

Child Protection and Safeguarding Policy Staffordshire



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1. Policy Consultation & Review

This policy is available on our website via a link to Community Academies Trust website and is available on request from the school office. We also inform parents and carers about this policy when their children join our school and through our school newsletter.

The policy is provided to all staff (including temporary and supply staff and volunteers) at induction alongside our Staff Code of Conduct and our Behaviour Policy. In addition, all staff are provided with Part One and Annex A of the statutory guidance *Keeping Children Safe in Education*, DfE (2020).

This policy follows the Stoke on Trent and Staffordshire Safeguarding Children's Board policies and procedures, as found at www.SSSCB.org.uk. The policy will be reviewed in full, annually, or sooner, should legislation/guidance change.

2. Context

This school recognises its responsibility to have a clear and secure framework in place to safeguard and promote the welfare of children.

This policy provides guidance to all adults working within the school, whether paid or voluntary and whether directly employed by the school or by a third party.

The policy sets out how the school's Governing Body discharges its statutory responsibilities relating to safeguarding and promoting the welfare of children who are pupils at this school. Our policy applies to all staff; paid and unpaid, working in the school, including Governors.

3. Purpose and Aims

The purpose of this safeguarding policy is to ensure that we:

- **Are committed** - developing a robust culture of vigilance
- **Build resilience** - raising awareness of safeguarding and child protection issues, and equipping children with the language and skills to keep themselves safe
- **Establish a safe environment** - in which children can learn and develop within an ethos of openness, are taught to treat each other with respect, to feel safe, to have a voice and are listened to
- **Support vulnerable pupils** - including those who have been abused, have witnessed violence towards others or who may be vulnerable to abuse
- **Prevent unsuitable people from working with children** - by ensuring we practise safer recruitment in checking the suitability of staff, including supply staff and volunteers to work with children and in maintaining an active vigilance thereafter.

We will follow the procedures set out by Stoke-on-Trent and Staffordshire Safeguarding Children's Board, *Working Together to Safeguard Children, 2018* and *Keeping Children Safe in Education (KCSiE) 2020* by:

- Knowing that safeguarding and promoting the welfare of children is everyone's responsibility, and that the voice of the child is evident;
- Protecting children and young people at our school from maltreatment;
- Establishing a safe environment in which our children can learn and develop within an ethos of openness;
- Preventing impairment of our children and young people's health or development;
- Ensuring young people at our school grow up in circumstances consistent with the provisions of safe and effective care;
- Offering children a balanced curriculum, including PSHE, healthy relationship education, online safety and advice on the dangers of sexting;
- Offering children and young people a balanced curriculum through online activities, enabling them to enhance their safeguarding skills and knowledge whilst understanding the risks;
- Understanding that no single professional can have the full picture of a child's needs and circumstances. Everyone who comes into contact with children and their family has a role to play in identifying concerns, sharing information and taking prompt action;
- Undertaking the role so as to enable children and young people at our school to have the best outcomes;
- Ensuring as a school that we have a clear understanding of our staff's knowledge and understanding, and that we embed safeguarding through clear systems of communication and Continuous Professional Development (CPD) so that safeguarding is a robust element of our school.

4. Ethos

The child's welfare is of paramount importance; we are a child centred school.

We all have a statutory duty to safeguard and promote the welfare of children and to maintain a professional attitude of 'It could happen here' where safeguarding is concerned.

Our school is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to **act without delay** to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment. The school seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.

'Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.' *Keeping Children Safe in Education, 2020*

All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy to allow the Designated Safeguarding Lead (DSL) to build up a picture and access support for the child at the earliest opportunity. (See Appendices 1 and 2)

When there are concerns about the welfare of a child, staff members will always act in the best interests of the child. This policy has been developed in conjunction with our school culture of prevention, protection and support and should be read in conjunction with other related policies including behaviour, anti-bullying, online safety, health and safety and the Staff Code of Conduct. Our school will continue to maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and feel safe. Children at our school are encouraged to talk freely with any staff member if they are worried or concerned about something.

5. Key Principles

All children have a right to be protected from abuse and neglect and have their welfare safeguarded. Children should be listened to and their views and wishes should inform any assessment and provision for them. Staff should always act in the interests of the child in order to protect them.

This school recognises that scrutiny, challenge and supervision are key to safeguarding children.

- Our school has a robust safeguarding training schedule for all staff, which is monitored by the DSL. All staff receive appropriate safeguarding training as required in *KCSiE 2020*, and also receive regular updates through staff meetings, briefings, emails etc. to develop and support robust safeguarding practices amongst all staff.
- The school has clear induction processes for all staff, volunteers and Governors, and all required documents and policies are provided both at induction of new staff, and on a yearly refresh basis for current staff. These documents include Part 1 and Annex A of *KCSiE 2020*; the Staff Code of Conduct; the school's Behaviour Policy; the school's response to children who go missing from education, the role of the DSL and this Child Protection and Safeguarding Policy.
- **All staff will be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.**
- All staff will be aware that safeguarding incidents and /or behaviours can be associated with factors outside the school and /or can occur between children outside of these environments.
- All staff, but especially the Designated Safeguarding Team members will consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including, but not limited to, sexual exploitation, criminal exploitation and serious youth violence.
- The school is committed to working with other agencies to provide early help for children before they become at risk of harm or require a 'child in need' statutory assessment.

- ‘Early Help means providing support as soon as a problem emerges, at any point in a child’s life, from the foundation years through to the teenage years.’ (*Working Together*, 2018)
- ‘All staff should be aware of the local early help process, and understand their role in it. (*KCSiE* 2020). This includes identifying emerging problems, liaising with the DSL, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment.’ (DfE, 2018)
- ‘All staff should be aware of the process for making referrals to children’s social care and for statutory assessments under the Children Act 1989 that may follow a referral, along with the role they might be expected to play in such assessments.’ (*KCSiE* 2020)
- All staff have equal responsibility to report their concerns about a child or the behaviour of any adult without delay to the DSL. Whilst the DSL will normally make referrals to Children’s Services, any staff member can refer their concerns to children’s social care directly in emergencies or if they feel they need to do so. (Staffordshire First Response 0800 1313126)
- Everyone has responsibility to escalate their concerns and ‘press for reconsideration’ if they believe a child’s needs remain unmet or if the child is failing to thrive and in need or if the child is at risk of harm.
- The school understands its responsibility to request a statutory assessment led by a social worker for any child in need, as defined under the Children Act 1989, who is unlikely to achieve or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services.
- The school will work in partnership with other agencies to promote the welfare of children and protect them from harm, including the need to share information about a child in order to safeguard them.
- The school will work with other agencies to ensure any actions that are part of a multi-agency coordinated plan are completed in a timely way.
- The school will follow the Stoke-on-Trent and Staffordshire Safeguarding Children’s Board’s procedures and provide them with information as required. www.SSSCB.org.uk
- Staff, children and families will be supported, as appropriate, following child protection processes being initiated.
- Children have a right to learn ways to keep themselves safe from harm and exploitation. We will provide opportunities for pupils to develop skills, concepts, attitudes and knowledge that promote their safety and well-being.
- Through our PSHE programme and via Assemblies and other areas of our curriculum, students are also taught about:
 - consent and healthy relationships,
 - fundamental British values,
 - online safety
 - how children can keep themselves safe from all forms of bullying including online bullying,
 - child sexual exploitation including issues of informed consent,
 - sexting,
 - drugs and alcohol.
- All school policies which support our ethos of safeguarding, will be inter linked with this Safeguarding Policy.

6. Legislation and Guidance

Schools and colleges must have regard for the DfE statutory guidance *Keeping Children Safe in Education*, (DfE 2020).

This child protection policy should be read alongside this statutory guidance and all staff must read and understand at least Part 1 and Annex A of this guidance.

Local authorities have a duty to make enquiries under section 47 of the Children Act 1989 if they have reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. This is to enable them to decide whether they should take any action to safeguard and promote the child's welfare. There may be a need for immediate protection whilst the assessment is carried out. (See Appendices 1 and 2)

A child in need is defined under the Children Act 1989, as a child who is unlikely to achieve or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services; or a child who is disabled. A social worker will lead and co-ordinate any assessment under section 17 of the Children Act 1989. (See Appendices 1 and 2)

Section 175 of the Education Act 2002 places a duty on local authorities, in relation to their education functions, and governing bodies of maintained schools, **to exercise their functions** with a view to safeguarding and promoting the welfare of children who are pupils at a school. The same duty applies to independent schools (which include Academies) by virtue of regulations made under section 157 of the same Act.

7. Roles and Responsibilities

Designated Safeguarding Lead/Deputy Designated Safeguarding Lead

The Designated Safeguarding Lead and all Deputy Designated Safeguarding Leads (DSL and DDSL) will carry out their roles in accordance with *KCSiE, 2020*.

The DSL/DDSL will undergo appropriate safeguarding training to provide them with the knowledge and skills to carry out their role. This training should be updated at least every two years, in line with Stoke-on-Trent and Staffordshire Safeguarding Children's Board requirements. In addition to the formal training, their knowledge and skills should be refreshed at regular intervals, at least annually, through Staffordshire County Council's DSL briefings, meetings with other DSLs, emails and reading statutory guidance. The training should provide DSL/DDSLs with a good understanding of their own role and the processes, procedures and responsibilities of other agencies, particularly children's social care.

The DSL continually develops an understanding of the community the school serves, the risks and resilience.

The DSL/Deputy DSL will refer cases of suspected abuse to the Local Authority Children's Social Care as required. They will represent the school at Child Protection Conferences and Core Group Meetings. The DSL will be the expert within the school to support staff in liaising with other agencies and making assessments and referrals. Any staff member may be required to be part of strategy discussions and other interagency meetings and to contribute to the assessment of children.

The DSL/DDSL should liaise with the three safeguarding partners and work with other agencies in line with *Working Together to Safeguard Children, 2018*. NPCC's *When to call the police* will help DSLs understand when they should consider calling the police and what support to expect when they do.¹

The DSL will support staff who make referrals to First Response.

The DSL will refer cases to the Channel programme where there is a radicalisation concern as required and will also support staff who make referrals to the Channel programme.

The DSL (if the Headteacher) will refer cases where a person is dismissed or has left the school due to a risk/harm to a child to the Disclosure and Barring Service, as required. They will also refer cases where a crime may have been committed to the Police, as required.

The DSL/Deputy DSL will maintain robust systems to monitor and record training of all staff, including volunteers and supply staff, annually. Refresher time scales are evident. Training is delivered in-line with SSSCB training strategy and *KCSiE 2020* recommendations. This will include bulletins, briefings and inset day training as well as external events attended, as applicable to role. Regular updates are shared with staff and a system to record these communications is in place.

The DSL will ensure all staff and regular visitors have training on how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information accurately. Staff/volunteers will not make promises to any child and will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose to a staff member/volunteers.

The DSL monitors the paper and electronic case management systems set up to record cause for concerns on pupils to ensure the quality of information is accurate, proportionate, timely and that assessment/referrals are made appropriately. The recording and storing of information is kept in line with the Data Protection Act, 2018. Safeguarding and child protection records are kept separate from academic records. There is a clear recorded process of transfer of records to all new education settings. Chronology case management systems at the front of all children's files are there to give clarity and as recognition of cumulative low level concerns which need to be monitored.

The DSL has developed systems for case management which are detailed, accurate, secure written or electronic records of concerns and referrals; there is also a system to monitor the quality through the regular auditing of case files. All systems are compliant with the Data Protection Act, 2018.

