SHREWSBURY HOUSE SCHOOL
FOUNDED 1865

SAFEGUARDING & CHILD PROTECTION POLICY

Policy owner:	Designated Safeguarding Lead (DSL) - Tom Eaves
Approved by:	Board of Governors
Date of last review:	September 2026
Next review:	September 2027 (Annual Review or sooner if required)

1. Introduction and Policy Aims

Shrewsbury House School has a duty to keep children safe. This includes how we protect children from experiencing harm and how we should respond when we suspect or confirm that a child is being harmed.

Children are at the centre of everything we do at Shrewsbury House School. We are committed to providing our children with a sense of belonging and an environment that is welcoming, safe, valuable and respectful. **We are committed to anti-discriminatory practice and recognise children's diverse circumstances.** Adults in our school know that keeping children safe is everybody's responsibility and that all children, regardless of age, gender, culture, language, race, ability, sexual identity, religion or lack of religion have equal rights to protection and opportunities.

We aim to make sure that:

- We do all we can to prevent children from coming to harm.
- Shrewsbury House School has a clear process in place, which is shared with and followed by all members of Shrewsbury House School's community when there is a safeguarding concern.
- Our staff are well trained to recognise the signs of abuse or neglect, such that they understand what their responsibilities are and how they should respond when they identify a concern.
- We keep track of children known or thought to be at risk of harm.
- We communicate well with all those involved when there is a concern about a child, including parents/carers, children, staff and agencies. This includes sharing information quickly and appropriately with external agencies, such as the police and children's services, to get children the support and help they need in good time.

2. Definitions

Safeguarding: means the process for protecting children from harm and abuse, whether that is within or outside the home, as well as online. This includes: providing help and support to meet the needs of children as soon as problems emerge; taking action to ensure that children have the best

outcomes; making sure that the way children grow up is consistent with providing safe and acceptable care; preventing barriers to children's mental and physical health or the way they develop.

Child protection: means the processes carried out to protect children who have been identified as suffering, or being at risk of suffering significant harm.

Staff: refers to all those working for or on behalf of Shrewsbury House School, full time or part time, temporary or permanent, and in either a paid or voluntary capacity. This includes, but is not limited to, employed staff, contractors, volunteers, Governors, supply staff and self-employed staff.

Safeguarding team: is used here to refer to the designated safeguarding lead (DSL) and deputy DSL(s) as a whole. The DSL is the member of the senior leadership team who has the lead responsibility for safeguarding and child protection (including online safety).

Child: means everyone under the age of 18.

Parent: means birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

Statutory: means what has been decided or is controlled by the law.

Statutory guidance: tells us what schools and local authorities must do to follow the law.

The local safeguarding partnership: has three safeguarding partners: (1) the chief officer of police for a police area in the local authority; (2) the local authority (children's services); and (3) the Integrated Care Board for an area within the local authority (health).

In Kingston and Richmond, the local safeguarding partnership (KRSCP) considers education as the fourth safeguarding partner. Partners work together to identify the safeguarding needs of the local area and come up with a joint response to address them. Wherever local safeguarding arrangements are referred to in this policy, they mean the arrangements agreed and published by KRSCP or the London Child Protection Procedures and Practice Guidance.

Shrewsbury House School will publish our Safeguarding and Child Protection Policy on our website and hard copies will be available on request from Shrewsbury House School's Office.

