

# Safeguarding and Child Protection Policy

## Caterham Summer School



CATERHAM  
SCHOOL

Policy Author:  
Date Reviewed by Authors:  
Next Review Date:

Summer School Manager  
Spring Term 2026  
Spring Term 2027

## Caterham Summer School

### Safeguarding and Child Protection Policy

**Policy Status:** Safeguarding and Child Protection

**Applies to:** All staff, volunteers, contractors, visitors and partners

**Author:** Summer School and Holiday Programmes Manager

**Last reviewed:** April 2026

**Next review:** April 2027

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### 1. Policy Statement

Caterham Summer School is committed to safeguarding and promoting the welfare of all children and young people. We recognise that safeguarding is everyone's responsibility, and follow the same overarching thinking of the Caterham School [Safeguarding Policy](#) that "**Safeguarding is everyone's business**" and carry out the day-to-day operation of the Caterham Summer School on the understanding that all staff and volunteers play a vital role in providing a safe, supportive and respectful environment.

We adopt the principles and language of [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#) as well as the Caterham School Safeguarding Policy and apply them proportionately to a summer school context.

This policy also reflects the principles outlined in [Working Together to Safeguard Children – GOV.UK](#) and the [National Minimum Standards for Boarding Schools – GOV.UK](#)

### Terminology

Safeguarding at Caterham Summer School means:

- Protecting children from maltreatment
- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from abuse and maltreatment, whether within or outside the home, including online
  
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.
- Preventing impairment of children's mental or physical health or development

**Abuse** - reference to abuse in the policy may also mean or include need, neglect or harm as appropriate.

**Child Protection** is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

**Child(ren)** for Caterham Summer School's purposes includes all pupils in Caterham Summer School, including those who are over 18. On the whole, this will apply to pupils of our School; however, the policy will extend to visiting children and pupils from other establishments.

**Child looked after (CLA)** – used internally in Surrey County Council rather than looked after children.

**C-SPA** refers to the Single Point of Access and the Child Protection Consultation Line

**Early Help** is support for children of all ages that improves a family's resilience and outcomes or reduces the chances of a problem getting worse.

**MAP** refers to the Surrey Multi-Agency Partnership Parents refers to birth parents and other adults who are in a parenting role, for example stepparents, foster carers and adoptive parents.

**Social Care** refers to Children's Services in the area in which the child is resident, unless a child is a Child Looked After then this will be the Children's Services in their home authority.

**Staff** refers to all those working for or on behalf of the School, full or part time, temporary or permanent, in either a paid or voluntary capacity.

## 2. Scope of This Policy

This policy applies to:

### 2.1 Day Provision

Children attending:

- teaching sessions
- activities, trips, or workshops
- supervised break times
- arrivals and departures

### 2.2 Boarding Provision (where applicable)

Children staying overnight or attending extended-day programmes, including:

- residential accommodation
- evening activities
- overnight supervision
- transport linked to residential provision

The safeguarding responsibility of Caterham Summer School applies for the full duration of the programme, including evenings and weekends for residential students.

## 3. Legal and Guidance Framework

This policy is informed by:

- [Children Act 1989 – GOV.UK](#)
- [Children Act 2004 – GOV.UK](#)
- [Safeguarding Vulnerable Groups Act 2006 – GOV.UK](#)
- [Working Together to Safeguard Children – GOV.UK](#)
- [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#)

Although Caterham Summer School is very different in context to Caterham School, we adopt KCSIE as the minimum safeguarding standard and it is aligned with the same safeguarding working practices as Caterham School.

As Caterham Summer School offers a residential boarding provision, we align our day-to-day working Safeguarding Practices with the [National Minimum Standards for Boarding Schools 2022](#) and Caterham School's [Statement of Boarding Principles and Practices](#).

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## 4. Safeguarding Roles and Responsibilities

### 4.1 Caterham Summer School Designated Safeguarding Lead (DSL)

**Name:** Gareth Taylor

**Role:** Summer School and Holiday Programmes Manager

**Email Contact:** [gareth.taylor@caterhamschool.co.uk](mailto:gareth.taylor@caterhamschool.co.uk)

**Office Phone Contact:** Ext 472

**Summer School Mobile Phone Contact:** 07508 882042

The DSL has overall responsibility for safeguarding and child protection across **both day and residential provision**.

