



Le Rocquier School

Learn, Respect and Succeed

Le Rocquier School Safeguarding and Child Protection Policy

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REVIEWED: September 2025

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Original Author: Roxanne Shipton-Taylor (DHT)

Review and updates completed by Nicola Eastham (DSL), Sept 25 & Jan 26.

Aims

Le Rocquier School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. It is the responsibility of all adults to have a child-centred approach, to safeguard and promote the welfare of all children and young people, with a particular focus on children and young people with Special Education Needs (SEN) and Children Looked After (CLA) who may be more vulnerable.

This policy should be read in conjunction with the following policies:

1. Jersey Keeping Children Safe in Education (J-KCSIE) (2025)
2. Children and Young People (Jersey) Law 2022
3. Intimate Care Policy, CYPES, 2016
4. Positive Behaviour, Exclusions & Part-Time Timetables Policy & Practice, CYPES, 2023

(See appendix 1 for additional CYPES policies)

This policy will be reviewed annually and will be made available to parents and carers on our school website.

Designated Safeguarding Lead: Nicola Eastham Tel: 708984 (ext. 1322)
n.eastham@lrs.sch.je

Deputy DSL: Yvonne Devereux Tel: 855876 (ext. 1320)
y.devereux@lrs.sch.je

DSL Line Manager: Roxanne Shipton-Taylor (Deputy Head Teacher)
r.shipton-taylor@lrs.sch.ie

Overall responsibility lies with the Head Teacher, Mr Andrew Adkin

Staff who can respond to concerns if the above are not contactable:

- Any of the SLT
- Sharon Hudson, office manager Tel: 855876 (ext.1101) who will find a member of the safeguarding team or a member of the SLT to respond.

Abuse, Neglect and Exploitation

All staff should be aware of the indicators of abuse, neglect and exploitation (see below), understanding that children can be at risk of harm inside and outside of school, inside and outside of home, and online.

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

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

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only as far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing, and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other

children is a specific safeguarding issue in education and all staff should be aware of it and of their school or college's policy and procedures for dealing with it.

Disclosures of or suspected child sexual abuse will be managed by following the CSA pathway (see appendix 1).

[Sexual Offences \(Jersey\) Law 2018](#)

Further Types of Abuse, Neglect and Exploitation

All staff should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking and/or alcohol misuse, unexplainable and/or persistent absences from education, serious violence (including that linked to county lines), radicalisation and consensual and non-consensual sharing of nude and semi-nude images and/or videos can be signs that children are at risk. Below are some safeguarding issues all staff should be aware of.

Harmful sexual behaviour (HSB) is an umbrella term for the different forms of inappropriate, problematic, abusive, and violent sexual behaviour. HSB is a term used to describe sexual actions that are outside what is safe for a young person's stage of development. It includes actions that can harm either young person themselves, or another person.

It can include:

- frequently and intentionally accessing age-inappropriate sexual material online
- using inappropriate language
- undertaking mutual sexual activity that they are not ready for, with peers.
- sending and receiving illegal images
- sexual interactions where there are significant power differences, lack of consent, or through force or threats.
- engaging in abusive or sexually violent sexual behaviour online or offline.

Sexual harassment is unwanted behaviour of a sexual nature which, whether intended or not violates your dignity and creates an offensive environment. Sexual harassment can be committed by both adults and other young people. It includes:

- sexual advances and touching
- sexual comments both in person and online
- objectification of a person's body
- asking intimate questions
- showing or sending you sexually explicit pictures or videos
- sexual jokes or propositions
- talking to another person about sex and pornography

Child-on-child abuse is most likely to include, but may not be limited to:

- bullying
- abuse in intimate personal relationships
- physical abuse
- sexual violence / forced sexual activity such as rape, sexual penetration without consent and sexual touching with consent.
- consensual and non-consensual sharing of nude and semi-nude images
- upskirting.
- sexual harassment such as sexual comments, remarks, jokes, and online sexual harassment.

All staff should be aware that children can abuse other children. The Jersey Sexual Offence Law 2018 clarifies the definition of several sexual offences. It also gives protection for any victims of any gender.