3. Key Personnel

Designated Safeguarding Lead (DSL)	Mr Tom Eaves (07511 404 740, teaves@shstrust.net)
Deputy Designated Safeguarding Lead (DDSL)	Miss Anna Wells (07731 354 172)
Deputy Designated Safeguarding Lead (DDSL)	Mrs Joanna Hubbard Executive Head (07591 203 456)
Deputy Designated Safeguarding Lead (DDSL)	Mr Jon Albert (jalbert@shstrust.net)
Chair of Governors	Rt Hon Lord Vaizey of Didcot (clerk@stpaulsschool.org.uk)
Designated Safeguarding Link Governor	Mrs N McLaughlin (clerk@stpaulsschool.org.uk)
Designated Teacher for Looked-After Children (CLA) & Young Carers	Mr Tom Eaves (teaves@shstrust.net)
Special Educational Needs Coordinator (SENDCo)	Mrs Sarah Holmes (sholmes@shstrust.net)

Children's Services Contact Details

> **Kingston and Richmond (SPA & LADO)**
>
> Single Point of Access (SPA): 020 8547 5008 (Urgent Out of Hours: 020 8770 5000)
> LADO Service: LADO@achievingforchildren.org.uk (Tel: 07774 332675)

Shrewsbury House School also coordinates with other local authorities where our boys reside:

- **Surrey SPA:** Tel: 0300 470 9100 | Out of hours: 01483 517898 | Email: cspa@surreycc.gov.uk
- **Wandsworth:** Tel: 020 8871 6622 | Out of hours: 020 8871 6000 | Email: mash@wandsworth.gov.uk
- **Hammersmith and Fulham:** Tel: 020 8753 6600 | Out of hours: 020 8748 8588 | Email: Familyservices@lbhf.gov.uk
- **Westminster:** Tel: 020 7641 4000 | Out of hours: 020 7641 2388 | Email: accesstochildrensservices@westminster.gov.uk

4. The Law (Legislation) and Statutory Guidance

In addition to KRSCP's arrangements and the London Child Protection Procedures and Practice Guidance, Shrewsbury House School also follows the laws and statutory guidance below:

- Keeping Children Safe in Education (KCSIE) 2026
- Working Together to Safeguard Children 2023
- Education Act 2002, section 175 / The Education (Independent School Standards) Regulations 2014
- The Equality Act 2010 & Public Sector Equality Duty (PSED)
- Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Amendment) Regulations 2018
- The Children Act 1989 & 2004
- The Human Rights Act 1998

We give specific attention to our Public Sector Equality Duty (PSED) when we write our policies or make any decisions about how our school is run, ensuring that we foster good relations between those who share a protected characteristic and those who do not, and work to make sure children have equal opportunities.

5. Roles and Responsibilities

The Governing Board
Is responsible for ensuring that:

- Safeguarding and the child's best interests, wishes and feelings, are considered in everything Shrewsbury House School does. Everyone is involved in a whole school approach to safeguarding and online safety is a theme throughout.
- Shrewsbury House School's policies, procedures and training follow the local safeguarding partnership arrangements and the law, including our duties under the Human Rights Act 1998, Data Protection Act 2018 and Equality Act 2010.
- They monitor how the school is supporting its pupils with regard to their protected characteristics.

- The school's leadership team is held to account for safeguarding arrangements and that safeguarding is a standing item on the agenda for Governor Meetings.
- The appointed DSL is given the additional time, funding, training, resources, and support needed to carry out the role effectively.
- **Child protection files are maintained as set out in Annex B of KCSIE.**
- The board takes into account children who are more at risk of harm and any barriers that can make it difficult to recognise abuse and/or neglect affecting children with special educational needs and disabilities (SEND).
- All Governors receive safeguarding training at induction, which is regularly updated, and have read and signed that they understand KCSIE and this policy.
- Appropriate safer recruitment processes and procedures are in place, and a section 128 check is carried out using GOV.UK to determine if a person is barred from participation in the management of an independent school.
- There are effective and robust filtering and monitoring systems in place, and they assign a member of the senior leadership team and a Governor to oversee these standards.

The Safeguarding Link Governor – Mrs N McLaughlin

Acts as the board's safeguarding specialist and will:

- Meet regularly with the DSL and visit Shrewsbury House School asking questions, which allows them to monitor how Shrewsbury House School's safeguarding policies and procedures are being put into practice.
- Collect evidence to test and assure the board that our safeguarding policies and procedures effectively keep children safe.
- Participate in the annual safeguarding audit, led by the DSL and Executive Head, and makes sure it is submitted to the KRSCP.
- Attend appropriate training that guides how to monitor and progress any areas of weakness in Shrewsbury House School's safeguarding arrangements.