### 4.2 Caterham Summer School Deputy DSL

**Name:** Duty DSL Staff Member

**Role:** DSL on-call

**Email Contact:** [dsl@caterhamschool.co.uk](mailto:dsl@caterhamschool.co.uk)

**Senior Management Team (SMT) Emergency Duty Phone (24 hours):** 07476 299036

### 4.3 Responsibilities of the DSL

The Caterham Summer School Designated Safeguarding Lead will:

- manage safeguarding concerns and referrals
- liaise with children's social care, police and other agencies
- provide advice and support to staff
- oversee safeguarding records and secure information sharing
- ensure staff safeguarding training and induction
- promote a culture of vigilance and professional curiosity

### 4.4 Alternative Safeguarding Contacts

If neither the DSL or DDSL or unavailable, the email address [dsl@caterhamschool.co.uk](mailto:dsl@caterhamschool.co.uk) can be used to reach the Caterham School DSL team including through the Caterham Summer School operating period.

Senior Management Team (SMT) Emergency Duty Phone (24 hours):  
07476 299036.

#### Surrey Children's Services:

##### Children's Single Point of Access (C-SPA)

Anyone can contact the C-SPA about a child, young person or parent/carer who needs support in Surrey. This could be a concern about how the child is developing, issues that the parent or carer is experiencing, or you suspect a child is being neglected or subjected to physical, sexual, or emotional abuse.

Surrey's Child Protection Consultation Line for advice and support (0300 470 9100 option 3).

##### **If a child is in immediate danger, the police should be contacted on 999**

If it is not an emergency, but there is a concern that a child is at risk, C-SPA should be contacted by phone on 0300 470 9100 or 03311 435554.

Requests for support should be sent securely by email to [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk) using the Request for Support Form.

[Report Child Abuse to a Local Council – GOV.UK](#)

#### Early help

Early help is support for children of all ages that improves a family's resilience and outcomes or reduces the chance of a problem getting worse. At Caterham School, we are keen to provide support to families as soon as a problem becomes visible. If an early help assessment is appropriate, the DSL or a deputy will lead on working together with other agencies and set up an inter-agency assessment, as appropriate. Staff may be required to support other agencies and professionals in an early help assessment, in some cases acting as the lead practitioner.

The DSL and/or deputy use the [Helping Families Early – Surrey County Council](#) information to explore emerging needs and – with consent from the child or family, complete an Early Help Assessment to ensure all identified needs are supported by the appropriate agencies. The partnership's [Early-Help-Strategy-2024-2027](#) sets out their aims for how professionals work effectively together to provide early help.

If early help support is appropriate, it will be kept under constant review. A referral to children's services may be required if the child's situation doesn't appear to be improving. The DSL is aware of the local escalation policy and procedures.

Emergency Duty Team (EDT) Emergency Duty Team (EDT), provides an emergency social care service for urgent situations which are out of normal office hours. If your call is not answered, please do leave a message and your contact details for someone to get back to you.

The EDT is available **5pm-9am, Monday – Friday, Weekends 24 hours a day.**

**Phone: 01483 517898**

**Email: [edt.ssd@surreycc.gov.uk](mailto:edt.ssd@surreycc.gov.uk)**

**The Local Authority Designated Officer (LADO):**

Every local authority has a legal responsibility to appoint a LADO who is responsible for organising the response to concerns/allegations that an adult who works with children may have caused them or could cause them harm. They will be informed within one working day of any allegations that come to our attention. The LADO will give advice and guidance to employers, such as the Headteacher and the chair of governors/chair of trustees, to make sure that any allegation is dealt with fairly and quickly, ensuring that the child is protected effectively.

The LADO can be contacted by:

Email: [LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk)

Telephone: 0300123 1650 option 3

LADO Referral Form – Surrey County Council

**OFSTED Safeguarding Children:** 0300 123 3155 (Monday to Friday 8.00am to 6.00pm).

Email: [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

**Disclosure and Barring Service:** 01325 953795. The government webpage can be found [here](#).

**Teaching Regulation Agency** information and details can be found [here](#). Tel: 0207 593 5393.

Further safeguarding advice is available from:

**NSPCC:** <http://www.nspcc.org.uk/>

**Childline:** <https://www.childline.org.uk/>

**CEOPS Thinkuknow:** <https://www.thinkuknow.co.uk/>

**5. Recognising Safeguarding Concerns**

All staff receive contextually relevant Safeguarding as part of their onboarding process to Caterham Summer School. This includes members of staff who are already employed by Caterham School. All staff must be alert to signs of abuse, neglect and exploitation, including but not limited to:

- physical, emotional, sexual abuse and neglect
- child-on-child abuse (including bullying, sexual harassment, online abuse)
- harmful behaviour linked to vulnerability
- online safety concerns
- changes in behaviour, presentation or attendance

Safeguarding training reflects the expectations outlined in [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#)

**All concerns must be taken seriously**, even if they appear low-level. All staff have a duty to report concerns in line with the Caterham Summer School Safeguarding Policy.