¹ [NPCC Guidance 'When to call the Police'](#).

The DSL has a clear system for Child Protection (section 47), Child in Need (section 17) and Early Help Assessment (EHA) files being removed from school and returned.

The DSL will help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a Social Worker, are experiencing, or have experienced, with teachers and school leadership staff. Their role could include ensuring that the schools and their staff know who these children are, understand their academic progress and attainment and maintain a culture of high aspirations for this cohort; supporting teaching staff to identify the challenges that children in this group might face and the additional academic support and adjustments that they could make to best support these children.

The DSL ensures that systems in place to induct new staff/governors is robust and monitored and that non-compliance is shared with the Leadership Team and Governing Body. The DSL will also ensure that the Induction Policy is updated annually in line with *KCSiE*, 2020.

The DSL ensures each member of staff has access to and understands the school's Child Protection and Safeguarding Policy and procedures, with particular focus on new and part time staff.

The DSL understands and supports the school with regards to the requirements of the Prevent Duty and is able to provide advice and support to staff on protecting children from the risk of radicalisation. The school's Online Safety Policy links with this requirement.

The school encourages a culture of listening to children and taking account of their wishes and feelings, in order to protect them. The DSL has developed systems to ensure, through case reviews, that children's voices are heard.

The DSL will liaise with the Headteacher to provide updates on issues, especially police investigations and ongoing enquiries under section 47 of the Children Act 1989.

The DSL notifies Children's Social Care if a child with a Child Protection Plan is absent for more than two days without explanation.

The DSL as required, will liaise with the case manager and the Designated Officer (LADO) at the Local Authority for all child protection concerns relating to a staff member.

The DSL will liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral will liaise with relevant agencies. They will act as a source of support, advice and expertise for staff. Risk assessments will be completed as required and should, where appropriate, involve other agencies.

Where a parent chooses to remove their child/ren from school to be Elected Home Educators (EHEs) the school will make arrangements to pass any safeguarding concerns to the EHE Team within Staffordshire County Council and inform other professionals who are involved with that child.

The DSL ensures that the Child Protection Policy is available publicly and that parents are aware that referrals about suspected abuse or neglect may be made and the role of the school in these circumstances.

The DSL has links with SSSCB and can influence the work of the Board. The school adopts local policies on safeguarding and takes advantage of training opportunities.

During school hours, in term time, the DSL or DDSLs are available for staff to discuss any safeguarding concerns. As a school we have cover arrangements in place to cover any out of hours/out of term activities. This information is shared with the Local Authority.

At times the school may require further assistance from interpreters to support child and families. These services will be accessed with the support of the DSL.

The Governing Body

The Governing Body and Headteacher are accountable for ensuring the effectiveness of this policy and school compliance. They have appointed a Designated Safeguarding Governor to ‘champion’ safeguarding in the school, in addition to a Designated Safeguarding Lead (DSL) who is part of the Strategic Leadership Team. The Governing Body will monitor this post to ensure the post holder has the time and resources required to fulfil the duty.

The school/Governing Body must have identified at least one Deputy Designated Safeguarding Lead (DDSL) who is trained at the same standard as the DSL. The DSL can delegate activities to the DDSL, yet the ultimate responsibility still remains with the DSL; the lead responsibility should not be delegated. In the absence of the DSL, the DDSL will take the lead on safeguarding with clear direction from the Strategic Leadership Team.

The DSL and DDSL job description is outlined in Annex B of KCSiE 2020 and this content is reflected the job descriptions of all relevant staff members. The DSL has shared the content of KCSiE Part one and Annex A with all staff and is confident that all individuals have the knowledge and understanding to carry out their roles appropriately. DSL training is compliant with SSSCB requirements.

The Governing Body ensures that the DSL understands they have the responsibility in leading Safeguarding and Child Protection across the school. This individual has the appropriate status, authority, funding, resources, training and support to provide advice and guidance to all staff members within the school on child welfare and child protection. The DSL/Deputy DSLs receive appropriate and regular supervision from the Strategic Leadership Team and external services, as appropriate.

The Governing Body ensures that the school is compliant with their 175/157 return to the Local Authority/Stoke-on-Trent and Staffordshire Safeguarding Children Board. Any areas of concern in safeguarding are identified and an action plan/risk assessment is developed annually. The Governing Body ensures the school contributes to inter-agency working in line with *Working Together to Safeguard Children, 2018*.

The Governing Body ensures safer recruitment procedures, which include the requirement for appropriate checks in line with national guidance, are followed.

The Governing Body has an overview of the safeguarding training schedule and future training requirements. All staff, volunteers and Governors receive an induction which includes basic safeguarding training, compliant with SSSCB. All staff, volunteers and Governors sign annually to say that they have read and understood the Staff Code of Conduct and *Keeping Children Safe in Education 2020*, Part One and Annex A. Where required for specific roles, further sections are read. The school has developed a system in line with guidance, to ensure that regulated and non-regulated activities and staff supervision is understood across the school. Volunteers, students, staff and visitors can be clearly identified by our visitor system.

Community Academies Trust ensures there is a current Whistleblowing Policy and the Headteacher ensures that staff have access to a copy and have the opportunity to raise concerns. There is a culture evident in school to raise concerns about poor or unsafe practice and such concerns are addressed professionally and sensitively in accordance with agreed whistle blowing procedures.

Further guidance on whistle blowing can be found on the links below.² The NSPCC whistleblowing helpline is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 between 8.00 a.m. and 8.00 p.m. Monday to Friday, or email help@nspcc.org.uk.

The Governing Body and Headteacher have a schedule of policies and procedures which is reviewed annually to ensure they are current and in line with national and local guidance. The Governing Body and DSL coordinate the updates with the training schedule to support the culture of learning for all staff/volunteers.

The school updates parents on safeguarding issues through various methods such as newsletters, website posts, social media, notice board and emails.

The Designated Lead Teacher for Looked After and Previously Looked After Children

The Governing Body must appoint a designated teacher and should work with local authorities to promote the educational achievement of registered pupils who are looked after and previously looked after. In line with sections 4 to 6 of the Children and Social Work Act 2017, our designated teachers have responsibility for promoting the educational achievement of children who have left care through adoption, special guardianship or child arrangement orders or who were adopted from state care outside England and Wales.

The designated teacher must have appropriate training and the relevant qualifications and experience.

The designated teacher will work with the Virtual School to provide the most appropriate support, utilising Pupil Premium Plus to ensure they meet the needs identified in the child's Personal Education Plan.

With regard to care leavers, the designated teacher will obtain details of the Local Authority Personal Advisor appointed to guide and support the care leaver and should liaise with them as necessary on issues of concern affecting the care leaver.

² www.gov.uk/whistleblowing and www.nspcc.org.uk

8. Working with Parents and Carers

This school is committed to working in partnership with parents and carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area. The school follows legislation that aims to act in the best interests of the child.

When new pupils join our school, parents and carers will be informed that we have a Child Protection and Safeguarding Policy. A copy will be provided to parents on request and is available via a link on the school website. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with Child Protection enquiries and what happens should we have cause to make a referral to Families First Services or other agencies.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a child from harm.

We will seek to share with parents any concerns we may have about their child before making a referral, unless to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the school has about a child will not prevent the Designated Safeguarding Lead making a referral to Families First in those circumstances where it is appropriate to do so.

In order to keep children safe and provide appropriate care for them, the school requires parents to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the child normally lives;
- Full names and contact details of all persons with parental responsibility (if different from above);
- Emergency contact details (if different from above);
- Full details of any other adult authorised by the parent to collect the child from school (if different from the above);
- Any legal or criminal changes which affects parental responsibility e.g. Bail conditions, court orders, Multi-Agency Risk Assessment Conference (MARAC).

The school will retain this information in pupils' files; we will only share information about pupils with adults who have parental responsibility for that pupil or where a parent has given permission and the school has been supplied with the adult's full details in writing.

9. Staffordshire Early Help

Any child may benefit from Early Help, but all school staff should be particularly alert to the potential need for early help for a child who:

- Is disabled and has specific additional needs

- Has special educational needs (whether or not they have a statutory Education, Health and Care Plan)
- Is a young carer
- Is showing signs of being drawn in to antisocial or criminal behaviour, including gang involvement and association with organised crime groups
- Is frequently missing/goes missing from care or from home
- Is at risk of modern slavery, trafficking or exploitation
- Is at risk of being radicalised or exploited
- Is in a family circumstances presenting challenges for the child, such as drug or alcohol issues, adult mental health issues and domestic abuse
- Is misusing drugs or alcohol themselves
- Has returned home to their family from care
- Is a privately fostered child

The DSL will ensure staff are aware of the Early Help process, and understand their role in it. This includes identifying emerging problems, liaising and sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment.

Every member of staff, including volunteers working with children at our school are advised to maintain an attitude of *'professional curiosity and respectful uncertainty'* where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the best interests of the child and have a responsibility to take action as outlined in this policy.

Early intervention is a key part of a wider continuum of services and will work alongside universal services. For early intervention to be successful each stage of the process must be carried out well and followed through by every person who works with children, young people and families and who has an individual responsibility for early help.

Practitioners should complete a Staffordshire Early Help Assessment (EHA) when:

- Age appropriate progress is not being made and the causes are unclear; or
- The support of more than one additional agency is needed to meet the child or young person's needs;
- Safeguarding thresholds have not been met yet concerns are emerging e.g. attendance, behavioural, academic progress, change in behaviour.

Guidance documents can be accessed at the following links:

- [Families First Guidance Documents](#)
- [Thresholds and Early Help Guidance](#)

The school's EHA lead may need to make a referral directly to other agencies, or request the support of Staffordshire County Council Local Support Team (LST). That referral will be made through Families First Responsive Services (0800 1313126). Further information is available at www.staffordshire.gov.uk/reportconcern

The DSL may also consider seeking advice and guidance from [Staffordshire Education Safeguarding Advice Service](#) around thresholds and appropriate referrals to First Response on **01785 895836**.

Concerns about a child should always lead to help for that child. The school may need to escalate its concerns with Children's Services to ensure a referral is accepted or work with other agencies to ensure an Early Help Assessment is completed.

10. What happens after a referral is deemed necessary to escalate beyond Early Help

Child in Need (Section 17)

If the DSL considers that the welfare concerns indicate that a 'Child in Need' referral is appropriate, he/she will speak with the parents / young person and obtain their consent for referral to the First Response Team (FRT) or the appropriate social care team if a different authority, to request an assessment. If parents refuse to give consent, but the child's needs are not being met, the DSL will discuss the issues with the FRT. Appropriate school staff should be invited to participate in Child in Need (CIN) meetings convened by Children's Social Care when children are deemed to require section 17 services.

Child Protection (Section 47)

If the Local Authority have reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm, they have a duty to make enquires under section 47 of the Children Act 1989 to enable them to decide whether they should take any action to safeguard and promote the child's welfare. This duty also applies if a child is subject to an emergency protection order (under section 44 of the Children Act 1989) or is in police protective custody under section 46 of the Children Act 1989.

Children's Services will convene a Child Protection Conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and to ensure the required reduction of risk. Between conferences, regular core group meetings will take place to monitor the progress of the child protection plan.

