Team, the matter is reported directly to the Head Teacher;
- In the event that an allegation is made against the Head Teacher, the matter will be reported to the Proprietor who will proceed to take over responsibilities;
- The Child Protection Team will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs of the child;
- If a member of staff is involved, he/she will not be approached at this stage unless it is necessary to address the immediate safety of children;

- The Child Protection Team would need to clarify any information regarding the allegation with the Head Teacher, however no person will be interviewed at this stage;
- The safeguarding lead (or Deputy) will consult with Local Authority Designated Officer in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to social care and/or the police for investigation;
- Consideration will be given throughout to the support and information needs of pupils, parents / carers and staff;
- The Head Teacher will inform the Proprietor of all referred allegation at IRIS school.

Whistle Blowing

We recognise that children cannot be expected to raise concerns in an environment where staff fails to do so, but also understand that pupils and staff may not be comfortable in reporting allegations against other pupil(s)/staff member/management.

All staff should feel confident to raise concerns regarding our safeguarding procedures. Reporting suspected wrongdoing is essential when the welfare of children is being negatively affected but also when someone's health and safety is in danger; a criminal offence is taking place; the law is not being obeyed; there is cover up of wrongdoing; or there is misuse of public funds.

In the first instance, staff may consider discussing any concerns with the school's safeguarding lead (or Deputy) and make any referral via them. If the matter remains unresolved then the member of staff should report the matter in confidence to the Head Teacher, or the Proprietors. However, we also understand that individuals may wish to remain anonymous while making report of a concern. As such comment boxes are placed in strategic places in the school for those pupils/staff that identify/raise an issue in school but wish to remain anonymous. Alternatively, when staff feel that their genuine concerns are not being addressed, or in the event of allegations of abuse being made against the Head Teacher, or the Proprietor, allegations should be reported directly to the Local Authority Designated Officer, who can be contacted directly in writing or by telephone.



Keeping children safe is **everyone's responsibility**



If you think that a child or young person in Brent is at risk of harm, grooming, neglect or other abuse you must:

Call 999 if they are in immediate danger

If you are worried that they have already been abused or may be harmed in the future call

The Brent Family Front Door

020 8937 4300

To raise your concern by email please contact:

Family.Frontdoor@brent.gcsx.gov.uk

If you work (paid or voluntary) with children, young people or families in the London Borough of Brent you can access free safeguarding training by registering at **brentiscb.learningpool.com**