



INGROW PRIMARY SCHOOL

MAINTAINED PRIMARY SCHOOL – BRADFORD LOCAL AUTHORITY

**CHILD PROTECTION AND
SAFEGUARDING POLICY**
*(Including Allegations Against Staff,
Low-Level Concerns, and Specific
Safeguarding Issues)*

Approved by: Governors and The Headteacher

Last reviewed on: September 2026

Next review due by: September 2027

Note: Ingrow Primary School maintains a separate, dedicated Safer Recruitment Policy. Section 19.4 and Appendix 2 outline core statutory principles and pre-appointment vetting checks for school operational context.

Important Contacts

ROLE / ORGANISATION	NAME	CONTACT DETAILS
Designated Safeguarding Lead (DSL)	Lauren Murphy	Lauren.murphy@ingrow.org.uk 07377335021
Deputy Designated Safeguarding Lead	Jennie Desanj	Jennie.desanj@ingrow.org.uk
Named DSL Cover Members	Louise Emsley, Helen Mawer, Claire Meares, Lynne Balmer	Contact via School Office
Chair of Governors	Andrew Judson	Contact via School Office
Bradford Children's Social Care (Initial Contact Point / Duty)	Bradford Children and Families Trust	01274 433999 (Mon–Thu 8:30am–5:00pm, Fri 8:30am–4:30pm)
Emergency Duty Team (Out of Hours Social Care)	Bradford Children and Families Trust	01274 431010
Local Authority Designated Officer (LADO)	Bradford Schools Online / LA	Email: LADO@bradford.gov.uk Tel: 01274 435600
Education Safeguarding Team (Bradford LA)	Bradford Safeguarding Partnership	01274 437043

ROLE / ORGANISATION	NAME	CONTACT DETAILS
Channel Helpline / Anti-Terrorism Hotline	Prevent / Police	020 7340 7264 (DfE) 0800 789 321 (Police)
Emergency Police / Ambulance / Fire	Emergency Services	999 (Non-emergency Police: 101)

Contents

1. Aims
2. Legislation and Statutory Guidance
3. Definitions
4. Equality Statement
5. Roles and Responsibilities
6. Confidentiality, Data Protection and Information Sharing
7. Recognising Abuse and Taking Action
8. Online Safety, AI and Mobile Technology
9. Notifying Parents or Carers
10. Pupils with Special Educational Needs and Disabilities (SEND) or Health Issues
11. Pupils with Medical Conditions
12. Young Carers
13. Pupils with a Social Worker
14. Looked-After and Previously Looked-After Children
15. Pupils Who Are Lesbian, Gay or Bisexual
16. Pupils Who Are Questioning Their Gender
17. Complaints and Concerns About School Safeguarding Policies
18. Record-Keeping
19. Training
20. Monitoring Arrangements
21. Links with Other Policies
- Appendix 1: Types of Abuse
- Appendix 2: Pre-Appointment Vetting and Safeguarding Checks Summary
- Appendix 3: Allegations of Abuse Made Against Staff and Low-Level Concerns
- Appendix 4: Specific Safeguarding Issues

1. Aims

Ingrow Primary School aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare.
- All staff are aware of their statutory responsibilities with respect to safeguarding and child protection.
- Staff are properly trained in recognising, responding to, and reporting safeguarding issues.
- A safe, welcoming, and vigilant environment is provided where children feel secure, heard, and supported.

2. Legislation and Statutory Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance *Keeping Children Safe in Education (KCSIE 2026)*, *Working Together to Safeguard Children (2026)*, and the DfE *Maintained Schools Governance Guide*. We comply with this guidance and the local multi-agency arrangements agreed and published by the Bradford Safeguarding Partnership (comprising Bradford Children and Families Trust / Bradford Council, West Yorkshire Police, and the NHS West Yorkshire ICB).