The DSL, a DDSL and sometimes other staff members may be asked to attend a Child Protection Conference on behalf of the school in respect of individual children. In any event, the person attending is required to have as much relevant up to date information/case files about the child as possible; any member of staff may be required to contribute to this process. The representative attending must contribute a recommendation on the risks/protective factors for the family from their factual information and must provide a view on a need for a Child Protection Plan.

Clearly Child Protection Conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with

any parent whose child has been referred to First Response or whose child is subject to a Child Protection Plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

11. Escalation Procedures

Staffordshire Safeguarding Children Board expects members of staff working directly with families to share information appropriately and work to plans agreed in all relevant forums. Good practice includes the expectation that constructive challenge amongst colleagues within agencies and between agencies provides a healthy approach to the work.

Where members of staff from any agency feel concerns regarding a child are not being addressed it is expected that the escalation process³ should be used until a satisfactory conclusion is reached.

The process of resolution should be kept as simple as possible and the aim should be to resolve difficulties at a professional level wherever possible. It should be recognised that differences in status and experience may affect the confidence of some workers to pursue this course of action and support should be sought from the school's DSL.

12. A Safer School Culture

Safer Recruitment and Selection

The school pays full regard to the safer recruitment expectations detailed in *Keeping Children Safe in Education 2020*. Safer Recruitment practice includes scrutinising applicants, verifying identity, academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and appropriate checks including criminal record checks (DBS checks), barred list checks and prohibition checks. Evidence of these checks is recorded on our Single Central Record.

All recruitment materials include reference to the school's commitment to safeguarding and promoting the wellbeing of pupils.

Appropriate training in safer recruitment has been completed by members of SLT and others who are involved in recruitment. The school ensures that there is always at least one such trained colleague involved in all staff / volunteer recruitment processes and sitting on the recruitment panel. At least one member of the Governing Body should have also completed Safer Recruitment training.

³ <https://www.sssc.org.uk/documents/escalation-procedure-3/>

Induction

All staff must be aware of systems within their school which support safeguarding and these should be explained to them as part of staff induction. This includes reading and understanding:

- The Child Protection and Safeguarding Policy;
- The Behaviour Policy;
- The staff Code of Conduct;
- *Keeping Children Safe in Education, 2020* - Part 1 and Annex A;
- The safeguarding response to children who go missing from education;
- The role and identities of the DSL and their deputies.

Copies of all related safeguarding policies and a copy of KCSiE 2020, Part One and Annex A, are provided to staff at induction.

If staff, including supply staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open. No visitors, volunteers or parent helpers are ever to be left unsupervised with children or out of sight of the teacher or member of staff in charge. It is the responsibility of the member of staff to ensure this is the case.

Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

Staff support

We recognise the stressful and traumatic nature of safeguarding and child protection work. We will support staff by providing an opportunity to talk through their anxieties with the DSL and to seek further support as appropriate.

Regular supervision will be offered to the Lead DSL within school, usually half-termly and may be extended to other members of staff as deemed appropriate by the school.

Use of Reasonable Force

There are circumstances when it is appropriate for staff in school to use reasonable force to safeguard children and young people. The term 'reasonable force' covers the broad range of actions used by staff that involves a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury. 'Reasonable' in these circumstances means

‘using no more force than is needed’. The use of force may involve either passive physical contact, such as standing between pupils or blocking a pupil’s path, or active physical contact such as leading a pupil by the arm out of the classroom. DfE advice for schools is available [here](#).

When using reasonable force in response to risks presented by incidents involving children, including any with SEND, or with medical conditions, staff should consider the risks carefully.

Our school uses positive and proactive behaviour support, for instance through drawing up individual behaviour plans for more vulnerable children, and agreeing them with parents and carers, to reduce the occurrence of challenging behaviour and the need to use reasonable force.

13. *Keeping Children Safe in Education, 2020 - Specific Safeguarding Issues*

All staff in our school have an awareness of safeguarding issues, through regular training and briefings. We ensure our staff are aware that behaviours linked to these issues can put children in danger. All staff are aware that the Designated Safeguarding Lead, the expert within our school, is there to support staff, volunteers and the Governing Body with a range of safeguarding issues, some of which are listed below:

- Abuse
- Behaviours linked to safeguarding issues
- Bullying including cyberbullying
- Children and the court system
- Children with family members in prison
- Children missing from education
- Child missing from home or care
- Child Criminal Exploitation (CCE)
- Child Sexual Exploitation (CSE)
- County Lines
- Domestic abuse
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female genital mutilation (FGM)
- Forced marriage
- Gangs and youth violence
- Gender-based violence/violence against women and girls (VAWG)
- Homelessness
- Mental health
- Missing children and adults’ strategy
- Online safety
- Peer on Peer/Child on Child Abuse
- Private fostering
- Preventing radicalisation

- Prevent Duty and Channel
- Serious violence
- Sexual violence and sexual harassment
- Sexting
- Trafficking
- Upskirting

Behaviours linked to safeguarding issues

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, alcohol abuse, deliberately missing education and sexting (also known as youth produced sexual imagery) put children in danger.

Bullying, including Cyberbullying

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to protect themselves. It can take many forms but the main types are:

- physical (e.g. hitting, kicking, theft)
- verbal (e.g. racist or homophobic remarks, threats, name-calling)
- emotional (e.g. isolating an individual from the activities and social acceptance of their peer group)
- cyberbullying (including sexting)

Guidance on addressing bullying can be found in the school's Behaviour Policy.

Children Missing from Education

All professionals working with children, as well as the wider community can help by remaining vigilant to children's safety. The law states that every child should be receiving an education, and we stand a better chance of ensuring a child's safety if we know where and how they are receiving this. The Education and Inspections Act 2006 places a duty on local authorities in England and Wales to make arrangements to identify children and young people of compulsory school age missing education in their area; we work closely with the Local Authority to ensure we put appropriate safeguarding responses in place for children who go missing from education, as detailed in our Attendance Policy, available on request.

A child going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding risks, including abuse and neglect, which may include sexual abuse or exploitation; child criminal exploitation; mental health problems; substance abuse and other issues. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of them going missing in future.

Our school will hold two or more emergency contact numbers for each pupil. It is good practice to give our school additional options to make contact with a responsible adult when a child missing education is also identified as a welfare and/or safeguarding concern.

The school must notify the Local Authority of any pupil who fails to attend school regularly after making reasonable enquiries, or has been absent without the school's permission for a continuous period of ten days or more. The school must also notify the Local Authority of any pupil who is to be deleted from the admission register because s/he:

- Has been taken out of school by their parents and is being educated outside the school system (e.g. home education);
- Has ceased to attend school and no longer lives within a reasonable distance of the school at which s/he is registered (moved within the city, within the country or moved abroad but failed to notify the school of the change);
- Displaced as a result of a crisis e.g. domestic violence or homelessness;
- Has been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither s/he nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- Is in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe that s/he will return to the school at the end of that period; or
- Has been permanently excluded.

Our school will demonstrate that we have taken reasonable steps to ascertain the whereabouts of children that would be considered 'missing'.⁴

Child Missing from Home or Care

There are strong links between children involved in sexual exploitation and other behaviours such as running away from home or care, bullying, self-harm, teenage pregnancy, truancy and substance misuse. In addition, some children are particularly vulnerable, for example, children with special needs, those in residential or foster care, those leaving care, migrant children, particularly those who are unaccompanied, those forced into marriage, those involved in gangs and unaccompanied asylum seeking children. The majority of children who go missing are not in care and go missing from their family home. However, children who are looked after are much more likely to run away than those who live at home, and over 50% of young people in care have run away at some point.⁵

Child Criminal Exploitation (CCE)

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through

⁴ <https://www.gov.uk/government/publications/children-missing-education>

⁵ <https://www.gov.uk/government/publications/children-who-run-away-or-go-missing-from-home-or-care>

violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country (county lines), forced to shoplift or pickpocket, or to threaten other young people. Any child transported for exploitative reasons is considered to be a trafficking victim - whether she/he has been deceived, because it is not considered possible for children to give informed consent.

Some of the following can be indicators of CCE:

- children who appear with unexplained gifts or new possessions;
- children who associate with other young people involved in exploitation;
- children who suffer from changes in emotional well-being;
- children who misuse drugs and alcohol;
- children who go missing for periods of time or regularly come home late; and
- children who regularly miss school or education or do not take part in education.

Guidance documents:

- [Safeguarding children who may have been trafficked](#)
- [Home Office Preventing Youth Violence and Gang Involvement](#)

Child Sexual Exploitation (CSE)

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. (www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners 2017)

CSE can affect any child or young person (male or female) under the age of 18 years, including 16 and 17 year olds who can legally consent to have sex. CSE:

- Can still be abuse even if the sexual activity appears consensual;
- Can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity;
- Can take place in person or via technology, or a combination of both;
- Can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence;
- May occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media);
- Can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and can range from opportunistic to complex organised abuse; and

- Is typified by some form of power imbalance in favour of those perpetrating the abuse. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources.

The above CCE indicators can also be signs of child sexual exploitation as can:

- Unexplained gifts or new possessions;
- Association with other young people involved in exploitation;
- Older boyfriends or girlfriends;
- Suffering from sexually transmitted infections or becoming pregnant;
- Changes in emotional well-being;
- Misuse of drugs and alcohol;
- Going missing for periods of time or regularly coming home late; and
- Regularly missing school or education or not taking part in education.

Guidance documents:

- [Definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation](#)
- [Child Sexual Exploitation Definition & Guidance](#)
- [Know about CSE](#)

‘County Lines’

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas (within the UK), using dedicated mobile phone lines or other form of “deal line”.

Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move [and store] drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in a number of locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children’s homes and care homes. Children are often recruited to move drugs and money between locations and are known to be exposed to techniques such as ‘plugging’, where drugs are concealed internally to avoid detection. Children can easily become trapped by this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

One of the ways of identifying potential involvement in county lines is missing episodes, both from school and home, when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism should be considered. If a child is suspected to be at risk of or involved in county lines, a safeguarding referral should be considered alongside consideration of availability of local services/third sector providers who offer support to victims of county lines exploitation.

Like other forms of abuse and exploitation, county lines exploitation:

- Can affect any child or young person (male or female) under the age of 18 years;
- Can affect any vulnerable adult over the age of 18 years;
- Can still be exploitation even if the activity appears consensual;
- Can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence;
- Can be perpetrated by individuals or groups, males or females, and young people or adults; and
- Is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

Guidance document:

- [Criminal Exploitation of Children and Vulnerable Adults; County Lines](#)

Domestic Abuse

This encompasses any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members, regardless of gender or sexuality. This can include, but is not limited to, the following types of abuse:

- psychological
- physical
- sexual
- financial
- emotional

Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people can also occur within their personal relationships, as well as in the context of their home life. In all such cases, young people will be supported by the school and signposted to external agencies, where appropriate.

Guidance Document:

- [Domestic Violence and Abuse](#)

Drugs

There is evidence that children and young people are increasingly misusing alcohol and illegal drugs. Drugs-advice-for-schools Consequences of drug and alcohol misuse range from non-attendance and poor attainment at school, poor health, committing crime to support 'habits' and also increased risk of being a victim of violent crime and sexual exploitation.

Guidance Document:

- Drugs Advice for Schools

Fabricated or Induced Illness

Fabricated or Induced Illness is a condition whereby a child suffers harm through the deliberate action of their parent/carer and which is attributed by the adult to another cause.

There may be a number of explanations for these circumstances and each requires careful consideration and review. Concerns about a child's health should be discussed with a health professional who is involved with the child.