Domestic Abuse

Domestic abuse can be emotional, physical, sexual, financial, and psychological such as;

- kicking, hitting, punching, or cutting.
- rape (including in a relationship).
- controlling someone's finances by withholding money or stopping someone earning.
- controlling behaviour, like telling someone where they can go and what they can wear.
- not letting someone leave the house.
- reading emails, text messages or letters.
- threatening to kill someone or harm them.
- threatening to another family member or pet.

Being exposed to domestic abuse has serious consequences for children and young people; and it can affect how they feel, think, and behave in harmful ways.

School will work closely with the C&F Hub and Jersey Domestic Abuse Support (JDAS) if a concern is raised around DA. Domestic Abuse (Jersey) Law 2022 came into force in June 2023 with the aim of providing early help to victims and survivors of domestic abuse and continue to pursue perpetrators.

[Domestic Abuse \(Jersey\) Law 2022](#)

Female Genital Mutilation (FGM)

FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It is also known as 'female circumcision' or 'cutting' but has many other names.

Girls living in communities that practise FGM are most at risk. It can happen in the UK or abroad. FGM is a form of child abuse. It is dangerous and a criminal offence.

FGM is a standalone offence under Jersey law. The related offence includes:

- carrying out FGM
- assisting FGM
- failing to protect a child aged 15 or younger from risk of FGM.

The law identifies those regulated professionals who are required to report apparent FGM, including:

- teachers
- social workers
- doctors, midwives, nurses
- a person registered to administer body piercing or tattooing.

The law also allows orders to be made by a court to protect people from FGM. An offence is committed if someone breaches such an order.

Child Criminal Exploitation (CCE) and Child Sexual Exploitation (CSE)

Both CCE and CSE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in criminal or sexual activity. It may involve an exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CCE and CSE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

The [Jersey Safeguarding Partnership Board](#) website also provides useful additional information on types of abuse and what to look out for.

If you suspect that a child is experiencing or has experienced any form of abuse you must report it.

Responsibilities of all staff

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who encounters children, and their families has a role to play.

At Le Rocquier school it is the responsibility of all staff:

- to read the September 2025 updated *Child Protection and Safeguarding Policy* and Part 1 of the *Jersey Keeping Children Safe in Education 2025* document and confirm this through My Concern
- to read the *Intimate Care Policy* for those staff engaging in personal care
- to be subject to the *Safer Recruitment* processes and checks
- to complete *Level 1 Safeguarding Children online* training as a minimum
- to engage in annual refresher / safeguarding training
- to report all concerns in line with procedures outline below
- to conform to guidance around confidentiality (covered in Level 1 training)
- to know and understand the key procedures for dealing with suspected child abuse or a student reporting abuse
- to understand it is not their role to investigate any disclosure made by a student.
- to understand that safeguarding concerns should not be discussed with anyone except the designated persons.
- to ensure lesson registers are completed accurately within the **first ten minutes of a lesson and any missing student reported.**
- prioritising the welfare of children and young people
- to stay within the child protection laws at all times.
- to modelling good behaviour for young people to follow.
- to adhere to the safeguarding Code of Conduct
- to challenging all inappropriate behaviour and reporting any breaches of the Code of Conduct to headteacher, Andrew Adkin
- to disclose (self-declaration) any convictions, disqualification or barring from working with children and any overseas information relevant to the safeguarding of children

Any member of staff suspecting or receiving reports of child abuse must report it immediately to the DSL (or others listed above). Please attempt to do this in person rather than leaving a message or using My Concern. If you cannot speak with one of the contacts above, contact a member of SLT directly, or if they are not available, contact Sharon Hudson, office manager and ask for a member of SLT to see you urgently, even if this means asking the Head Teacher to leave a meeting to assess the response needed. It is particularly important that responders are informed quickly if a report is received in the afternoon, as a child leaving at the end of school for home might not be appropriate.

Use MyConcern (found online at myconcern.education) for less immediate concerns. For example, a sudden change in behaviour or you just feel 'I should let someone know about that.' It is these small pieces of information that often lead to the discovery of more serious issues.