This policy complies with the following primary legislation and regulations:

- **Section 175 of the Education Act 2002:** Duty on maintained schools and local authorities to safeguard and promote the welfare of pupils.
- **The Children Act 1989 and 2004:** Framework for the care and protection of children.
- **Section 5B(11) of the Female Genital Mutilation Act 2003** (as inserted by the Serious Crime Act 2015): Statutory personal duty on teachers to report known cases of FGM in under-18s directly to the police.
- **The Education (School Staffing) (England) Regulations 2009:** Requirements for single central records and safer recruitment.
- **Safeguarding Vulnerable Groups Act 2006** (as amended by Protection of Freedoms Act 2012 and Crime and Policing Act 2026): Regulated activity definitions and DBS requirements.
- **Counter-Terrorism and Security Act 2015 & Prevent Duty Guidance:** Protecting pupils from radicalisation and extremism.
- **The Equality Act 2010 & Public Sector Equality Duty (PSED):** Duty to eliminate unlawful discrimination, harassment, and victimisation.
- **Data Protection Act 2018 & UK GDPR:** Processing and sharing personal and sensitive data lawfully for safeguarding purposes.

- **Childcare Act 2006 & 2018 Childcare Disqualification Regulations:** Disqualification requirements for early years settings.
- **Statutory Framework for the Early Years Foundation Stage (EYFS):** Safeguarding and welfare requirements.

3. Definitions

Safeguarding and promoting the welfare of children means:

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

Child protection is part of safeguarding and refers to activities undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm.

Abuse is a form of maltreatment. It may involve inflicting harm or failing to act to prevent harm (see Appendix 1).

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of health or development.

Making or sharing of nudes or semi-nudes: Children sharing nude or semi-nude images, videos, or live streams. This includes digitally altered or AI-generated 'deepfakes' or 'deep nudes'. All such incidents require a safeguarding response.

4. Equality Statement

Some children face an increased risk of abuse, both online and offline, and additional barriers in recognizing or disclosing harm. Ingrow Primary School is committed to anti-discriminatory practice and ensures equal protection for all children regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

Special consideration and tailored support are provided for pupils who:

- Have Special Educational Needs and Disabilities (SEND) or complex health conditions.
- Are young carers.
- Have English as an Additional Language (EAL).

- Are Looked-After (CLA) or Previously Looked-After (PLAC).
- Experience discrimination, racism, or prejudice-based bullying.
- Are absent or missing from education, or subject to part-time timetables.

5. Roles and Responsibilities

Safeguarding is everyone's responsibility. All staff, governors, and regular volunteers at Ingrow Primary School must uphold this culture.

5.1 All Staff

All staff will:

- Read and understand at least Part 1 and Annex B of *Keeping Children Safe in Education (KCSIE 2026)* annually and sign a declaration confirming completion.
- Maintain an attitude of "it could happen here" and exercise professional curiosity.
- Know who the DSL and Deputy DSLs are, and how to contact them.
- Record and report all safeguarding concerns, low-level concerns, and nagging doubts immediately.
- Follow the school's missing education and unauthorised absence procedures.

5.2 Designated Safeguarding Lead (DSL)

The DSL is a member of the Senior Leadership Team (SLT). The Lead DSL is **Lauren Murphy**; Deputy DSL is **Jennie Desanj**. Additional trained DSL cover members include Louise Emsley, Helen Mawer, Claire Meares, and Lynne Balmer.

The DSL takes lead responsibility for child protection, online safety, filtering and monitoring oversight, liaising with Bradford Children's Social Care, managing child protection files, and coordinating inter-agency work.

5.3 The Governing Board

The Governing Board facilitates a whole-school approach to safeguarding, ensures statutory compliance, approves this policy annually, and appoints a Link Governor for Safeguarding. The Chair of Governors acts as case manager for allegations against the Headteacher.

5.4 The Headteacher

The Headteacher ensures effective policy implementation, adequate staffing ratios, allocation of DSL resources, safe use of technology, and acts as case manager for allegations against staff members.

6. Confidentiality, Data Protection and Information Sharing

At Ingrow Primary School, pupil welfare is paramount. Data protection laws (UK GDPR and Data Protection Act 2018) provide a lawful framework for sharing information safely to protect children; they are not a barrier to information sharing.

- **No Unconditional Confidentiality:** Staff must never promise a child to keep secrets regarding abuse or harm.
- **Lawful Basis:** Parental consent is not required to share personal data with external agencies if seeking consent would place the child or others at increased risk of harm.
- **Golden Rules:** Information shared will be necessary, proportionate, accurate, timely, and securely stored.
- **Transfer of Records:** When a pupil transfers to a new school, child protection files are securely transferred to the receiving DSL within 5 working days for in-year transfers or within the first 5 days of a new term.