Guidance Document:

- Safeguarding children in whom illness is fabricated or induced

Female Genital Mutilation (FGM)

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and is a form of child abuse with long-lasting harmful consequences.

FGM is known by several names including "cutting", "female circumcision" or "initiation". The term female circumcision suggests that the practice is similar to male circumcision, but it bears no resemblance to male circumcision, has serious health consequences and no medical benefits.

FGM is also linked to domestic abuse, particularly in relation to "honour-based abuse".

FGM mandatory reporting duty for teachers - Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) - places a statutory duty upon teachers, along with regulated health and social care professionals in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases may face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining pupils or students, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies.

Teachers **must** personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has good reason not to, they should still consider and discuss any such case with the school's DSL or Deputy DSL and involve children's social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence)

or in cases where the woman is 18 or over. In these cases, teachers should follow local safeguarding procedures.

Guidance Document:

- [Multi Agency Statutory guidance on Female Genital Mutilation⁶](#)

Forced Marriage

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical, emotional and/or psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some perpetrators use perceived culture practices as a way to coerce a person into marriage. Schools can play an important role in safeguarding children from forced marriage.

There are some significant differences between the referral of a concern about a young person being forced into marriage and other child protection referrals. Professionals must be aware that sharing information with a young person's parents, extended family or members of their community, could put the young person in a situation of significant risk. Any disclosure that indicates a young person may be facing a forced marriage must be taken seriously by professionals who should also realise that this could be 'one chance to save a life'. A forced marriage is a marriage in which one or both spouses do not consent to the marriage but are coerced into it. Duress can include physical, psychological, financial, sexual and emotional pressure. In cases of vulnerable adults who lack the capacity to consent to marriage, coercion is not required for a marriage to be forced.

Guidance Document:

- [Forced Marriage](#)

Homelessness

Being homeless, or being at risk of becoming homeless, presents a real risk to a child's welfare. The designated safeguarding lead (and any deputies) should be aware of contact details and referral routes into the Local Housing Authority so they can raise/progress concerns at the earliest opportunity. Indicators that a family may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family being asked to leave a property. Whilst referrals and/or discussion with the Local Housing Authority should be progressed as appropriate, and in accordance with local procedures, this does not, and should not, replace a referral into children's social care where a child has been harmed or is at risk of harm.

⁶ Further guidance on [Female Genital Mutilation Act 2003](#)

Our school staff will be considering homelessness in the context of children who live with their families, and intervention will be on that basis. However, it should also be recognised that in some cases 16 and 17 year olds could be living independently from their parents or guardians, for example through their exclusion from the family home, and will require a different level of intervention and support. Children's services will be the lead agency for these young people and the DSL or Deputy DSL should ensure appropriate referrals are made based on the child's circumstances.

Honour-based Abuse

So-called 'honour-based' abuse (HBA) encompasses incidents or crimes which have been committed to seemingly protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBA are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBA, or already having suffered HBA.

Mental Health

Schools have an important role to play in supporting the mental health and wellbeing of their pupils. All staff should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff, however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences can impact on their mental health, behaviour and education.

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following their child protection policy and speaking to the DSL or a deputy.

Guidance Document:

- [Mental Health & Behaviour in schools](#)

Online Safety

The use of technology has become a significant component of many safeguarding issues, often providing the platform that facilitates harm in cases such as child sexual exploitation, radicalisation and sexual predation.

An effective approach to online safety empowers a school to protect and educate the whole school community in their use of technology and establishes mechanisms to identify, intervene in, and escalate any incident where appropriate. The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- Content: being exposed to illegal, inappropriate or harmful material. For example, pornography, fake news, racist or radical and extremist views;
- Contact: being subjected to harmful online interaction with other users. For example, commercial advertising as well as adults posing as children or young adults; and
- Conduct: personal online behaviour that increases the likelihood of, or causes, harm. For example, making, sending and receiving explicit images, or online bullying.

Guidance Document:

- [Children's Commissioner Publications](#)

The Governing Body and Headteacher have systems in place to limit children's exposure to safeguarding issues through ICT safeguards. We have filters and monitoring systems in place and these are regulated and risk assessed as part of the Prevent Duty. We have an Online Safety Policy which identifies the usage and expected behaviour of children. As a school we appreciate the value of technology and that appropriate filters are in place, yet this does not lead to unreasonable restrictions which would limit online teaching and safeguarding.

Peer on peer/ Child on child abuse

Our school staff are aware safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to: abuse within intimate partner relationships, bullying (including cyber bullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, biting, hair pulling or otherwise causing physical harm; sexting; upskirting and initiating/ hazing type violence and rituals. Staff must challenge any form of derogatory and sexualised language or behaviour. Staff should be vigilant to sexualised/aggressive touching/grabbing particularly towards girls. Behaviours by children should never be passed off as 'banter' or 'part of growing up'. The DfE states 'peer on peer abuse should be taken as seriously as abuse by adults and should be subject to the same child protection procedures.

Professionals should not dismiss abusive behaviour as normal between young people and should not develop high thresholds before taking action.' Concerns should be referred to senior staff who may need to consult with the DSL. Victims of child on child harm will be supported by the school's pastoral system and referred to specialist agencies if appropriate.

This school has a Behaviour and Anti-Bullying Policy to guide children, staff and parents.

Private Fostering

Many adults find themselves looking after someone else's child without realising that they may be involved in private fostering. A private fostering arrangement is one that is made privately (that is to say without the involvement of a local authority) for the care of a child under the age of 16 (under 18, if disabled) by someone other than a parent or immediate relative. If the arrangement is to last, or has lasted, for 28 days or more, it is categorised as private fostering.

The Children Act 1989 defines an immediate relative as a grandparent, brother, sister, uncle or aunt (whether of full blood or half blood or by marriage or civil partnership), or a step-parent.

People become involved in private fostering for all kinds of reasons. Examples of private fostering include:

- Children who need alternative care because of parental illness;
- Children whose parents cannot care for them because their work or study involves long or antisocial hours;
- Children sent from abroad to stay with another family, usually to improve their educational opportunities;
- Unaccompanied asylum seeking and refugee children;
- Teenagers who stay with friends (or other non-relatives) because they have fallen out with their parents;
- Children staying with families while attending a school away from their home area.

Staff members will notify the DSL or Deputy DSL if they become aware of a private fostering arrangement. There is a mandatory duty on the school to inform Staffordshire Children's Social Care of a private fostering arrangement by contacting First Response. (0800 1313126), who then has a duty to check that the young person is being properly cared for and that the arrangement is satisfactory.

Guidance Document:

- [Children Act 1989 - Private Fostering](#)

Preventing Radicalisation: Prevent Duty and Channel

Children are vulnerable to extremist ideology and radicalisation. Similar to protecting children from other forms of harms and abuse, protecting children from this risk should be a part of a schools' or colleges' safeguarding approach.

- **Extremism** is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.
- **Radicalisation** refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.
- **Terrorism** is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat is

designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

This school values freedom of speech and the expression of beliefs and ideology as fundamental rights underpinning our society's values. Pupils and teachers have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

There is no single way of identifying whether an individual is likely to be susceptible to an extremist ideology. Background factors combined with specific influences such as family and friends may contribute to a child's vulnerability. Radicalisation can also occur through various methods, including social media and the internet.

The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. This school is clear that exploitation and radicalisation must be viewed as a safeguarding concern and that protecting children from the risk of radicalisation is part of the school's safeguarding duty.

The DSL and Deputy DSLs should be aware of local procedures for making a Prevent referral.

Definitions of radicalisation and extremism, and indicators of vulnerability to radicalisation are in **Appendix 4**.

The school governors, the Headteacher and the DSL will assess the level of risk within the school and put actions in place to reduce that risk. Risk assessment may include consideration of the school's Religious Studies curriculum, SEND policy, Assembly content, the use of school premises by external agencies, integration of students by gender and SEND, Anti-Bullying Policy and other issues specific to our school's profile, community and philosophy.

All schools are subject to a duty to have "due regard to the need to prevent people being drawn into terrorism" (section 26, Counter Terrorism and Security Act 2015). This is known as **The Prevent Duty**.

The Prevent Duty is part of our schools' wider safeguarding obligations. DSLs and other strategic leaders should familiarise themselves with the revised Prevent Duty guidance for England and Wales, especially paragraphs 57-76, which are specifically concerned with schools. The guidance is set out in terms of four general themes: risk assessment, working in partnership, staff training, and IT policies.

Indicators of vulnerability to radicalisation are detailed in Appendix 5.

Our school, like all others, is required to identify a Prevent Single Point of Contact (SPOC) who will be the lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism: this will normally be the DSL. The responsibilities of the SPOC are described in Appendix 6. When any member of staff has concerns that a student may be at risk of radicalisation or involvement in terrorism, they should speak with the SPOC and to the DSL if this is not the same person.

Our school will monitor in-school online activity to ensure that inappropriate sites are not accessed by students or staff, ideally through the use of specialist online monitoring software.

Channel is a multi-agency approach to provide support to individuals who are at risk of being drawn into terrorist related activity. It is led by the Staffordshire Police Counter-Terrorism Unit, and it aims to:

- Establish an effective multi-agency referral and intervention process to identify vulnerable individuals;
- Safeguard individuals who might be vulnerable to being radicalised, so that they are not at risk of being drawn into terrorist-related activity; and
- Provide early intervention to protect and divert people away from the risks they face and reduce vulnerability.

The Channel programme focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's participation in the programme is entirely voluntary at all stages.

Schools have a duty to cooperate with the Channel programme in the carrying out of its functions, and with the Police in providing information about an individual who is referred to Channel (Section 38, Counter Terrorism and Security Act 2015)

Guidance Documents:

- Duties relating to the risk of radicalisation is available in the Advice for Schools on [The Prevent Duty](#).
- [Educate Against Hate](#)

Sexual Violence and Sexual Harassment

Sexual violence and sexual harassment can occur between two children of **any** age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This may adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and offline (both physically and verbally) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support. Staff should be aware that some groups are potentially more at risk. Evidence shows girls, children with SEND and LGBTQ children are at greater risk.

Staff should be aware of the importance of:

- Making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- Not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”; and
- Challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them.

It is important that school and college staff are aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way. When referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003 as described below:

Rape: A person (A) commits an offence of rape if: he intentionally penetrates the vagina, anus or mouth of another person (B) with his penis, B does not consent to the penetration and A does not reasonably believe that B consents.

Assault by Penetration: A person (A) commits an offence if: s/he intentionally penetrates the vagina or anus of another person (B) with a part of her/his body or anything else, the penetration is sexual, B does not consent to the penetration and A does not reasonably believe that B consents.

Sexual Assault: A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, B does not consent to the touching and A does not reasonably believe that B consents.

What is consent? Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another, e.g. to vaginal but not anal sex or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity and each time activity occurs. Someone consents to vaginal, anal or oral penetration only if s/he agrees by choice to that penetration and has the freedom and capacity to make that choice.

Sexual harassment

When referring to sexual harassment we mean ‘unwanted conduct of a sexual nature’ that can occur online and offline. When we reference sexual harassment, we do so in the context of child on child sexual harassment. Sexual harassment is likely to violate a child’s dignity and make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment.