The Executive Head – Mrs Joanna Hubbard

Has day-to-day responsibility for the school, which includes responsibility for safeguarding and will:

- Ensure this policy and other safeguarding related policies and procedures are shared at induction, understood by all staff, and are being followed at all times.
- Ensure parents and carers are aware of this policy and where they can access a copy.
- Enforce a mobile phone-free environment for pupils by default.
- Address issues with site security and develop the school's response to critical incidents and external threats to the school.
- Become the 'case manager' when an allegation is raised about a member of staff (see Appendix 2) and makes the final decision regarding all low-level concerns.
- Update the board on how well we are keeping children safe, what safeguarding issues children are facing and how we are addressing concerning trends.

The Designated Safeguarding Lead (DSL) – Mr Tom Eaves

The DSL has lead responsibility for safeguarding and child protection (including online safety and understanding the filtering and monitoring systems and processes in place) and will:

- Be available during school hours for staff in school to discuss any safeguarding concerns, and arrange appropriate cover for any out of hours or out of term activities.
- Work together with and support parents/carers and families who may be facing challenging circumstances, and make parents/carers aware of our duty to make referrals about suspected abuse, neglect and exploitation.
- Make sure that adults who work in or for the school have an adequate safeguarding induction and regular safeguarding training, including an understanding of this policy and wider local safeguarding procedures.
- Maintain child protection files and transfer them securely within 5 days when a child leaves the school.
- Promote the educational outcomes of children who have or had a social worker, by sharing information about child protection issues with teachers and leadership staff.
- Encourage a culture of listening to children, taking into account their wishes and feelings when any plans are put in place to protect them.

Deputy Designated Safeguarding Leads – Mrs Joanna Hubbard, Mr Jon Albert & Ms Anna Wells
Are trained to the same standard as the designated safeguarding lead. They will support the DSL in their role and will take on the DSL's responsibilities if they are unavailable. If the DSL is long-term absent, a deputy will temporarily take over as the DSL.

IT Provider
Maintains the filtering and monitoring systems, provides filtering and monitoring reports, and completes actions following concerns or checks to the system.

All School Staff
Every staff member has a responsibility to provide a safe environment in which children can learn. Staff will:

- Sign to say they have read the relevant part of KCSIE annually.
- Follow Shrewsbury House School's procedures for identifying and reporting any concerns and issues about online filtering and monitoring systems.
- Share information quickly when they have a concern about a child's safety and wellbeing, even when they are unsure, and follow the safeguarding and child protection processes and procedures.
- Create a culture where children who identify as or are perceived to be LGBT or are gender questioning feel safe, can speak out and share concerns.
- Ensure that in the EYFS there are enough staff per child (staff ratios), each child is assigned a key person, and procedures for eating arrangements, food preparation, and allergy management are strictly aligned with the EYFS statutory guidance.

6. What to do if you have Concerns about a Child's Welfare

If staff have any concerns about a child's welfare, they must act on them immediately. Our staff can use the government guidance 'What to do if you're worried a child is being abused' alongside Shrewsbury House School's procedures. We work hard to make sure our staff and safeguarding team are approachable and available.

Disclosures & Handling a Disclosure

Staff know that disclosing harm requires immense courage. Our staff must show professional curiosity - explore and try to understand what is happening for an individual or family, rather than take what is being said at face value. When handling a disclosure:

- Listen carefully and believe what they are saying; do not be afraid of silent moments.
- Do not investigate. Only ask enough open questions (How? When? Who? Where?) to work out if you need to share the matter with the DSL or a deputy. Avoid leading questions.
- Do not examine the child intimately or take pictures of any injuries or marks.
- Reassure them that they have done the right thing, tell them it is not their fault, and explain that you cannot keep what they have told you a secret as you must pass it to someone who can help.