7. Recognising Abuse and Taking Action

7.1 Immediate Risk or Harm

If a child is in immediate danger or suffering significant harm, staff must act immediately:

- **In an emergency:** Call **999** for Police assistance.
- **Bradford Children's Social Care Referral:** Call **01274 433999** and follow up by submitting the **multi-agency referral form** via the Bradford Children's Services online portal.
- Inform the DSL as soon as practically possible.

7.2 Disclosures

When receiving a disclosure from a child: listen calmly, believe them, reassure them that they did the right thing, explain that information must be shared to keep them safe, take verbatim written notes immediately, and pass the report directly to the DSL.

7.3 Female Genital Mutilation (FGM)

FGM is illegal and a severe form of child abuse. Under Section 5B of the FGM Act 2003, teachers have a **mandatory statutory duty** to report directly to the Police (call **101**) if they are

informed by an under-18 girl that FGM has been carried out, or observe physical signs of FGM. Teachers must obtain a police reference number and notify the DSL immediately. In cases of suspected risk of FGM, staff follow standard Bradford Children's Social Care referral pathways.

7.4 Local Bradford Safeguarding Pathways

SCENARIO	BRADFORD CONTACT POINT	ACTION REQUIRED
Immediate Harm / Emergency	West Yorkshire Police / Emergency Services	Call 999 immediately. Inform DSL.
Standard Child Protection Referral	Bradford Children's Social Care (01274 433999)	Call Duty Line; submit online MARF referral within 24 hours.
Out of Hours Social Care	Emergency Duty Team (01274 431010)	Call EDT line for urgent out-of-hours intervention.
Early Help & Prevention	Bradford Children & Families Trust Integrated Front Door	Gain parental consent; submit Early Help referral via online portal.
Safeguarding Advice for DSLs	Bradford Education Safeguarding Team (01274 437043)	Telephone consultation prior to referral.

7.5 Child-on-Child Abuse and Nude/Semi-Nude Images

Child-on-child abuse will never be tolerated or downplayed as "banter". Ingrow Primary School takes proactive measures against sexual harassment, physical violence, misogyny/misandry, and online harassment. The DSL creates dedicated risk assessments and support plans for both victim(s) and alleged perpetrator(s).

Where nude or semi-nude images (including AI-generated content) are reported, staff must **never view, share, copy, or print** the images. The incident must be reported immediately to the DSL, who will follow UKCIS guidelines and involve police/social care where required.

8. Online Safety, AI and Mobile Technology

Ingrow Primary School operates a strict whole-school approach to online safety, supported by robust filtering and monitoring systems (in line with DfE standards) across all school devices and networks.

- **Mobile Phone Environment:** The school is a mobile phone-free environment for pupils by default. Staff personal devices must be stored away during pupil contact time and must never be used to record photos or videos of pupils.
- **Generative Artificial Intelligence (AI):** Safeguarding policies and filtering/monitoring apply to AI applications. Using AI to create harmful, explicit, or deepfake material involving pupils is strictly prohibited and handled under child protection procedures.

9. Notifying Parents or Carers

We work in open partnership with parents and carers. However, if informing parents/carers would place a child at increased risk of harm, the DSL will seek advice from Bradford Children's Social Care before notification.

10. Supporting Vulnerable Pupil Groups

Specific protective measures and multi-agency coordination are maintained for:

- **SEND Pupils:** Tailored communication support, close SENCO liaison, and heightened awareness of communication barriers or non-verbal indicators of abuse.
- **Children with a Social Worker / Looked-After Children:** Active monitoring of attendance, close collaboration with Virtual School Heads, and designated teacher oversight.
- **LGBTQ+ & Gender Questioning Pupils:** A safe, supportive environment free from discriminatory bullying. In cases regarding requests for social transition, the school follows a careful approach in line with KCSIE guidelines, engaging parents/carers as a priority unless doing so poses a clear risk of harm to the child.

11. Record-Keeping

All safeguarding concerns, discussions, decisions, and rationales must be recorded in writing on

the school's secure safeguarding system. Child protection files are kept separate from general educational records.

Retention Rules: Primary schools do not keep child protection files permanently. When a pupil leaves Ingrow Primary School, the file is securely transferred to the receiving school's DSL (within 5 days). Final educational settings retain child protection records until the individual's **25th birthday**.