Any concern should always be reported, no matter how small or insignificant it may seem. It is always better to report something, and it results in no further action, than to fail to report something which could lead to a child failing to be safeguarded.

Physical Intervention and Restraint

Staff must adhere to Government of Jersey, Positive Behaviour Exclusions and Part-Time Timetables, Policy (2023)

Key Procedures for staff

- Report all concerns immediately.
- Always report information regardless of how insignificant it may seem at the time.
- **Do not** promise to keep secrets or not tell – you must never keep information about suspected or reported abuse to yourself.
- **Do not** question a student about abuse; your role is to listen (cases have failed in court because well intentioned staff have put leading questions to a student)
- During school hours you **must not** contact Social Services/Children and Family Hub directly. This is the duty of the designated staff in school. However, any out of hours concerns should be reported to the duty social worker or you can complete a Children and Family Hub referral.
- If you have witnessed another member of staff assaulting or abusing a student in any way this must be reported to the Head Teacher immediately. Do not speak or discuss this situation with any other member of staff.
- Use the low-level reporting procedure to inform the head teacher about concerns in relation to a colleague (see section below)
- Use the self-referral reporting procedures to inform the head teacher about any situation you have found yourself in that does not follow the code of conduct outlined below
- **Do not** talk about the case to anyone else other than the designated member of staff you have passed the information on to.

Dealing with a Disclosures

Responding to a young person who has just disclosed abuse can feel overwhelming. The following guidelines ensure you can manage the disclosure appropriately.

- **Listen** carefully - do not appear shocked or share your own views or experiences.
- **Reassure** the young person they have done the right thing by telling you
- Give the young person **time** and space to feel comfortable to tell
- Let them know you will be passing on what they have told you so they can get the right support.
- **Record** verbatim what you have been told.
- **Explain** what you will do next.
- When talking to a student the safeguarding team will use the **TED** (Tell, Explain, Describe) questioning technique when appropriate. This will ensure no leading questions are asked.

For further guidance, see appendix 1 (Responding to a Child's Disclosure of Abuse / NSPCC Learning)

Low level Concerns

A low-level concern is a concern about an adult that is acting in a way that is inconsistent with the staff code of conduct, including inappropriate conduct outside of work.

The term ‘low-level’ concern does not mean that the concern is insignificant. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ - that an adult working in or on behalf of the school may have acted in a way that is inconsistent with the staff code of conduct, including inappropriate conduct outside of work.

Low level concerns are concerns in which a staff member is acting in a manner not consistent with good practice (Code of Conduct) and policies. Therefore, staff are directed to adhere to the Safeguarding and Online Safety Codes of Conduct.

If deemed appropriate, low-level concerns raised will be discussed with the staff member to support them to follow the Safeguarding Policy.

To report a low-level concern, Andrew Adkin, headteacher, using the subject heading **Low Level Concern.**

Staff members may request anonymity when reporting a concern, this will be respected where possible, however if the concern escalates to an investigation, anonymity will not always be possible.

The procedure for dealing with allegations against staff and volunteers who have contact with children is laid out in the Managing Allegation Framework.

This multi-agency procedure applies when it is alleged that a person who works with children under 18 years of age has:

- behaved in a way that has harmed a child or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

These behaviours can refer to incidents within and outside of the workplace

[Managing Allegations Framework for Children 2022 Final Operational](#)

Code of Conduct

Professional Boundaries

- Do not blur professional and personal boundaries with students or their families.
- Do not meet up with students outside of school.
- Do not give gifts of any description (including vapes, alcohol, cigarettes, drugs, money).
- Avoid favouritism or giving preferential treatment to any student.
- Do not develop inappropriate relationships with young people.
- Do not make inappropriate promises to young people.
- Do not discuss personal problems with students.