After a disclosure, write up the conversation as soon as possible, using the child's own words verbatim where possible. Stick to the facts, avoid making assumptions or judgements, and record any noticeable non-verbal behaviour. Ensure the DSL or a deputy is notified immediately.

Concerns about a child who is NOT in immediate danger

First, speak to the DSL or a deputy. If in exceptional circumstances they are not available, this will not delay you from taking appropriate action—speak to another member of the senior leadership team or seek advice from children's services directly. Anyone can make a referral.

Early Help & Referrals to Children's Services

The DSL will decide on the appropriate course of action based on locally-set thresholds and with **guidance from the neglect toolkit where neglect is suspected.** The options available include arranging community-based early help support, **requesting targeted early help level support from the local authority's Family Help service,** or making a referral to statutory children's services for child in need (CIN) or child protection support.

If we believe that a family needs **targeted early help** to meet multiple and/or complex needs, we will recommend to the family that they accept support from the **local authority's Family Help team** where a qualified lead practitioner will put a plan in place to support the family. Early help services require the family's consent to receive support and their services.

If you have not had any feedback from children's services within 72 hours of making a referral, this must be followed up. The local resolving professional differences procedure (KRSCP) will be used where necessary to resolve professional differences.

If a Child is at Risk of Female Genital Mutilation (FGM) or it has Taken Place

FGM is illegal in England. All staff must speak to the DSL (or a deputy) when a concern about FGM arises. Teachers (qualified or employed to carry out teaching work) who come to know in the course of their work that FGM has been carried out on a child must directly report this to the police. Failure to do so will result in disciplinary sanctions. The DSL will support the teacher in making this direct report.

Concerns about Nudes or Semi-Nudes

If staff become aware of nudes or semi-nudes of children, they must report it to the DSL immediately. Staff must never view, copy, print, share, store, or save the imagery, nor ask a child to do so. If you

view it by accident, report to the DSL immediately. Do not delete the imagery or ask the young person to delete it—this is the responsibility of the DSL.

The DSL will hold an initial review meeting to assess risk, determine if a referral to the police and/or children's social care is required, and decide if it is necessary to view the image to safeguard the child (images should not be viewed in most cases). An immediate referral will be made to the police and children's services if the incident involves an adult, coercion, grooming, or if they become aware of a computer-generated explicit image of a child ('deepfakes').

Child-on-Child Abuse, including Sexual Violence and Sexual Harassment

Shrewsbury House School does not tolerate child-on-child abuse. We challenge inappropriate behaviour between children and maintain an attitude of 'it could happen here'. Responding to allegations:

- You must record the allegation and inform the DSL or a deputy immediately. Do not investigate.
- The DSL will determine whether to manage the concern internally using the behaviour policy, complete an early help assessment, or make a referral to children's services and/or the police.
- We will support all children involved, including the child who displayed the behaviour and the child who experienced it.

We use the Hackett Continuum of Sexual Behaviour Tool (Normal, Inappropriate, Problematic, Abusive, Violent) to assess sexual violence and harassment. Hackett 'Abusive' concerns are referred to children's services, and 'violent' concerns are reported to the police. Immediate risk and needs assessments are carried out for all reports of sexual violence and on a case-by-case basis for sexual harassment.

Concerns about Mental Health

If staff are concerned that a child's mental health is also a safeguarding concern, they will speak to a member of the safeguarding team immediately. We will consider whether support from CAMHS is necessary. If a child is in immediate danger, we will call 999 or arrange for the child to be taken to A&E immediately.

Concerns about Extremism and Radicalisation

Shrewsbury House School complies with the Prevent duty. Staff will be alert to changes in behavior which could indicate radicalisation. Concerns must be reported to the DSL. The DSL will follow the local Prevent referral pathway (Kingston/Richmond Prevent leads) and may refer to the police Prevent team or Channel programme where necessary.