12. Training

- **All Staff:** Receive comprehensive induction and annual refresher training in child protection, online safety, filtering/monitoring, whistleblowing, and Prevent. Regular e-bulletins and updates are provided throughout the year.
- **DSLs:** Undertake formal DSL training every 2 years and update knowledge/skills at least annually.
- **Governors:** Receive safeguarding and online safety training at induction and regular updates.

13. Links with Other Policies

This policy operates alongside:

- **Safer Recruitment Policy** (Separate, dedicated document)
- Staff Code of Conduct & Whistleblowing Policy
- Positive Behaviour Policy & Anti-Bullying Policy
- Online Safety Policy, AI Policy & Acceptable Use Agreements
- Data Protection & GDPR Policy
- Attendance & Children Missing Education Procedures
- RSHE Curriculum Policy

Appendix 1: Types of Abuse

Physical Abuse: Hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or fabricating illness.

Emotional Abuse: Persistent emotional maltreatment, belittling, silencing, witnessing domestic

abuse, or severe bullying.

Sexual Abuse: Forcing or enticing a child into sexual activities, penetrative or non-penetrative, contact or non-contact (including online grooming and exposure).

Neglect: Persistent failure to provide food, clothing, shelter, medical care, protection, or emotional responsiveness.

Appendix 2: Pre-Appointment Vetting and Safeguarding Checks Summary

(Ingrow Primary School maintains a separate, comprehensive Safer Recruitment Policy. The summary below outlines core statutory pre-appointment vetting requirements.)

CHECK TYPE	REQUIREMENT & APPLICABILITY
Identity & Right to Work	Verified for all staff and volunteers prior to employment.
Enhanced DBS & Barred List	Mandatory for all staff/volunteers engaging in regulated activity. Barred list check completed before start date.
Prohibition from Teaching	Mandatory check via Teaching Regulation Agency (TRA) for all teaching staff.
Section 128 Check	Mandatory for maintained school governors and management positions.
Overseas Checks	Criminal record checks and letters of professional standing for candidates who have lived/worked abroad.
Childcare Disqualification	Declarations/checks for relevant early years and foundation staff.

CHECK TYPE	REQUIREMENT & APPLICABILITY
References & Online Checks	Minimum of 2 verified references obtained prior to interview. Online searches conducted on shortlisted candidates.
Single Central Record (SCR)	All vetting checks recorded on the school SCR prior to start date.

Appendix 3: Allegations of Abuse Made Against Staff and Low-Level Concerns

Section 1: Allegations Meeting the Harm Threshold

Applies where a staff member, volunteer, or contractor has harmed or posed a risk of harm to a child, committed a criminal offence, or shown unsuitability to work with children. The Headteacher (or Chair of Governors if allegation is against Headteacher) acts as Case Manager and immediately contacts the Bradford LADO (**01274 435600 / LADO@bradford.gov.uk**).

Suspension is not default and is only used when risk assessments show no alternative. Outcomes are categorised as: *Substantiated*, *Unsubstantiated*, *Unfounded*, *False*, or *Malicious*. Substantiated cases result in DBS and TRA referrals.

Section 2: Low-Level Concerns

A low-level concern is any concern—no matter how small—that an adult working for the school may have acted inconsistently with the Staff Code of Conduct but does not meet the harm threshold. All low-level concerns must be shared in writing with the Headteacher, confidentially recorded, reviewed for patterns, and retained on personal files until employment ceases.

Appendix 4: Specific Safeguarding Issues

- **Children Missing from Education (CME):** Prolonged or repeat unauthorised absence is treated as a potential safeguarding indicator (exploitation, abuse, FGM, radicalisation). LA

reporting rules strictly followed.

- **Child Criminal Exploitation (CCE) & County Lines:** Coercion of children into criminal activity/drug transport. Staff trained to recognize warning signs (unexplained money, gifts, mood changes).
- **Child Sexual Exploitation (CSE) & Adult-Involved Image Sharing:** Grooming, coercion, and financial extortion ('sextortion'). Immediate police and social care referral required.
- **Prevent Duty & Radicalisation:** Protecting pupils from violent extremism and radical ideologies. Referrals made via DSL to Bradford Channel panel.