Communication and Digital Conduct

- Do not use personal devices to take photographs or recordings.
- Do not give out personal phone numbers or contact details.
- Do not engage with students through any social media platform.
- Do not discuss students, families, or school-related affairs on chat platforms.
- Do not post online anything that could compromise your position as a trusted professional (including personal photographs, public forum comments, and videos).
- Do not share student images or work on personal social media.
- Use professional language at all times; avoid slang, offensive, or discriminatory language.
- Maintain confidentiality and do not share sensitive information outside professional contexts.

Use of Media and Resources

- Only show age-appropriate media in lessons and activities. Avoid showing films or videos rated above the students' age group.
- Seek student and parental consent if showing any material that contains swearing, nudity, or violence.
- Ensure you have vetted all material before sharing with students.
- Do not display You Tube videos (as stipulated by CYPES, Dec 2025). YouTube is not an approved resource for use by students in schools. Staff access remains, however this is for staff access only and should not be used for viewing any content in front of students.

Physical Contact

- Do not engage in intimate or one-to-one physical contact.
- For subjects requiring physical contact (e.g., PE, Performing Arts, Design Technology):
 - Seek verbal consent before any physical contact.
 - Explain the reason for contact clearly (e.g., safety support).
 - Ensure contact avoids intimate body areas.
 - Conduct physical support in the vicinity of others.

Behaviour and Conduct

- Do not give inappropriate attention to students by being over-friendly.
- Do not engage in sexualized, intimidating, or offensive language (including jokes or banter).
- Do not make sarcastic, insensitive, derogatory, or sexually suggestive comments or gestures.
- Do not patronize or belittle children and young people.
- Do not act in a way that can be perceived as threatening or intrusive.
- Do not engage in any behaviour that is abusive, including any form of sexual contact with a child or young person.
- Be a positive role model demonstrating integrity, honesty, and respect.

Substance Use

- Do not smoke, vape, consume alcohol, or use illegal substances when working directly or indirectly with young people.
- Do not be under the influence of substances (alcohol or drugs) when working directly or indirectly with young people.

Data Protection and Confidentiality

- Do not access student information without an appropriate reason.
- Follow school policies on data protection and GDPR compliance.
- Do not share personal or sensitive information about students, families, or colleagues outside of professional contexts.
- Do declare any relationships or situations that could compromise professional judgment.

Transport and Safety

- Do not transport students in your own vehicle unless an approved risk assessment has been completed, and it is relevant to your role.
- Follow approved risk assessment protocols in all activities.

Reporting and Safeguarding

- Do not allow concerns or allegations to go unreported.
- Report safeguarding concerns immediately following school policy.
- Challenge inappropriate behaviour among students or staff.

Self-referrals

There may be times in which you have found yourself in a situation where you:

- inadvertently have not followed the Code of Conduct guidance.
- acted in a way that could be misinterpreted or appear compromising to others.

Examples include:

- reflecting on something you said/did that would be deemed inappropriate, aggressive, unprofessional, either unintentionally or otherwise.

- giving a student a lift in your car in an emergency / last resort situation.
- a student hugging you unexpectedly.
- A student buying you gifts, being overly attached, or attracted to you.
- breaching confidentiality guidance.
- being approached by a student outside of school.

To make a self-referral, Andrew Adkin, headteacher, using the subject heading **Self-Referral**. Staff making a self-referral will be supported and the incident evaluated following guidance.

Vulnerable Children

Research indicates that a young person with **additional educational needs** is particularly vulnerable to abuse. This has also been shown to be the case for young people who are **looked after** under the care system and those that are struggling to manage their **mental health**.

When supporting a young person with additional needs, a tailored approach made be required. The approach needed will be based around the communication and cognitive abilities of the young person. The DSL will liaise with the SENCo and/or the school-based counsellor and other appropriate professional if deemed necessary, in order to decide on the most suitable approach to support a young person where a safeguarding concern has been raised.

Safeguarding and Attendance

The reporting of a young person absent from education is a vital safeguarding procedure. Le Rocquier School has a separate Attendance Policy and attendance team in place, however the expectation is that all staff have the responsibility to report a young person missing from a lesson as soon as possible. The procedure is as follows:

- class register to completed with the first ten minutes of a lesson.
- if a young person has been in the lesson previously but has not turned up to the next lesson, please report using the On Call system.
- this report will be shared with the attendance team and after an initial search of the building, a phone call home will be made to report that the young person's whereabouts are unknow.
- if the young person is a child looked after then the social worker will also be informed.
- all incidents will be recorded on My Concern.