How Children can Report Concerns

Children can confidently report worries by:

- Speaking to an adult they trust.
- Putting a written or anonymous disclosure in the pastoral post box.
- Using the 'Say Something' icon on school devices.

We adopt a safeguarding-first approach to behavior concerns, recognizing that changes in behavior can communicate an unmet need or abuse.

Discrimination (Statutory Duty)

Shrewsbury House School fosters inclusivity and belonging, creating opportunities to celebrate diversity. We recognise that discrimination can cause trauma and negatively impact a child's wellbeing, sense of belonging, and safety. *Some pupils face greater risks of harm or bullying from issues like sexual violence, homophobic, biphobic, transphobic, faith-, or race-based discrimination.* We challenge discriminatory attitudes, making it clear this behaviour is unacceptable. Discrimination is firmly addressed under our safeguarding procedures and behaviour policy, and may involve referrals to children's services and/or the police. **We report all discrimination incidents, including those not involving children, to the local authority termly.**

7. Confidentiality

Personal information about children and their families will be processed fairly, lawfully, and securely in line with GDPR and the Data Protection Act 2018. We share important information as soon as possible with outside partners, such as children's services, to quickly get the right support. We seek consent from parents when safe and appropriate, but we will share information without consent if necessary to safeguard a child.

All staff are aware that they cannot make a promise to a child to keep secrets that might impact on the child's safety or wellbeing.

8. Record Keeping

The DSL is responsible for keeping detailed, accurate and secure written records of safeguarding concerns, discussions, decisions made (including the rationale), and the outcome. Safeguarding files are stored securely on SchoolBase, separate from the main pupil file, and access is limited to the Safeguarding Team.

When a child leaves Shrewsbury House School, the DSL will ensure their safeguarding file is transferred to the new setting within 5 days of an in-year transfer or within 5 days of the start of a new term, and a confirmation of receipt is kept.

If Shrewsbury House School is the last school that the child attends, we will securely store their safeguarding file **until their 26th birthday is reached,** when it will be securely disposed of.

9. Concerns or Allegations about Adults in our School

Shrewsbury House School maintains a culture of openness and transparency. Staff will report low-level concerns (behavior inconsistent with the Staff Code of Conduct) and allegations (that an adult presents a risk to children) to the Executive Head as soon as practically possible. This includes any concerns in school, out of school, online and/or offline. If the concern is about the Executive Head, staff will contact the Chair of Governors (Rt Hon Lord Vaizey of Didcot) directly, who will manage the allegation and consult the LADO within 24 hours. Full procedures are detailed in Appendix 2.

10. Whistleblowing

All staff have a duty to raise concerns about poor or unsafe practice and potential failures in safeguarding. Concerns should first be raised with the senior leadership team. If staff feel unable to raise it internally or feel their concerns are not being addressed, they can contact the NSPCC Whistleblowing Advice Line on 0800 028 0285 or email help@nspcc.org.uk. The separate Whistleblowing Policy is available to all staff in the Staff Handbook.

11. Online Safety and the Use of Smart Devices

This section summarises Shrewsbury House School's whole-school approach, which is detailed in our separate Online Safety Policy, Data Protection Policy and Information Security Policy. We consider the four main categories of online risk: Content, Contact, Conduct, and Commerce.

Mobile Phones and Smart Technology, including Smart Watches

To protect children from online risks, our environment is mobile phone-free by default. Boys may bring mobile phones into School, but they MUST be handed in to the Senior Deputy Head's Office immediately on arrival and only collected immediately before departure. Under NO circumstances must the internet be accessed from phones, the camera be used, or games/apps played on school buses or outing trips. The ONLY electronic devices allowed are Kindles or an iWatch, which must not be internet enabled and only used to access reading material.