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**6. Responding to Safeguarding Concerns**

If a child discloses information or a concern is suspected:

1. Listen calmly and without judgement
2. Reassure the child they have done the right thing
3. Do not promise confidentiality
4. Do not investigate or ask leading questions
5. Report the concern immediately to the DSL
6. Record the concern factually and promptly

If there is an immediate risk of harm, contact emergency services and inform the DSL as soon as possible. Section 4 of this document highlights the various channels that can be used to protect a child who is at risk of immediate harm.

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**7. Recording, Information Sharing and Confidentiality**

- Safeguarding records are kept securely and separately from other records.
- Information is shared in line with data protection principles and safeguarding need.

- Staff are expected to share concerns promptly, not hold information back.

Personal information is processed in accordance with [UK GDPR Guidance – ICO](#) and the [Data Protection Act 2018 – GOV.UK](#)

## 8. Day Provision: Safeguarding Arrangements

For day students, Caterham Summer School ensures:

- clear arrival and departure procedures
- appropriate supervision always
- safe handover arrangements
- risk-assessed activities and trips
- clear reporting routes for concerns during the day

Uncollected children or unexpected changes to collection arrangements are managed using safeguarding protocols in line with other Caterham School WildCats Camps and Sports Academies. Boarding staff will assume responsibility for uncollected children or in emergency cases of unexpected changes to collection arrangements.

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## 9. Residential Provision: Additional Safeguarding Measures

For residential programmes, Caterham Summer School provides enhanced safeguarding measures, including:

- named residential safeguarding staff
- appropriate staff-to-student ratios, including overnight
- clear separation of staff and student sleeping areas
- clear bedroom checks and supervision procedures
- welfare support during evenings and overnight through boarding teams
- procedures for illness, homesickness, and emergencies
- clear behaviour expectations for residential settings outlined in the Student [Code of Conduct](#).

Students are informed during their welcome and induction of who they can speak to day or night if they feel unsafe or uncomfortable. Duty staff, Welfare staff and Safeguarding staff contacts are clearly displayed around buildings used by Caterham Summer School.

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## 10. Safer Recruitment and Staff Suitability

Caterham Summer School follows safer recruitment principles, including:

- appropriate application and selection processes
- identity and right-to-work checks
- suitability assessment for DBS eligibility
- enhanced DBS checks where roles involve regulated activity
- safeguarding induction before unsupervised contact with children
- all staff are expected to adhere to the Caterham Summer School [Appendix A: Staff Code of Conduct](#) and Caterham School [Staff Code of Conduct](#).

Recruitment procedures reflect statutory safeguarding expectations and guidance contained within [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#)

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## 11. Managing Allegations and Low-Level Concerns

### 11.1 Allegations Meeting the Harm Threshold

Any allegation that a staff member has:

- harmed a child
- may pose a risk to a child
- behaved in a way indicating unsuitability

Must always be reported immediately to the DSL

### 11.2 Low-Level Concerns “([Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#))”

Low-level concerns about staff behaviour that does not meet the harm threshold must still be:

- shared
- recorded
- reviewed appropriately

This supports a culture of transparency and early intervention.

Any Low-Level Concerns should be reported to the Summer School and Holiday Programmes Manager in a timely manner. Further information about what constitutes a low-level concern can be found in the Caterham Summer School [Low-level Concerns Policy](#) and in Section 12 of the Caterham School [Safeguarding Policy](#).

## 12. Online Safety

Caterham Summer School Staff and Students will adhere to the Caterham Summer School [Online Safety Policy](#) which robustly sets out the expectations and responsibilities in behaviour for both staff and students.

Caterham Summer School takes responsibility for ensuring that the IT infrastructure is as safe and secure as reasonably possible and aims to provide a safe environment to learn and work in when online.

Caterham Summer School expects students and staff to use the filtered and monitored WiFi system provided. The filtering and monitoring follow the same guidance as laid out in the Caterham School [Online Safety Policy](#)

Filtering and monitoring arrangements reflect statutory safeguarding expectations and guidance in [Teaching Online Safety in Schools – GOV.UK](#)

Caterham Summer School Staff follow the IT Acceptable Use Policy for Staff and Trustees that forms Appendix A of the Caterham School [Online Safety Policy](#).