Education Welfare Officer: Yvonne Devereux (ext 1320)
Deputy Education Welfare Officer: Michelle Ross (ext 1315)
Attendance officer: Kelly Wilson (ext 1314)

My Concern Recording System

All States of Jersey schools record safeguarding concerns and chronologies using the online database called My Concern. At Le Rocquier School, all staff have training on the use of My Concern and how to log a concern. It is the responsibility of the DSL and the senior leadership team to ensure all concerns are investigated. Concerns raised are only accessible by the identified senior leadership and designated safeguarding team. My Concern records include a clear and comprehensive summary of the concern, details of how the concern was followed up and resolved, and a note of any action taken / outcomes.

It is the responsibility of the DSL to ensure My Concerns files are included in any student transfer; either electronically transferred or the PDF downloaded and filed into student main file.

The DSL, head teacher and deputy heads have administration rights to My Concern which enables them to manage users and access data reports. The Families and Children's Hub and CYPES designated safeguarding officers can also access My Concern information.

Actions following a raised concern.

On receipt on a raised concern the DSL will:

- Review the safeguarding record of the young person.
- Follow KCSIE guidelines and escalate all concerns that are deemed to meet threshold to the C&F Hub
- Parents will be informed, and consent sought for a referral unless it is felt that this would put the young person at risk.
- If no referral is necessary, then the concern will be dealt with at school level and actions recorded.
- Concerns will be shared with the allocated social worker of a young person.

Safeguarding Training

- It is the head teacher's responsibility to ensure that all staff are acquainted annually with the safeguarding procedures (and all new staff as and when they take up their posts). The designated safeguarding lead will ensure that staff who need to undertake safeguarding training do so on a regular basis.
- Within the academic school year, every member of staff will attend a CPD session led by the designated safeguarding lead.
- New staff will have a safeguarding induction session with the designated safeguarding lead as soon as possible on joining the school.
- My Concern data and/or observations showing prevalent patterns or concerns will inform training needs for whole school and/or individual roles such as Heads of Year
- DSL will regular attending training courses to ensure up to date knowledge is held. Course providers are mainly the Safeguarding Partnership Board, CYPES and The Safeguarding Company (My Concern).

Roles & Responsibilities

Responsibilities of the Head Teacher

This includes:

- Being responsible for the safeguarding of young people and adults in their care
- Supporting all staff, governors, and volunteers to meet their safeguarding responsibilities.
- Facilitating safeguarding training for staff, governors, and volunteers where appropriate, including allocating necessary resources and time
- Implementing all safeguarding policies
- Ensuring appropriate site security arrangements are in place.
- Ensuring school representation at Departmental and Safeguarding Board briefings e.g., subsequent to serious case reviews and
- Ensuring oversight and implementation of the responsibilities of others.
- Ensuring safer recruitment practice is followed whenever recruiting and that all staff hold an up-to-date DBS
- Ensuring visitors / volunteers accessing the school are appropriately managed in relation to safeguarding.
- Ensuring appropriate action is taken when an allegation is made against a member of staff, following the Managing Allegations Against Adults or Volunteers and the CYPES DSO are contacted and informed as soon as possible.

Responsibilities of the Designated Safeguarding Lead

The designated safeguarding lead, Nicola Eastham, reports directly to the Deputy Head Teacher for Inclusion, Roxanne Shipton-Taylor.