Whilst not intended to be an exhaustive list, sexual harassment can include:

- Sexual comments, such as telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- Sexual “jokes” or taunting;
- Physical behaviour, such as deliberately brushing against someone, interfering with someone’s clothes (schools should be considering when any of this crosses a line into sexual violence - it is important to talk to and consider the experience of the victim), displaying pictures, photos or

drawings of a sexual nature and online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence which may include:

- Non-consensual sharing of sexual images and videos;
- Sexualised online bullying;
- Unwanted sexual comments and messages, including, on social media and
- Sexual exploitation; coercion and threats;
- Upskirting.

Upskirting typically involves taking a picture under a person's clothing without their consent, with the intention of viewing their genitalia or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. Upskirting is a criminal offence under the Voyeurism (Offences) Act, 2019 and may constitute sexual harassment and/or sexual violence. Anyone of any gender can be a victim.

Sexting

Sexting is when a young person takes an indecent image of them self and sends this to their friends or a boy/girlfriend via mobile phones. [Sexting/what-is-sexting](#) Once taken and sent, the sender has lost control of these images which could end up anywhere, including being seen by the child's future employers, their friends, parents or even by paedophiles.

By having in their possession, indecent images of a person under 18, or distributing them on to someone else, young people may not even be aware that they could be breaking the law, as these are offences under the Sexual Offences Act 2003.

Guidance Documents:

- [Disrespect Nobody](#)
- [CEOP](#)

Our response to a report of Sexual Violence or Sexual Harassment

The initial response to a report from a child is important. It is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

If staff have a concern about a child or a child makes a report to them, they should follow the school's safeguarding referral process. As is always the case, if staff are in any doubt as to what to do they should speak to the DSL (or a Deputy).

Guidance Document:

- [Sexual Violence and Sexual Harassment between children in schools and colleges](#)

Trafficking

Human trafficking is defined by the UNHCR guidelines (2006) as a process that is a combination of three basic components:

- Movement (including within the UK);
- Control, through harm/threat of harm or fraud;
- For the purpose of exploitation.

The Palermo Protocol establishes children as a special case for whom there are only two components - movement and exploitation. Any child transported for exploitative reasons is considered to be a trafficking victim - whether or not s/he has been deceived, because it is not considered possible for children to give informed consent.

‘Child’ refers to anyone below 18 years of age.

A child may be trafficked between several countries in the EU or globally, prior to being trafficked into/within the UK. The child may have entered the UK illegally or legally (i.e. with immigration documents), but the intention of exploitation underpins the entire process. Child victims may be indigenous UK nationals, European Union [EU] nationals from any country outside the EU.

Guidance Document:

[Safeguarding-children-who-may-have-been-trafficked-practice-guidance](#)

14. Educational Visitors to School

The school will undertake risk assessments and use their professional judgement and experience when deciding whether to seek an enhanced DBS for any volunteer not engaging in regulated activity. In doing so we will consider:

- what we know about the individual/company, including formal and informal information offered by staff, parents, other establishments or volunteers;
- whether the individual/company has other employment or undertakes voluntary activities where references can be provided and suitability recorded;
- whether the role is eligible for an enhanced DBS check.

We will decide the level of supervision required through risk assessment - the supervision will be “reasonable in all the circumstances to ensure the protection of children”, as stated in KCSiE 2020.

Our visitors’ procedures enable us to offer pupils the opportunity to meet other professionals to extend their knowledge and the curriculum. Our procedures state clearly when visitors need to be supervised when in school.

15. Managing Allegations against Staff & Volunteers

The Governing Body ensures there are procedures in place to manage allegations of abuse against staff members, supply staff, Headteachers and volunteers.

While our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for the young people at our school, we do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. We will always ensure that the procedures outlined in *Stoke on Trent and Staffordshire Safeguarding Children's Board Protocol: Managing Allegations of Abuse Against Persons who Work with Children and role of LADO* and Part 4 of *Keeping Children Safe in Education, 2020*, are adhered to following a concern and will seek appropriate advice from the Local Authority Designated Officer (LADO) in those circumstances. The LADO can be contacted on 0800 1313126.

This school will follow KCSiE 2020 guidance if it is alleged that anyone working in the school, including supply teachers and volunteers 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; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

KCSiE 2020, Part Four relates to members of staff, supply staff and volunteers who are currently working in any school regardless of whether the school is where the alleged abuse took place. Allegations against a teacher who is no longer teaching should be referred to the police. Historical allegations of abuse should also be referred to the police.

Where our school is not the employer of an individual we still have responsibility to ensure allegations are dealt with appropriately and that we liaise with relevant parties (including supply teachers and volunteers). In no circumstances will our school decide to cease to use a supply teacher due to safeguarding concerns, without finding out the facts and liaising with the LADO to determine a suitable outcome. Our Governing Body will discuss with the agency whether it is appropriate to suspend the supply teacher, or redeploy them to another part of the school, whilst they carry out their investigation.

If an allegation is made or information is received about an adult who works in our setting which indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the Headteacher immediately. Should an allegation be made against the Headteacher, this will be reported to the Chair of Governors. In the event that neither the Headteacher nor the Chair of Governors is contactable on that day, the information must be passed to a Director of Community Academies Trust, as stated in the Whistleblowing Policy.

The Headteacher or Chair of Governors will seek advice from the LADO within one working day. No member of staff or the Governing Body will undertake further investigations before receiving advice from the LADO.

Any member of staff or volunteer who does not feel confident to raise their concerns with the Headteacher or Chair of Governors should contact **the LADO directly on 0800 1313126.**

The NSPCC [whistleblowing helpline](#) is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 - the line is available from 8:00 AM to 8:00 PM, Monday to Friday or email: help@nspcc.org.uk.

The school has a legal duty to refer to the Disclosure and Barring Service, anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences. A DBS referral must be made if the member of staff concerned has been removed from working (paid or unpaid) in regulated activity, or would have been removed, had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual, in accordance with advice from the LADO and/or HR. The DSL has a responsibility to inform the Disclosure and Barring Service.

16. Vulnerable Children

We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding responses are in place for children who are absent from school or who go missing from education. In line with our Attendance Policy, we will inform the local authority of any pupil who fails to attend school regularly, or who has been absent without school permission for a continuous period of ten school days or more.

We also recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. Our staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns, such as travelling to conflict zones, FGM and forced marriage.

As a school we are aware of the potential for children with SEND to have additional barriers when it comes to safeguarding; the school recognises that this group can be particularly vulnerable to abuse and neglect. Disabled children may be especially vulnerable to abuse because they may have an impaired capacity to resist or avoid abuse. They may have speech, language and communication needs which may make it difficult to tell others what is happening.

Heightened vulnerability is linked to:

- Poor communications skills
- A lack of maturity (Lower cognitive ability)
- Limited perceptions of intent from other
- Lower self-esteem/confidence

- Potential to trust unreservedly
- A need to have “friends” or find a partner
- Unclear boundaries
- Poor understanding of online safety - digital technology

A combination of these factors can make these young people more susceptible to risks.

Children also develop and mature at different rates so what appears to be worrying for a younger child might be normal behaviour for an older child. Parental behaviours may also indicate child abuse or neglect, so we are also alert to any parent-child interactions which are concerning and other parental behaviours. This could include parents who are under the influence of drugs or alcohol, if there is a sudden change in their mental health or if domestic abuse is present. By understanding the warning signs, we can respond to problems as early as possible and provide the right support and services for the child and their family. It is important though, to recognise that a warning sign does not automatically mean a child is being abused.

Children have said that they need:

- Vigilance: to have adults notice when things are troubling them;
- Understanding and action: to be heard and understood; and to have that understanding acted upon;
- Stability: to be able to develop an ongoing stable relationship of trust with those helping them;
- Respect: to be treated with the expectation that they are competent rather than not;
- Information and engagement: to be informed about and involved in procedures, decisions, concerns and plans;
- Explanation: to be informed of the outcome of assessments and decisions and how they have been reached, positive or negative;
- Support: to be provided with support in their own right as well as a member of their family;
- Advocacy: to be provided with advocacy, to assist them in putting forward their views.

Looked After and Previously Looked After Children

All Local Authorities are advised to support the raising of the educational attainment and achievement of their looked after and previously looked after children through the overarching support of a Virtual School. The responsibility for each child’s education, target setting, learning and teaching remains with the schools in which they are enrolled.

Staffordshire’s Virtual School for Looked After Children provides a support and challenge role for schools and Local Authority teams in the form of staffing support; access to additional resources to support educational outcomes; information, advice and guidance (especially around Personal Education Plans); monitoring and tracking of educational outcomes and targets, and training and support at key transitional moments.

The Governing Body must ensure that the Designated Teacher for Looked After and Previously Looked After Children undertakes appropriate training (section 20(2) of the Children and Young Persons Act, 2008).

The Role of the Designated Teacher for Looked After and Previously Looked After Children

The Designated Teacher plays a crucial role leading the responsibility for helping school staff understand the things which affect how looked after and previously looked after children learn and achieve. The Designated Teacher:

- promotes a culture of high expectations and aspirations for how looked after and previously looked after children learn;
- makes sure the young person has a voice in setting learning targets;
- is a source of advice for staff about differentiated teaching strategies appropriate for individual children, making full use of Assessment for Learning;
- makes sure that looked after and previously looked after children are prioritised in one-to-one tuition arrangements and that carers understand the importance of supporting learning at home;
- has the lead responsibility for the development and implementation of the child's personal education plan (PEP) within the school.

Guidance Document:

- [Designated-teacher-for-looked-after-children](#)

Children potentially at greater risk of harm

Children on Child in Need or Child Protection Plans will have an allocated social worker due to safeguarding or welfare needs which mean that they are potentially at increased risk of harm. These children may need help due to abuse, neglect and complex family circumstances. A child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour and mental health. Local authorities should share the fact a child has a social worker, and the DSL should hold and use this information so that decisions can be made in the best interests of the child's safety, welfare and educational outcomes. This should be considered as a matter of routine. There are clear powers to share this information under existing duties on both local authorities and schools to safeguard and promote the welfare of children. Where children need a social worker, this should inform decisions about safeguarding (for example, responding to unauthorised absence or missing education where there are known safeguarding risks) and about promoting welfare (for example, considering the provision of pastoral and/or academic support, alongside action by statutory services).

17. Communication - Confidentiality/Information Sharing

At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with *Working Together to Safeguard Children*, 2018. The school works closely with Stoke on Trent and Staffordshire Children's Social Care and, where necessary, other placing local authorities.

Information sharing is vital in identifying and tackling all forms of abuse and neglect. As part of meeting a child's needs, it is important for Governing Bodies and proprietors to recognise the importance of information sharing between practitioners and local agencies. This should include ensuring arrangements are in place that set out clearly the processes and principles for sharing information within the school and with the three safeguarding partners, other organisations, agencies and practitioners as required. School staff should be proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children, whether this is when problems are first emerging, or where a child is already known to the Local Authority children's social care.

It is important that the Governing Body and proprietor are aware that among other obligations, the Data Protection Act 2018 and the GDPR place duties on organisations and individuals to process personal information fairly and lawfully and to keep the information they hold safe and secure.

Governing bodies and proprietors should ensure relevant staff have due regard to the relevant data protection principles, which allow them to share (and withhold) personal information, as provided for in the Data Protection Act 2018 and the GDPR. This includes:

- being confident of the processing conditions which allow them to store and share information for safeguarding purposes, including information, which is sensitive and personal, and should be treated as 'special category personal data'.
- understanding that 'safeguarding of children and individuals at risk' is a processing condition that allows practitioners to share special category personal data. This includes allowing practitioners to share information without consent where there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner but it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk.
- for schools, not providing pupils' personal data where the serious harm test under the legislation is met. For example, in a situation where a child is in a refuge or another form of emergency accommodation, and the serious harms test is met, they must withhold providing the data in compliance with schools' obligations under the Data Protection Act 2018 and the GDPR. Where in doubt, schools should seek independent legal advice.