Filtering and Monitoring

We have strong, effective filtering and monitoring systems following the DfE's 'Meeting digital and technology standards' guidance. The effectiveness of these systems is reviewed at least annually, led by our SLT online safety lead with support from the DSL, IT staff, and the Filtering & Monitoring Governor.

Generative Artificial Intelligence (Gen AI)

Generative artificial intelligence (Gen AI) refers to artificial intelligence that creates new content (e.g. text, code and images). Our school is aware that using Gen AI can be highly beneficial, but also harmful if used inappropriately. **We will use the Department for Education's advice and guidance on using Gen AI in education to ensure we integrate Gen AI tools safely and with children's best interests at the centre.** Safeguarding concerns arising through use of AI (such as deepfakes or AI-generated nudes) will be responded to in line with our safeguarding policies. Our full approach is detailed in our Online Safety Policy.

12. Children Potentially at Greater Risk of Harm

At Shrewsbury House School, we recognize that some groups of children are potentially at greater risk of harm.

Children who have a Social Worker

A child's difficult experiences and trauma can leave them vulnerable to further harm. When we are notified that a child has an allocated social worker, safeguarding is at the heart of every decision, such as how we respond to unauthorized absence, which itself carries additional risks.

Children Looked After (CLA) and Previously Looked After

The designated teacher for CLA is Mr Tom Eaves. He ensures that the school has up-to-date details of the social worker and the Virtual School Head, and works to optimize funding to support the educational outcomes of looked-after children.

Young Carers

Shrewsbury House School is alert to the needs of young carers, recognising that caring responsibilities can impact on their attendance, academic achievements, behaviour and wellbeing. **We aim to identify young carers early so we make sure they receive the right support at the right time by the right services,** including additional support from safeguarding partners, the local authority, and health services. Mr Tom Eaves is the designated lead for young carers.

Children Requiring Mental Health Support

Supporting mental wellbeing is a high priority. With the support of the Mental Health Support Team (MHST), our school's mental health lead, Mr Tom Eaves, has developed a whole-school approach to mental health and wellbeing that aims to build resilience. **Our staff are aware that mental health problems can develop into safeguarding concerns.** Staff are well placed to observe children day-to-day and identify early those whose behaviour suggests mental health issues, but are aware that only appropriately trained professionals should attempt to diagnose a mental health problem.

Children with Special Educational Needs, Disabilities and Health Issues

Our SENDCo (Mrs Sarah Holmes) and DSL (Mr Tom Eaves) work closely to safeguard SEND pupils. We recognize SEND pupils can face additional safeguarding challenges (e.g. communication barriers, assumptions that indicators of abuse relate to their condition, or being prone to peer isolation).

Children Who Are Gender Questioning

This section applies where a child or their parent has requested that the school make changes or put support in place in order to facilitate the child presenting as the opposite biological sex ("social transition"). *The KCSIE guidance states what our responsibilities are in this area and what we should consider when making decisions about a request, particularly in relation to single-sex sport and spaces and residential accommodation. We will keep a clear record of our decision-making.*

Shrewsbury House School will balance the impact of agreeing the child's request against the impact of refusing their request, taking into account all the relevant factors. We will use our judgment about whether supporting social transition is in the child's best interests and the best interests of other children. **We will do this by working together with the child and the child's parents (unless the latter is unsafe to do so), considering clinical evidence or advice and involving the DSL.** The DSL will also be involved in cases where a child has socially transitioned but staff and school friends are unaware. We will offer in-school support and signpost to community-based organisations where appropriate.

13. Identified Areas of Particular Risk for our School & Site Safety

Through risk assessment, consideration is given to any areas of particular risk or perceived risk for children. A robust child supervision policy, staff vigilance, CCTV, and a rigorous registration process for off-site activities address potential concerns. We listen to pupil voices through the School Council, the Pastoral Box, and the 'Say Something' icon.