The DSL role includes:

- Ensuring that all appropriate staff are aware of students on the Child Protection Register, or of concerns about suspected abuse, especially when students change class or school.
- Having allocated time to fulfil the role and will attend CP Conferences, Core Group, and Child in Need meetings.
- Maintaining thorough safeguarding records.
- Attending training in child protection, inter-agency co-operation and online safety, updated annually, and additional training as appropriate.
- Keeping up to date with changing legislation, departmental policies, and guidance
- Attending CSE, CCE, Strategy and MASE meetings.
- Managing cases, supporting students and staff, and referring cases to relevant agencies where appropriate, including Children and Family Hub enquiries.
- Ensuring that the Child Protection and Safeguarding Policy 2025 is available to all staff in school and updated on the school website.
- Delivering regular training /updates for school staff.
- Working in partnership with parents, students, and outside agencies.

- Working closely with the education welfare officer, Yvonne Devereux, to identify children absent from education or at risk of NEET.
- Keeping SLT updated with student cases and outcomes.
- Supporting staff with training needs and those who may have found a particular disclosure or incident difficult.
- Online safety lead: daily review of light speed reports and follow up when deemed necessary, education / guidance for parents, staff, and students in relation to online safety
- Liaising with the headteacher and keep him up to date of current issues.
- Liaising with line manager on strategic developments.
- Preparing and leading on the annual CYPES safeguarding audit.
- Ensuring My Concern referrals are investigated, and outcomes logged.
- Ensuring the administration of My Concern is up to date; staff log-ins, student transfers, up to date training
- Annually reviewing school policies and CYPES policies and updating school policies when necessary.
- Liaise with CYPES Safeguarding Team as necessary
- Act as the designated teacher for Children-Looked- After
- Act as the school point of contact for social workers, police and other safeguarding professionals working with our students and families.

Responsibilities of Parents, Carers and Students

Parents /carers and students will be encouraged to:

- Work in partnership with their child's school to ensure the wellbeing of their child and others.
- Be vigilant and raise any concerns they may have about a young person's safety with the school and appropriate agencies.
- Create an environment where others are respected and valued in the school community and the community in general.
- Raise any concerns they may have for their own or peer's welfare with a trusted adult.

Confidentiality

Total confidentiality should never be promised to a student. Students **must** be informed that you will pass on any concerns to ensure their safety.

Staff **must not** discuss any safeguarding concerns with any person other than the designated staff.

Data will be shared in line with the Government of Jersey '*Procedure for disseminating sensitive information (Child Protection) Policy*' (2016)

Data will only be shared with third parties if it is permitted under the provisions of the '*Data Protection (Jersey) Law*' (2018).

Digital safeguarding (Online Safety)

Staff must adhere to CYPES 2021 *Online Safety Policy* (see Appendix) in particular; staff should note section 6 a & b which provides guidance for the conduct of staff online, and monitoring online access in lessons.

The breadth of issues classified within online safety is considerable and ever evolving, but can be categorised into four areas of risk:

Content: being exposed to illegal, inappropriate, or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, and extremism.

Contact: being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.

Conduct: online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying,

Commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams.

Filtering and monitoring of online activities was added to KSCIE in 2023.

This now requires staff to:

- ensure they use *Impero* when students are working online to monitor use.
- physically monitor screens by walking around the room and viewing screens, particularly when using laptops
- Ensure staff devices are secure and not given to students.
- DSL and Senior Team to monitor and assess Light Speed daily reports. (This includes staff searches as well as students.)

In addition to filtering and monitoring requirements, staff must adhere to the following **online code of conduct**.

- Only use your work email address (not personal email) to communicate with children and copy in a second staff member such as their Head of Year or Form Tutor. If it is a safeguarding concern then you **must** always copy in the DSL, Nicola Eastham.
- If working at home: do not divulge the password to any family members or let any member of the household use the login, laptop or device for any purpose whatsoever; use a designated room or space to work from; keep the device locked away and secure when not in use.
- Use every appropriate opportunity to link online safety into the everyday curriculum.
- Encrypt personal data (especially if transferring information, this should be via encrypted USB or encrypting software)
- Only use websites and web-based applications with students when they have been risk assessed and you have read and reviewed the terms and conditions and are satisfied that they do not pose a significant online safety or data protection risk.

- Not allow anyone else (whether children or other members of staff) to use their log on details or leave your computer or device unattended when logged in.
- Do not send friend requests to (or accept friend requests from) students on social media platforms. It is acknowledged that sometimes this is complicated due to relatives etc. however caution should always be exercised in respecting professional boundaries.
- Do not attempt to compromise or bypass online safety measures for the sake of expedience or convenience.

The responsibilities of the DSL for Online Safety include

- Monitoring online activity of children through daily lightspeed reports
- Escalating safeguarding concerns where appropriate,
- Maintain a log of online safety incidents along with any follow up action.
- Reviewing school online safety and practice in conjunction with the senior designated safeguarding team.
- Key Issues that will be monitored for include (but are not limited to): self-harm, suicide, eating disorders, bullying, pornography, radicalisation and 18 rated games and films.
- Sharing concerns with parents

The nature of technical monitoring software is that there will be many 'false positives' (such as 'Moby Dick'). However, it is very important that these flags are followed up on the basis that some could be genuine.

In June 2023 Le Rocquier School implemented a 'Mobile Phone Free School' policy. This is to ensure we are prioritising the safety and mental wellbeing of our students by reducing digital distractions within the school day.

Le Rocquier School will support children and parents through harmful online incidents. The welfare and wellbeing team will be available to provide guidance and signpost to resources to support families.

Useful support for parents and staff can also be found at [Keeping your child safe online](#)

Appendix 1

Linked CYPES Polices

Counter Bullying Policy 2019

<https://www.gov.je/SiteCollectionDocuments/Education/P%20Counter%20Bullying%20Policy%2020190722%20M%20V.pdf>

Online Safety Policy 2021

<https://www.gov.je/SiteCollectionDocuments/Education/Online%20Safety%20Policy.pdf>

Self-harm: early Intervention and Support in Schools 2016

<https://www.gov.je/SiteCollectionDocuments/Education/P%20Self%20Harm%20-%20Early%20Intervention%20and%20Support%20in%20Schools%2020160406%20JR.pdf>

Intimate Care Policy 2016

<https://www.gov.je/SiteCollectionDocuments/Education/P%20Intimate%20Care%20Policy%2020160408%20NR.pdf>

Positive Behaviour, Exclusions & Part-time Policy and Practice 2023

<https://www.gov.je/SiteCollectionDocuments/Education/Positive%20Behaviour%20Exclusions%20and%20Part-Time%20Timetables%20Policy.pdf>

Transgender Guidance for Jersey Schools 2021

<https://www.gov.je/SiteCollectionDocuments/Education/Transgender%20Guidance%20for%20Jersey%20Schools.pdf>

Swimming Risk Management Policy

<https://www.gov.je/SiteCollectionDocuments/Education/P%20Swimming%20Risk%20Management%20Policy%2020161024%20RB.pdf>

Incident Reporting and Investigation Policy

<https://www.gov.je/SiteCollectionDocuments/Education/P%20CYPES%20Incident%20Reporting%20and%20Investigating%20Policy%2020230401%20MW.pdf>

Jersey Sexual Offence Law 2018

[Sexual offences law \(gov.je\)](https://www.gov.je/SiteCollectionDocuments/Law/Sexual%20offences%20law%202018.pdf)

Managing Allegation Policy

[Managing Allegations Policy - JDO 2022 Final Operational](https://www.gov.je/SiteCollectionDocuments/Education/Managing%20Allegations%20Policy%20-%20JDO%202022%20Final%20Operational.pdf)

Multi-Agency Guidance Child Sexual Exploitation 2018

[Multi-Agency-Guidance-Child-Sexual-Exploitation.pdf \(safeguarding.je\)](https://www.gov.je/SiteCollectionDocuments/Education/Multi-Agency-Guidance-Child-Sexual-Exploitation.pdf)

Child Sexual Abuse Pathway

[CSA-Pathway.pdf \(safeguarding.je\)](https://www.gov.je/SiteCollectionDocuments/Education/CSA-Pathway.pdf)

Responding to a Child's Disclosure of Abuse / NSPCC Learning

[Responding to a Child's Disclosure of Abuse | NSPCC Learning - YouTube](https://www.youtube.com/watch?v=...)