Where children leave our school, the DSL will ensure that any relevant Child Protection file is transferred to the new setting as soon as possible, ensuring secure transit, with confirmation of receipt.

In addition to the child protection file, our DSL will also consider if it would be appropriate to share any information with the new school/college in advance of the child leaving. For example, information that would allow the new setting to continue supporting the victims of abuse and have that support in place for when the child arrives.

The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children.

Guidance Documents:

- [Guidance to support schools with Data Protection Activity, including compliance with GDPR](#)
- [Data protection: toolkit for schools](#)

18. Managing Complaints

As a school we encourage children and families to raise with us any concerns or comments and we have a robust internal investigation process which we use to resolve matters.

The CAT Complaints Policy states clearly the stages of complaints and where to escalate concerns following the completion of the complaints process, either through Ofsted or the Education and Skills Funding Agency (ESFA). Our Complaints Policy can be accessed via a link on our school website.

Safeguarding concerns should be raised with school immediately. If a concern is urgent or a child is at immediate risk then the individual needs to contact First Response on 0800 1313126. All visitors are given a safeguarding leaflet which outlines how to share concerns and also outlines the code of conduct expected by all visitors.

19. Site Security

We provide a secure site which is controlled by precise management directives, but the site is only as secure as the people who use it. All people on the site have to adhere to the rules which govern it to avoid potential safeguarding issues. Therefore:

- where possible, gates are kept closed during the school day;
- visitors and volunteers must only enter through the main entrance and after signing in at the office will be issued with a school lanyard or visitor's pass. The school has a clear system of ensuring visitors are accompanied/supervised by a regulated staff member. Any visitor on site who is not identifiable via a visitors' pass will be challenged by any staff member and this will be reported to a member of the Leadership Team;
- family members and carers attending functions have access only through the designated and supervised entrances, with tickets for visitors for appropriate school events;
- children will only be allowed home with adults with parental responsibility or confirmed permission;
- empty classrooms should have closed windows and doors;
- children under 16 should never be allowed to leave school alone during school hours unless collected by an adult such as a parent who is doing so for a valid reason. The parent/carer should report to Reception to do this;
- at least two members of staff are always on duty at break times;

- a Health and Safety audit with a risk assessment is completed annually. This forms part of the Governors' Report and will include a fire evacuation and 'invacuation' Prevent Risk Assessment.

Risk management of site security is managed by strategic leaders and governors. The school has a clear system of risk assessments and review timescales.

20. Early Years Foundation Stage (EYFS)

This framework is mandatory for all early years' providers (statutory framework for the EYFS; revised March 2017).

Every child deserves the best possible start in life and support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up.

The EYFS sets the standards that all early years' providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.⁷

For our staff who work in childcare provision or who are directly concerned with the management of such provision, the school needs to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Child Care (Disqualification) Regulations 2018. Further information on the staff to whom these regulations apply, the checks that should be carried out, and the recording of those checks can be found in [Disqualification under the Childcare Act 2006: effective 31 August 2018](#)

As a school we ensure at least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present and must accompany children on outings.

There are clear policies on the use of mobile phones on school premises and on the storing of medication, available on request.

21. Key Legislation and Guidance

This policy has been devised in accordance with the following legislation and guidance:

- [Working Together to Safeguard Children 2018](#) (DfE)
- [Staffordshire Safeguarding Children Board Procedures www.SSSCB.org.uk](http://www.SSSCB.org.uk)

⁷ [Early Years Statutory Framework April 2017](#)

- [Staffordshire Safeguarding Children Board Training Catalogue www.SSSCB.org.uk](http://www.SSSCB.org.uk)
- [Keeping Children Safe in Education 2020](#)
- [Disqualification under the Child Care Act 2006](#)
- [Information Sharing Advice for practitioners providing safeguarding services](#)
- [Restrictive Physical Interventions including restraint in mainstream schools](#)
- The Children Act 1989 and 2004
- Education Act 2002
- [What to do if you're worried a child is being abused](#)
- CAT Whistle Blowing Policy
- [Online Safety Toolkit](#)
- [Children Missing from Education Policy](#)
- [Early Years Statutory Framework](#)
- [Statutory policies for schools](#)
- [NSPCC/TES safeguarding in education tool](#)
- [Visa - Immigration/Asylum](#)
- [Children's commissioner](#)

22. Related School Policies

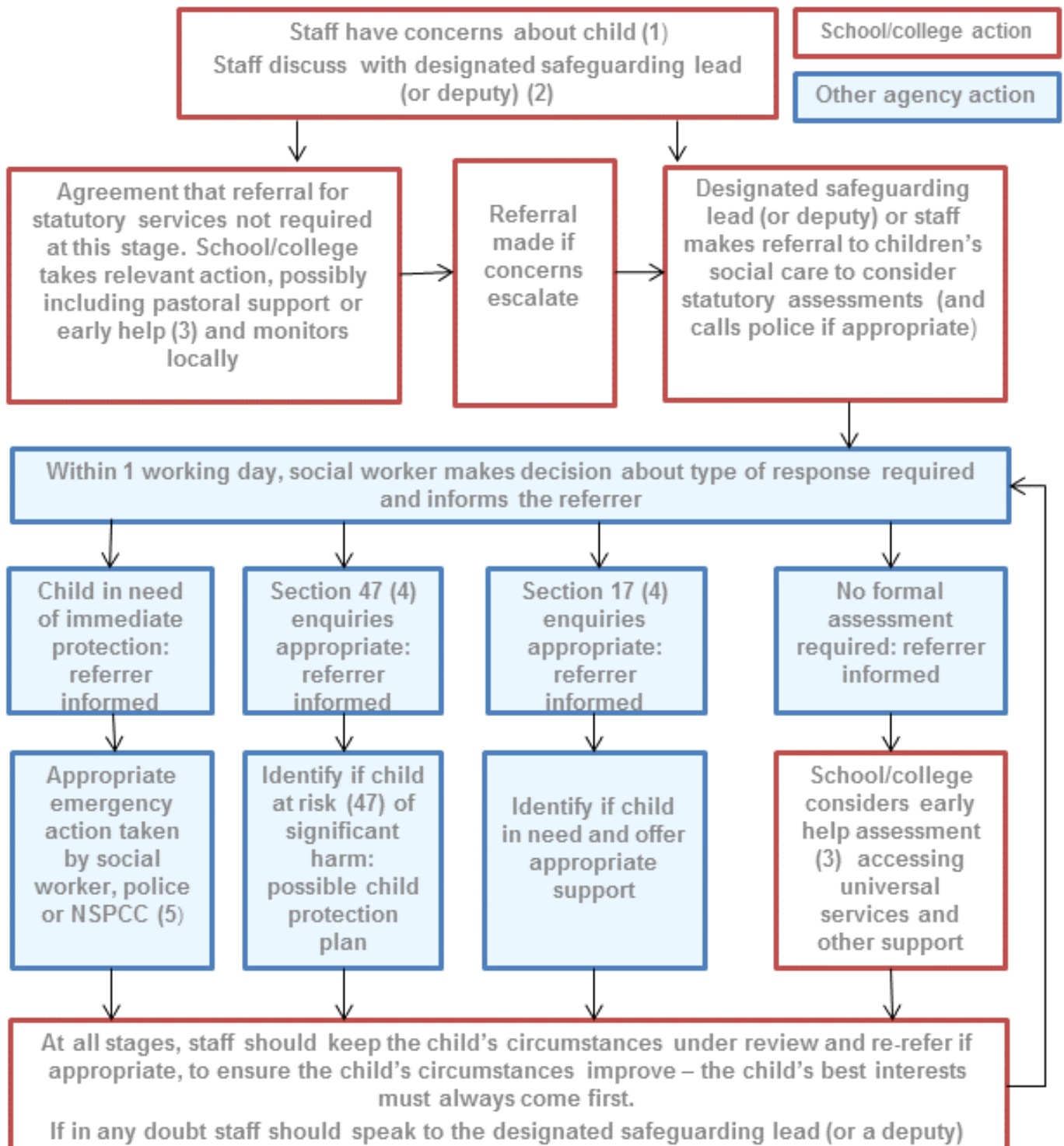
To underpin the values and ethos of our school and our intent to ensure that pupils at our school are appropriately safeguarded, the following policies are also included under our safeguarding umbrella:

- Staff Code of Conduct
- Behaviour Policy
- Anti-Bullying Policy
- Use of Reasonable Force (Physical Intervention) Policy
- Recruitment & Selection Policy
- Whistleblowing Policy
- Educational Visits Policy
- Attendance Policy
- Online Safety Policy
- Health and Safety Policy
- Meeting the Needs of Pupils with Medical Conditions Policy
- First Aid Policy
- Mobile Phone Policy⁸ (Early Years Framework 2017)

⁸ EYFS statutory framework document states that the safeguarding policy must cover the use of mobile phones and cameras in the setting. School procedures should be detailed as an appendix or in a separate document.

Appendix 1 - Procedure for Managing Concerns about a Child

Actions where there are concerns about a child



Appendix 2 - Definitions and Indicators of Abuse

Neglect

Neglect is 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 as a result 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 care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

The following may be indicators of neglect (This is not designed to be used as a checklist):

- Constant hunger;
- Stealing, scavenging and/or hoarding food;
- Frequent tiredness or listlessness;
- Frequently dirty or unkempt;
- Often poorly or inappropriately clad for the weather;
- Poor school attendance or often late for school;
- Poor concentration;
- Affection or attention seeking behaviour;
- Illnesses or injuries that are left untreated;
- Failure to achieve developmental milestones, for example growth, weight;
- Failure to develop intellectually or socially;
- Responsibility for activity that is not age appropriate such as cooking, ironing, caring for siblings;
- The child is regularly not collected or received from school;
- The child is left at home alone or with inappropriate carers;
- Adolescent neglect;
- Affluent neglect.

Physical Abuse

Physical abuse 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.

The following may be indicators of physical abuse (This is not designed to be used as a checklist):

- Multiple bruises in clusters, or of uniform shape;
- Bruises that carry an imprint, such as a hand or a belt;
- Bite marks;

- Round burn marks;
- Multiple burn marks or burns on unusual areas of the body such as the back, shoulders or buttocks;
- An injury that is not consistent with the account given;
- Changing or different accounts of how an injury occurred;
- Bald patches;
- Symptoms of drug or alcohol intoxication or poisoning;
- Unaccountable covering of limbs, even in hot weather;
- Fear of going home or parents being contacted;
- Fear of medical help;
- Fear of changing for PE;
- Inexplicable fear of adults or over-compliance;
- Violence or aggression towards others including bullying; or
- Isolation from peers.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not 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 (including via the internet). Sexual abuse is not solely perpetrated by adult males; women can also commit acts of sexual abuse, as can other children.