The school has security measures and response plans in place to keep the site secure and help protect children, staff, volunteers and visitors from external threats. **School leaders will organise for regular drills, both with and without pupil involvement, to ensure staff are best prepared to manage a critical incident.**

A member of the senior leadership team will make the police aware if we have information of concern about the local area. **If we are concerned about areas where gangs or anti-social behaviour are present, we will also inform the local authority's contextual safeguarding team (achieving for children).**

14. Lettings, Extended School, and Off-Site Arrangements

When we hire or rent out our school to other organisations or individuals, we make sure there are arrangements in place to keep children safe, regardless of whether they are children at our school. We follow the government's 'Keeping children safe during community activities, after-school clubs and tuition' guidance, including checking that they complete pre-employment checks on their staff.

We continue to be responsible for the safety and wellbeing of pupils who attend an alternative provision. We obtain written confirmation that appropriate safeguarding checks have been carried out on their staff and we regularly review the placement. For homestays abroad, we collaborate with overseas partner schools to ensure a formal agreement on safeguarding arrangements.

15. Training

Designated Safeguarding Lead

The DSL will attend regular training to lead the school's response and will (at a minimal):

- Attend Level 3 multi-agency local safeguarding partnership training within 12 weeks of starting the role and refresh this every two years.
- Attend harmful sexual behavior and Prevent awareness training.
- Gain an understanding of how filtering and monitoring systems work to keep children safe.

All Staff Training

All staff receive safeguarding and child protection training at induction, updated regularly and at least annually. Safeguarding training is delivered to staff at each start of term INSET, as well as via the weekly staff meeting. Staff training ensures that staff can spot signs of abuse, know safeguarding procedures, understand their role in early help, and know how to manage disclosures confidentially. Staff who support children in early years will be trained to understand acceptable staff ratios, the role of key persons, safer sleep, food preparation, and allergy management.

16. Teaching and Learning

We teach and role-model to children how to keep themselves and others safe. Safeguarding is woven through all aspects of school life, including PSHE, SMSC, RSE, assemblies, and tutor time. Key messages are reinforced to parents in the Executive Head's Newsletter. Specialist external speakers deliver workshops (internet safety, RSE), and our Leavers' Programme covers wider areas of risk (knife crime, gambling, drug abuse) that boys may face as they get older.

17. Linked Policies

This policy is complimented by and should be read alongside the following:

- Behaviour Management Policy, including the Shrewsbury House Way & Physical Intervention
- Anti-Bullying Policy
- Whistleblowing Policy
- Safer Recruitment & Staff Code of Conduct
- Procedure for managing allegations against staff (including low-level concerns)
- Online Safety Policy and Risk Assessment
- Attendance Policy
- Health & Safety and Risk Assessment Policy

Appendix 1: Types of Abuse and Specific Safeguarding Concerns

Abuse is where somebody fails to prevent harm (neglect) or causes harm (abuse). It can take place anywhere, including online. Harm can include witnessing ill treatment of others, such as domestic abuse.

Physical Abuse: is a form of abuse that may involve hitting, shaking, throwing, poisoning, burning, scalding, or otherwise causing physical harm.

Emotional Abuse: is the persistent emotional maltreatment of a child, such as communicating they are worthless or unloved, deliberately silencing them, or imposing age-inappropriate expectations.

Sexual Abuse: involves forcing or enticing a child to take part in sexual activities (physical contact or non-contact activities like grooming or exposing children to sexual images).

Neglect: is the persistent failure to meet a child's basic physical and/or psychological needs (failing to provide food, shelter, protection, or medical care). We use the handling cases of affluent neglect guidance to support identification.

Indicators of Abuse

Staff must report all concerns, however minor—absolute proof is not required. Common indicators:

- Unexplained changes in behaviour or personality; becoming withdrawn or anxious.
- Uncharacteristically aggressive behavior; lacks social skills.
- Running away or going missing; patterns of repeated lateness or absence.