Where digital tools are used:

- staff model professional online behaviour
- students are supported to understand risks
- staff do not engage in private or inappropriate online communication with students

As well as the relevant Caterham Summer School Policies and signed the Staff Acceptable Use Policy, Caterham Summer School Staff are also expected to have read and understood the following Caterham School Policies with regards to their use of IT:

[Online Safety Policy](#)

Staff Social Media Policy

Pupil Acceptable Use Policy

AI Policy

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## 13. Whistleblowing

All staff are encouraged to raise concerns about unsafe practice. Concerns will be taken seriously and handled appropriately, and no individual will be penalised for raising genuine safeguarding concerns. All Caterham Summer School staff should follow the Caterham Summer School [Whistleblowing Policy](#) and is aligned with Section 39 of the Caterham School [Safeguarding Policy](#).

If it becomes necessary to consult outside of the Caterham Summer School and Caterham School's whistleblowing Procedures, staff can:

- Speak in the first instance to the Area Schools Officer or LADO in accordance with the Caterham School [Whistleblowing Policy](#)
- Use Navex Global, an external independent and confidential service on 0800 069 8180 or through their website Navex Global [web page](#)

The [NSPCC whistleblowing helpline](#) is also available for staff who do not feel able to raise concerns regarding child protection failures internally or have concerns about a way a concern is being handled by Caterham Summer School. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday or via email through [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

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## 14. Training and Induction

All staff and volunteers receive:

- safeguarding induction prior to working with children
- clarity about reporting procedures and how to report a disclosure
- access to this policy, the Caterham Summer School Staff Handbook and [Appendix A: Staff Code of Conduct](#)

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## 15. Policy Review

This policy is reviewed annually and after any safeguarding incident or significant change in guidance. This policy reflects statutory safeguarding guidance including [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#), [Working Together to Safeguard Children – GOV.UK](#), the [Children Act 1989 – GOV.UK](#), [Children Act 2004 – GOV.UK](#) and Caterham School best practice.

It is due for review in April 2027

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## Appendix A: Caterham Summer School Staff Code of Conduct

### Caterham Summer School

#### Staff Code of Conduct

**Policy Status:** Safeguarding and Child Protection

**Applies to:** All staff, volunteers, contractors, visitors and partners

**Author:** Summer School and Holiday Programmes Manager

**Last reviewed:** April 2026

**Next review:** April 2027

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All staff, volunteers and contractors must sign to confirm they have read and will adhere to this Staff Code of Conduct.

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### 1. Introduction

All staff working at Caterham Summer School are in a position of trust and are responsible for maintaining the highest standards of professional conduct whilst working with children and young people.

This Staff Code of Conduct provides clear guidance on appropriate, safe and professional behaviour and applies at all times during employment, including:

- Teaching and activity sessions
- Residential duties
- Excursions and travel
- Free time, evenings and overnight supervision
- Online and digital communication

The Code both protects students and safeguards staff from misunderstanding or allegations, and must be read alongside the Summer School's safeguarding, behaviour and welfare policies. It adheres fully to the expectations set out in the Caterham School Staff [Code of Conduct](#).

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### 2. Scope and Core Principles

This Staff Code of Conduct applies to all adults working for or on behalf of Caterham Summer School, including agency staff and volunteers.

#### Core Principles

- The welfare of the child is paramount
- Staff are responsible for their own actions and behaviour
- Staff must act in a way that is open, transparent and professional
- Professional boundaries must be consistently maintained
- Staff must avoid behaviour that could be reasonably misinterpreted

- Safeguarding responsibilities apply 24 hours a day in a residential setting

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### **3. Professional Behaviour and Conduct**

#### **3.1 Respect and Professionalism**

All staff must:

- Treat students, colleagues and visitors with dignity and respect
- Never discriminate on the basis of race, gender, religion, culture, disability, sexual orientation or any protected characteristic
- Avoid bullying, harassment, intimidation or inappropriate language
- Model behaviour consistent with the values of Caterham School

Unprofessional behaviour—including aggressive language, inappropriate humour or abusive digital communication—will not be tolerated.

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#### **3.2 Dress and Appearance**

Staff should dress appropriately for their role while maintaining professional standards at all times.