The following may be indicators of sexual abuse (This is not designed to be used as a checklist):

- Sexually explicit play or behaviour or age-inappropriate knowledge;
- Anal or vaginal discharge, soreness or scratching;
- Reluctance to go home;
- Inability to concentrate, tiredness;
- Refusal to communicate;
- Thrush, persistent complaints of stomach disorders or pains;
- Eating disorders, for example anorexia nervosa and bulimia;
- Attention seeking behaviour, self-mutilation, substance abuse;
- Aggressive behaviour including sexual harassment or molestation;
- Unusual compliance;
- Regressive behaviour, enuresis, soiling;
- Frequent or open masturbation, touching others inappropriately;
- Depression, withdrawal, isolation from peer group;
- Reluctance to undress for PE or swimming; or
- Bruises or scratches in the genital area.

Exploitation

Child Sexual Exploitation occurs when a child or young person, or another person, receives “something” (for example food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of the child/young person performing sexual activities, or another person performing sexual activities on the child/young person.

The presence of any significant indicator for sexual exploitation should trigger a referral to Staffordshire Children’s Social Care. The significant indicators are:

- Having a relationship of concern with a controlling adult or young person (this may involve physical and/or emotional abuse and/or gang activity);
- Entering and/or leaving vehicles driven by unknown adults;
- Possessing unexplained amounts of money, expensive clothes or other items;
- Frequenting areas known for risky activities;
- Being groomed or abused via the Internet and mobile technology; and
- Having unexplained contact with hotels, taxi companies or fast food outlets.
- Missing for periods of time (CSE and County Lines)

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent 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 insofar 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 person. 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.

The following may be indicators of emotional abuse (This is not designed to be used as a checklist):

- The child consistently describes him/herself in negative ways - as stupid, naughty, hopeless, ugly;
- Over-reaction to mistakes;
- Delayed physical, mental or emotional development;
- Sudden speech or sensory disorders;
- Inappropriate emotional responses, fantasies;
- Neurotic behaviour: rocking, banging head, regression, tics and twitches;
- Self-harming, drug or solvent abuse;
- Fear of parents being contacted;
- Running away;
- Compulsive stealing;
- Appetite disorders - anorexia nervosa, bulimia;

- Soiling, smearing faeces, enuresis.

N.B. Some situations where children stop communicating suddenly can indicate maltreatment. This is known as “traumatic mutism”.

Responses from Parents/Carers

Research and experience indicate that the following responses from parents may suggest a cause for concern across all five categories:

- Delay in seeking medical treatment that is obviously needed;
- Unawareness or denial of any injury, pain or loss of function (for example, a fractured limb);
- Incompatible explanations offered or several different explanations, or comments that the child has acted in a way that is inappropriate to her/his age and development;
- Reluctance to give information or failure to mention other known relevant injuries;
- Frequent presentation of minor injuries;
- A persistently negative attitude towards the child;
- Unrealistic expectations or constant complaints about the child;
- Alcohol misuse or other drug/substance misuse;
- Parents request removal of the child from home;
- Violence between adults in the household;
- Evidence of coercion and control.

Disabled Children

When working with children with disabilities, practitioners need to be aware of additional possible indicators of abuse and/or neglect may also include:

- A bruise in a site that may not be of concern on an ambulant child, such as the shin, may be of concern on a non-mobile child;
- Not getting enough help with feeding, leading to malnourishment;
- Poor toileting arrangements;
- Lack of stimulation;
- Unjustified and/or excessive use of restraint;
- Rough handling, extreme behaviour modification such as deprivation of medication, food or clothing, disabling wheelchair batteries;
- Unwillingness to try to learn a child’s means of communication;
- Ill-fitting equipment, for example, callipers, sleep boards, inappropriate splinting;
- Misappropriation of a child’s finances; or
- Inappropriate invasive procedures.

Appendix 3 - Dealing with a Disclosure of Abuse

When a pupil tells you about abuse they have suffered, remember to:

- Stay calm;
- Do not communicate shock, anger or embarrassment;
- Reassure the child. Tell the child you are pleased that s/he is speaking to you;
- Never agree or promise to keep it a secret. Assure her/him that you will try to help but let the child know that you will have to tell other people in order to do this. State who this will be and why;
- Tell her/him that you believe them. Children very rarely lie about abuse but s/he may have tried to tell others and not been heard or believed;
- Tell the child that it is not her/his fault;
- Encourage the child to talk but do not ask "leading questions" or press for information;
- Use the acronym **T.E.D** : **T**ell me. **E**xplain. **D**escribe;
- Listen and remember;
- Check that you have understood correctly what the child is trying to tell you;
- Communicate that s/he has a right to be safe and protected;
- It is inappropriate to make any comments about the alleged offender;
- Be aware that the child may retract what s/he has told you. It is essential to record in writing, all you have heard, though not necessarily at the time of disclosure;
- At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know;
- As soon as you can afterwards, make a detailed record of the conversation using the child's own language. Include any questions you may have asked. Do not add any opinions or interpretations. (dates, times, names mentioned and to whom the information was passed need to be clearly recorded);
- Use the school's written/electronic recording forms;
- If the disclosure relates to a physical injury do not photograph the injury, but record in writing as much detail as possible.

The information should then be passed, in a timely way, to the DSL/DDSL and immediately if the child discloses any abuse they have suffered, or may be at risk of suffering.

If the DSL/DDSL is not available, it is the staff member's **responsibility** to make a referral to First Response, and then inform the DSL at the earliest opportunity. (**First Response, 0800 1313126**) or email www.staffordshire.gov.uk/reportconcern

Appendix 4 - Allegations about a Member of Staff, including Supply Staff, Governor or Volunteer

1. Inappropriate behaviour by staff/supply staff/volunteers could take the following forms:
 - **Physical** - For example, the intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects, or rough physical handling.
 - **Emotional** - For example, intimidation, belittling, scapegoating, lack of respect for children's rights, attitudes that discriminate on the grounds of race, gender, disability or sexuality.
 - **Sexual** - For example, sexualised behaviour towards pupils, sexual harassment, inappropriate phone calls and texts, images via social media, sexual assault and rape.
 - **Neglect** - For example, failing to act to protect a child or children, failing to seek medical attention or failure to carry out an appropriate risk assessment.
 - **Spiritual Abuse** - For example, using undue influence or pressure to control individuals or ensure obedience, following religious practices that are harmful such as beatings or starvation.
2. If a child makes an allegation about a member of staff, supply staff, Governor, visitor or volunteer the Headteacher must be informed immediately. The Headteacher must carry out an urgent initial consideration in order to establish whether there is substance to the allegation. The Headteacher should not carry out the investigation him/herself or interview pupils.
3. The Headteacher should exercise and be accountable for their professional judgement on the action to be taken as follows:
 - If the actions of the member of staff, and the consequences of the actions, raise credible Child Protection concerns the Headteacher will notify the Staffordshire Designated Officer (**LADO**) (**0800 1313126**). The LADO will liaise with the Chair of Governors and advise about action to be taken and may initiate internal referrals within Staffordshire Children's Social Care to address the needs of children likely to have been affected.
 - If the actions of the member of staff, and the consequences of the actions, do not raise credible child protection concerns, but do raise other issues in relation to the conduct of the member of staff or the pupil, these should be addressed through the school's own internal procedures.
 - If the Headteacher decides that the allegation is without foundation and no further formal action is necessary, all those involved should be informed of this conclusion, and the reasons for the decision should be recorded on the child's safeguarding file.
4. Where the school is not the employer of an individual, such as in the case of supply staff and volunteers, we still have a responsibility to ensure allegations are dealt with appropriately and that we liaise with relevant parties. Under no circumstances will our school decide to cease using a supply teacher due to safeguarding concerns, without finding out the facts and liaising with the LADO to determine a suitable outcome. Our Governing Body will discuss with the agency whether it is appropriate to suspend the supply teacher, or redeploy them to another part of the school, whilst they carry out their investigation.

Where an allegation has been made against the Headteacher, the Chair of the Governing Body takes on the role of liaising with the LADO in determining the appropriate way forward.

Appendix 5 - Indicators of Vulnerability to Radicalisation

1. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
2. Extremism is defined by the Government in the Prevent Strategy as:
Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.
3. Extremism is defined by the Crown Prosecution Service as, “The demonstration of unacceptable behaviour by using any means or medium to express views which:
 - Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
 - Seek to provoke others to terrorist acts;
 - Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or
 - Foster hatred which might lead to inter-community violence in the UK.”
4. There is no such thing as a “typical extremist”: those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.
5. Pupils may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that school staff are able to recognise those vulnerabilities.
6. Indicators of vulnerability include:
 - Identity Crisis - the pupil is distanced from their cultural/religious heritage and experiences discomfort about their place in society;
 - Personal Crisis - the pupil may be experiencing family tensions: a sense of isolation; low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
 - Personal Circumstances - migration; local community tensions; events affecting the pupil’s country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination; aspects of Government policy;
 - Unmet Aspirations - the pupil may have perceptions of injustice; a feeling of failure; rejection of civic life;
 - Experiences of Criminality - which may include involvement with criminal groups, imprisonment, and poor resettlement/reintegration;
 - Special Educational Needs - pupils may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

7. This list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.
8. More critical risk factors could include:
 - Being in contact with extremist recruiters;
 - Family members convicted of a terrorism act or subject to a Channel intervention;
 - Accessing violent extremist websites, especially those with a social networking element;
 - Possessing or accessing violent extremist literature;
 - Using extremist narratives and a global ideology to explain personal disadvantage;
 - Justifying the use of violence to solve societal issues;
 - Joining or seeking to join extremist organisations;
 - Significant changes to appearance and/or behaviour; and
 - Experiencing a high level of social isolation, resulting in issues of identity crisis and/or personal crisis.

Appendix 6 - Single Points of Contact

Prevent Leads	Contact Name	Email Address
Cannock	Kerry Wright	KerryWright@cannockchasedc.gov.uk
	Karla Vowles	KarlaVowles@cannockchasedc.gov.uk
East Staffs	Mike Hovers	Michael.hovers@eaststaffsbc.gov.uk
	Sal Khan	sal.khan@eaststaffsbc.gov.uk
Lichfield	Susan Bamford	Susan.Bamford@lichfielddc.gov.uk
Newcastle	Sarah Moore	Sarah.moore@newcastle-staffs.gov.uk
South Staffs	Helen Marshall	H.Marshall@sstaffs.gov.uk
Stafford	Victoria Cooper	vcooper@staffordbc.gov.uk
Staffs Moorlands	David Smith	david.smith@staffsmoorlands.gov.uk
Tamworth	Joanne Sands	joanne-sands@tamworth.gov.uk
Staffordshire County Council (Safer Communities)	Becky Murphy	Becky.murphy@staffordshire.gov.uk
Staffordshire Police Prevent Team	Sgt. Calum Forsyth	prevent@staffordshire.pnn.police.uk

Appendix 7 - Role of the Staffordshire LADO

The Staffordshire LADO (Local Authority Designated Officer) promotes a safer children's workforce by providing effective guidance, advice and investigation oversight to cases.

The LADO may be able to offer advice and assist with communication in situations which sit outside the statutory criteria, albeit at the discretion of the LADO Duty Officer and where the broader goals of a safer children's workforce are relevant.

The service will give advice on how concerns or allegations should be investigated, including if a referral needs to be raised with the Police and/or Children's Social Care. The Staffordshire LADO is not directly responsible for investigatory activities but will actively support any investigation and give advice around a range of parameters including suspension, possible media interest and when to tell the adult. The LADO will ensure all interested parties are appropriately linked together.

The LADO will retain oversight of individual cases to ensure concerns or allegations are investigated thoroughly in a fair and timely manner and will advise in relation to any subsequent duties to communicate with regulatory bodies and/or the DBS.

The SSCB inter-agency procedures for managing allegations - *Section 4a - Managing Allegations of Abuse Against a Person who Works with Children and the Role of the LADO* is based on the framework for dealing with allegations made against an adult who works with children, detailed in *Working Together, 2018* and should be followed by all organisations providing services for children and young people. Compliance with these procedures will help to ensure that allegations are dealt with consistently and in a timely manner; that a thorough, proportionate and fair process is followed and that processes are open to challenge.

Arrangements for managing concerns or allegations of this nature should be robust and effective in keeping children safe. All allegations should be taken seriously, approached with an open mind, and not be driven by preconceived opinions about whether a child has or has not been harmed. *Guidance for Safer Working Practice for Adults who work with Children and young People in Education, 2019* (DfE), will help individuals form judgements on what may constitute behaviour that is unsafe or abusive.

Referral of concerns to the LADO:

The Staffordshire LADO should be contacted in all circumstances where there is a report of concern or an allegation that an adult working or volunteering with children:

- has or may have harmed a child;
- may have committed a criminal offence related to a child;
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Step 1: Follow the guidance in KCSiE, 2020. The Headteacher must contact the First Response Team within 24 hours of any situation arising on **0800 1313 126**

If the concern is in relation to the Headteacher, the First Response Team should be contacted directly within 24 hours of any situation arising at **0800 1313 126**

Step 2: The First Response Team will ensure that the matter is passed promptly to the Staffordshire LADO Duty Officer and will assist in initiating any additional safeguarding activities.

If your concern or allegation is urgent and outside of office hours, telephone: 0845 6042 886 (the Emergency Duty Team).

This single referral point will provide a responsive and inclusive service for all children's workforce sectors, focus the advice and support where it is needed most and enable the team to continue to work effectively with partners.

Appendix 8 - Further Advice on Safeguarding Matters

Local Contacts

- Staffordshire County Council's Education Safeguarding Advice Service 01785 895836 e-mail : esas@staffordshire.gov.uk
- LADO Staffordshire 0800 13 13 126
- Staffordshire Children's Social Care Services: First Response Service in Multi Agency Safeguarding Hub (M.A.S.H.) 0800 1313 126. Email www.staffordshire.gov.uk/reportconcern
- Emergency Duty Services (out of hours safeguarding concerns) 0345 604 2886 or email eds.team.manager@staffordshire.gov.uk
- Staffordshire Police M.A.S.H. can be contacted on 101. In the event of an emergency, dial 999
- Stoke-on-Trent Children's Services: Advice and Referral Team (ART) 01782 235100
Emergency Duty Team: 01782 234234 (outside office hours, weekends and bank holidays) Minicom: 01782 236037
- Sam Hubza - School Guidance around Asylum Seekers (Central Thoroughfare Team) Tel: 01785 854906
- Staffordshire Police Force co-ordinator : Mark Hardern Tel: 07539 3636299 Email: mark.hardern@staffordshire.pnn.police.uk
- Staffordshire Police Prevent Team 01785 232054, 01785 233109 or email prevent@staffordshire.pnn.police.uk

NSPCC

Harmful Sexual Behaviour project: **0844 892 0273**

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/sexting-sending-nudes/>

Local Advice

- Entrust Learning Technologies ICT/Computing/E-safety Teacher Consultants 0300 111 8030
- Families First Local Support team (Staffordshire) email families.first@staffordshire.gov.uk
- Fostering Service (Staffordshire) 0800 169 2061 email fostering@adoptionbus@staffordshire.gov.uk Out of Hours: Emergency Duty Service 01785 354030
- Staffordshire Safeguarding Children Board 01785 277151⁹
- Entrust HR Services (subscription basis) 01785 278961
- Fostering Service (Stoke-on-Trent) 01782 234555 Email: fostering@stoke.gov.uk
- Stoke-on-Trent Family Information Service Hub (F.I.S.H) 01782 232200 email fish@stoke.gov.uk

National Contacts

- Police (Non-emergency 101)

⁹ New website pending

- CEOP (Child Exploitation and Online Protection) <http://ceop.police.uk/>
- Professionals Online Safety Helpline - 0844 381 4772 www.saferinternet.org.uk/helpline
- Internet Watch Foundation (IWF) - <http://www.iwf.org.uk>
- Safer Internet Centre - helpline@saferinternet.org.uk
- Childline - 0800 1111 www.childline.org.uk
- Ofsted - General enquiries : 0300 123 1231
 About Schools: 0300 123 4234
 Concerns : 0300 123 4666
 e-mail: enquiries@ofsted.gov.uk
- HM Government (advice on protecting children from radicalisation for parents, teachers and leaders) www.educateagainsthate.com
- NSPCC Harmful Sexual Behaviour project: **0844 892 0273**

Useful websites

- Staffordshire Safeguarding Children Board¹⁰
- Stoke-on-Trent Safeguarding Children Board¹¹
- Child Exploitation and Online Protection Centre (CEOP) - www.ceop.police.uk and www.knowaboutcse.co.uk
- NSPCC - 24 hour Child Protection Helpline 0808 800 5000 <https://www.nspcc.org.uk/>
- WOMEN'S AID - 24 Hour Helpline: **0870 2700 123**
http://www.staffordshirewomensaid.org/contact_us/
- UNICEF - Support Care Team 0300 330 5580 (Mon - Fri 8am-6pm). If you think a child is in immediate danger, please call 999. www.unicef.org.uk

¹⁰ New website pending

¹¹ New website pending

Appendix 9 - Example Safeguarding Induction Sheet - For use with new or supply staff, regular visitors and volunteers

We all have a statutory duty to safeguard and promote the welfare of children, and at our school we take this responsibility seriously.

If you have any concerns about a child or young person in our school, you must share this information immediately with our Designated Safeguarding Lead (**Name**) or Deputy Safeguarding Lead (**Name**)

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour - we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example, physical, emotional or sexual abuse or neglect, you must find one of the Designated Safeguarding Leads and provide them with a written/electronic record of your concern. A copy of the form to complete is attached to this and others can be obtained from Please ensure you complete all sections as described.

If you are unable to locate a DSL, ask a member of the school office staff to find them to ask them to speak with you immediately about a confidential and urgent matter.

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Headteacher. If an allegation is made about the Headteacher you should pass this information to the Chair of the Governing Body. Alternatively, you can contact the Local Authority Designated Officer on 0800 1313126.

The people you should talk to in school are:

Designated Safeguarding Lead:

Location of office:

Contact Number:

Deputy Designated Safeguarding Lead:

Location of office:

Contact Number:

Chair of Governing Body:

Contact Number:

Appendix 10 - Example Safeguarding Induction Checklist

Safeguarding Induction Checklist

Name:

Date:

	Criteria	Comments	Signature
DAY 1	Welcome		
	Employment checks complete		
	School background information: Pupils, Ofsted, Community		
	School Structure, Governance arrangement		
	Keeping Children Safe in Education, Part 1 and Annex A issued and explained		
	School ethos explained		
	Role & Responsibility: reporting structure, Safeguarding role in school		
	Names of DSL and Deputy DSLs, roles described and contact details		
	Role of the Governing Body - members		
	Staff Conduct of Code Policy		
	Behaviour Policy		
	Children Missing from Education process		
	Confidentiality and breaches		
	General Data Protection Act		
Health & Safety: Fire procedures and Fire officers (review date)			
WEEK 1	Meet with Headteacher & DSL		
	Identify Leads CSE/Prevent/LAC/SENCO/IT lead/ Physical Intervention/Pupil Premium		
	Named Governors Safeguarding- Chair-		
	Pastoral Support Team/ behaviour/ attendance		

	Alternatives to reporting in school in an emergency		
	Signs and types of abuse		
	Where to find the Child Protection and Safeguarding Policy		
	What to do regarding disclosure - reporting systems		
	Policies to read: Health & Safety Complaints Safeguarding Code of Conduct Whistle Blowing KCSiE (part 1 and Annex A) Online Safety Prevent Site Security Behaviour Other: Other:		
WEEK 2	Training needs identified		
	Training needs scheduled		
	Any other issues		
	Review date:		

Date Induction carried out on:

By:

Signed by Employee:

Date of Completion:

Areas to follow up:

Training needs Identified:

Appendix 11 - School Contact Details

Key personnel at Chadsmead Primary School

The designated safeguarding lead (DSL) is Gemma Grainger

Contact details: email: office@chadsmead.staffs.sch.uk*

tel: 01543 421 850

The deputy designated safeguarding lead (DDSL) is Andy Stevens

Contact details: email: andystevens@chadsmead.staffs.sch.uk

tel: 01543 421 850

Other staff trained to undertake the functions of the designated safeguarding lead:

- Helen Cadman
- Dave Budge

Contact details: email: office@chadsmead.staffs.sch.uk*

tel: 01543 421 850

The nominated Safeguarding Governor is Iona Chisholm

Contact details: email: ichisholm@chadsmead.staffs.sch.uk

The headteacher is Gemma Grainger

Contact details: email: office@chadsmead.staffs.sch.uk*

tel: 01543 421 850

***N.B - Confidential content should not be sent to this email address.**

Key personnel at Stoneydelph Primary School

The designated safeguarding lead (DSL) is Esther Parsons

Contact details: email: headteacher@stoneydelph.staffs.sch.uk
tel: 01827 896666

The deputy designated safeguarding leads (DDSLs) are Kate Devitt, Caroline Hall and Claire Bevan

Contact details: email: office@stoneydelph.staffs.sch.uk*
tel: 01827 89666

The nominated Safeguarding Governor is Sue Ebrey

Contact details: email: s.ebrey@stoneydelph.staffs.sch.uk

The headteacher is

Contact details: email: headteacher@stoneydelph.staffs.sch.uk
tel: 01827 896666

***N.B - Confidential content should not be sent to this email address.**

Key personnel at The Wilnecote School

The designated safeguarding lead (DSL) is Simon Adams

Contact details: email: sadams@wilnecotehighschool.org tel: 01827 831300

The deputy designated safeguarding lead (DDSL) is Fran Taylor

Contact details: email: ftaylor@wilnecotehighschool.org tel: 01827 831300

Other staff members trained to undertake the functions of the designated safeguarding lead are:

Sian Hartle, Stephen Simpson, Mark Herbert, Sam Ager

Contact details: email: office@wilnecotehighschool.org*
tel: 01827 831300

The nominated Safeguarding Governor is Simon Bolwell

Contact details: email: 1s.bolwell@west-midlands.pnn.police.uk tel: 0345 113 5000 ext
801 1625

The headteacher is Sian Hartle

Contact details: email: shartle@wilnecotehighschool.org tel: 01827 831300

***N.B - Confidential content should not be sent to this email address.**

Key personnel at Woodlands Community Primary School

The designated safeguarding lead (DSL) Jon Baker

Contact details:

email: j.baker@woodlands.staffs.sch.uk

tel: 01827 429020

The deputy designated safeguarding leads (DDSL)are:

Sarah Hodson

email: HSL@woodlands.staffs.sch.uk

tel: 01827 429020

Jennifer Maiden

email: j.maiden@woodlands.staffs.sch.uk

tel: 01827 429020

The nominated Safeguarding Governor is Alison Wheeler

Contact details:

email: chair@woodlands.staffs.sch.uk

tel: 0775 2443224

The headteacher is Jon Baker

Contact details:

email: j.baker@woodlands.staffs.sch.uk

tel: 01827 429020