Specific Safeguarding Concerns

Children Absent from Education: Persistent absence or being missing from education can act as a warning sign of abuse, neglect, exploitation, or radicalisation. Attendance is closely monitored at Shrewsbury House School.

Contextual Safeguarding: Recognizes that relationships young people form outside the home (neighbourhoods, online) can feature violence and abuse. Concerns are shared with Achieving for Children's contextual safeguarding team.

Child Exploitation (CSE/CCE): perpetrators may exploit children in exchange for gifts, money, or status. Girls and boys are both at risk. Staff are trained to recognize indicators like unexplained new possessions or missing school.

Serious Violence & Weapons: We recognize children carrying weapons or involved in gang violence are victims requiring support, protection, and education. We follow the AfC School Related Weapons or Potential Weapons Incidents Protocol.

Missing Children: Children who run away or go missing must be offered a return home interview (RHI) within 72 hours. SHS will facilitate these safe spaces in conjunction with Achieving for Children.

Domestic Abuse: Domestic abuse (including coercive or controlling behavior) affects children's development. SHS is part of Operation Encompass, meaning police notify the DSL of domestic abuse incidents before the next school day starts.

Modern Slavery: Modern slavery is a crime of exploitation. The DSL will seek advice and support from children's services who may refer to the National Referral Mechanism (NRM).

Private Fostering & Kinship Care: If staff become aware of or suspect that a child is in a private fostering or kinship care arrangement, they must notify the safeguarding team. Parents are legally required to report private fostering to children's services.

Radicalisation & Extremism: We comply with the Prevent duty. Our filtering and monitoring prevents access to extremist material, and we teach fundamental British values. Staff are trained to spot signs of radicalisation.

Abuse Linked to Faith or Belief: Can include the concept of belief in witchcraft, spirit possession, demons, or evil eye used to create fear or compliance. Suspected cases must follow standard safeguarding procedures.

Fabricated or Induced Illnesses (FII): FII involves a parent exaggerating or deliberately causing illness in a child. If medication requests are unusually high, staff will request supporting documentation from UK medical professionals.

Appendix 2: Allegations against Staff and Low-Level Concerns Procedure

Shrewsbury House School promotes an open and transparent culture in which all concerns about adults working in or on behalf of the school are dealt with promptly. All staff are familiar with the 'Guidance for safer working practice' and take care not to place themselves in a vulnerable position with a child.

Managing Allegations

An allegation is any information indicating that a staff member or volunteer has: (1) harmed a child or may have; (2) committed a criminal offence; (3) behaved in a way indicating they pose a risk; or (4) behaved in a way indicating they may not be suitable to work with children.

- If an allegation is made, immediately inform the Executive Head or the DSL. On all such occasions, the Executive Head or DSL will discuss the content with the LADO within 24 hours and before taking any further action.
- If the allegation concerns the Executive Head, immediately inform the Chair of Governors (Rt Hon Lord Vaizey of Didcot) who will consult the LADO without notifying the Executive Head first.
- Decisions to suspend will be carefully considered in consultation with LADO and an HR consultant. We will also work with employing agencies for supply or contracted staff.
- The school will make a referral to the DBS if a person in a regulated activity has been dismissed or removed due to safeguarding concerns.

Low-Level Concerns Procedure

A low-level concern is any concern - no matter how small, and even if no more than causing a sense of unease or 'nagging doubt' - that an adult may have acted in a way inconsistent with the Staff Code of Conduct, but does not meet the allegation threshold. Examples:

- Being over friendly with children; having favourites or showing favouritism.
- Taking photographs of children on a personal mobile phone.
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door.
- Using inappropriate, sexualised, intimidating, or offensive language.

The culture of our school is such that staff are encouraged to pass on low-level concerns to the DSL or the Executive Head, and they in turn ensure these concerns are recorded and dealt with appropriately to protect staff and pupils alike.