- Clothing must not be offensive, revealing, provocative or inappropriate
- Residential staff must be suitably dressed when on duty, including evenings and overnight
- Staff should remember they are role models in a residential environment

#### **3.3 Gifts and Favouritism**

- Staff must not accept gifts that could be seen as an inducement
- Small tokens of appreciation may be accepted with discretion
- Repeat or high-value gifts must be reported to the Summer School Director
- Staff must never show favouritism or single out students for special treatment

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### **4. Staff–Student Relationships and Boundaries**

#### **4.1 Professional Relationships**

Relationships between staff and students must always remain professional, not personal.

Staff must:

- Maintain appropriate emotional and physical boundaries
- Avoid private or secretive interactions
- Never form relationships that could be perceived as exclusive or preferential
- Avoid over-familiar language or behaviour

Any personal relationship or prior connection with a student must be declared to the Summer School and Holiday Programmes Manager.

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#### **4.2 Physical Contact**

- Unnecessary physical contact must be avoided
- Where physical contact is appropriate (e.g. first aid, reassurance, safety), it must:
  - Be necessary and proportionate
  - Be in response to the student's needs
  - Take place in an observable context
- A “no-touch” approach is impractical, but poor judgement is unacceptable
- Any action that could be misinterpreted should be recorded and reported

Physical intervention may be used only as a last resort, when there is immediate risk of harm, and must be recorded.

#### **4.3 One-to-One Situations**

- One-to-one interactions should take place in open or observable settings
- Doors should remain open or visible panels used wherever possible
- Staff must ensure others know where and when meetings are taking place
- Overnight supervision should follow residential staffing ratios and procedures

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#### 4.4 Infatuations and Emotional Dependency

Students may develop crushes or emotional attachments to staff. Staff must:

- Respond calmly and professionally
- Maintain clear boundaries at all times
- Report concerns immediately to a senior colleague or the Summer School DSL
- Never encourage emotional dependency or personal disclosure

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#### 5. Residential Provision

Because Caterham Summer School includes a boarding and residential setting, safeguarding expectations extend beyond the classroom.

##### 5.1 Residential Conduct

Staff must:

- Uphold professional standards at all times while on site
- Only enter student bedrooms unless authorised and following procedures
- Avoid being alone with a single student in private spaces
- Ensure nightly routines and supervision procedures are followed
- Respect students' privacy, dignity and personal space

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##### 5.2 Staff Accommodation and Student Access

- Students must not enter staff living spaces
- Any authorised group visits must have:
  - Senior staff approval with clear professional purpose
  - More than one adult present

##### 5.3 Alcohol, Smoking and Substances

- Staff must not consume alcohol while responsible for students
- Alcohol must never be consumed in the presence of students
- Smoking and vaping are prohibited on site and during duties
- Illegal substances are strictly forbidden at all times

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#### 6. Online Safety and Communication

- Staff must not communicate with students via personal social media accounts
- Personal phone numbers, emails or messaging apps must not be shared
- Only authorised platforms and school systems may be used
- Staff must not accept social media requests from students or recent leavers

Photographs or videos of students must only be taken using authorised devices and for approved purposes.

All of this is in line with the Caterham Summer School [Staff Acceptable Use Policy](#) and laid out in the Caterham Summer School [Online Safety Policy](#)

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#### 7. Transport, Trips and Off-Site Activities

- Staff transporting students must have appropriate authorisation and consent
- Staff should avoid being alone with a single student in a vehicle
- Clear drop-off points should be used
- All trips must follow Caterham Summer School [Educational Visits Policy](#) and procedures

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#### 8. Safeguarding and Whistleblowing

Staff have a duty to:

- Safeguard students from physical, emotional, sexual abuse and neglect

- Report all safeguarding concerns immediately to the Caterham Summer School Designated Safeguarding Lead (DSL)
- Report concerns about colleagues without delay
- Never promise confidentiality to a student

Failure to report concerns is a serious breach of this Staff Code of Conduct.

Safeguarding is the responsibility of all staff Caterham Summer School. Further Detail can be found in the Caterham Summer School [Safeguarding Policy](#).

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### 9. Compliance and Breaches

- This Staff Code of Conduct forms part of the terms of employment
- Breaches may result in disciplinary action, including dismissal
- Serious breaches may result in referral to external authorities
- The Summer School reserves the right to take legal or regulatory action if required

All staff are required to confirm, in writing, that they have read, understood and agreed to follow this Code of Conduct.

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### 10. Policy Review

This policy is reviewed annually and after any safeguarding incident or significant change in guidance. This policy reflects statutory guidance and Caterham School best practice. It is due for review in April 2027

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### 11. Staff Agreement

I confirm that I have read, understood and agree to comply with the Caterham Summer School Staff Code of Conduct.

Staff Signature:

Staff Name:

Date: