



# **Millbrook Primary School**

## **Safeguarding and Child Protection Policy**

October 2022

**This is the Safeguarding and Child Protection Policy and Procedures**  
For Millbrook Primary School

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## Quick Reference Contacts Guide

	<b>Name</b>	<b>Contact phone number</b>
<b>Designated Safeguarding Lead &amp; Head teacher</b>	Karen Pyman	01793 872800 07753369117
<b>Deputy DSL &amp; Deputy Head teacher</b>	Helen Tucker	01793 872800
<b>Deputy DSL</b>	Hannah Thompson	01793 872800
<b>Deputy DSL</b>	Sarah Tilling	01793 872800
<b>Deputy DSL</b>	Antony Brown	01793 872800
<b>Designated Teacher for Looked After Children</b>	Karen Pyman	01793 872800 07753369117

<b>Early Help Hub</b>	01793 466479
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<b>Children's Social Care</b>	01793 466903
<b>Emergency Duty Service</b>	01793 436699

	<b>Name</b>	<b>Contact phone number</b>
<b>Head teacher/ Principal</b>	Karen Pyman	01793 872800 07753369117
<b>Co-Chairs of Governors</b>	Luke Dawson Kelly Hunt	01793 872800 ldawson@millbrook.swindon.sch.uk khunt@millbrook.swindon.sch.uk
<b>Safeguarding Link Governor</b>	Kelly Hunt	01793 872800 khunt@millbrook.swindon.sch.uk
<b>Local Authority Designated Officer / Designated Officer For Allegations</b>	LADO Team  Jon Goddard (Mon-Weds) Rachel Hull (Thurs and Fri)	01793 463854  07392 103019  07824 081177

<b>Police</b>	<b>101 / 999</b>
<b>NSPCC Whistle-blowing Helpline</b>	<b>0800 028 0285</b>

## Our School's Commitment To Safeguarding

This school takes seriously its responsibility to protect, safeguard and promote the welfare of the children and young people in its care.

**“The welfare of the pupil is paramount.” (Children Act 1989)**

Our staff and Governors are committed to safeguarding the pupils at this school and contribute to multi-agency working to keep pupils safe.

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- protecting children from maltreatment;
- 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; and
- taking action to enable all children to have the best outcomes.

All adults working in our school maintain an attitude of 'it could happen here'. We recognise that staff, because of their contact with and knowledge of children in their care, are well placed to identify abuse, neglect and exploitation and offer support to children in need.

This policy and set of procedures work in line with the relevant legislation, statutory guidance and take account of non- statutory guidance, all of which are listed in Appendix 1

## Part 1 – Procedures

### Worried About A Pupil

See also 'What To Do If Worried About A Pupil' - DfE March 2015

You may be worried about a pupil because you have seen or heard something. You may have noticed a change in their behaviour.

Where a pupil comes to speak to you directly and tells you information which may suggest they are at risk of abuse, neglect or exploitation, this is known as a disclosure. If a pupil discloses to you, you should:

- **Reassure** the pupil that they being taken seriously and that they will be supported and kept safe
- **Listen** to what the pupil is saying, without displaying any signs of shock or disbelief
- **Allow** the pupil to talk freely without interrupting
- **Reassure** the pupil but do not make promises about keeping the information a secret
- **Reassure** the pupil that this is not their fault
- **Ask** questions only if you need to clarify, take care not to put words in their mouth by asking leading questions
- **Explain** to the pupil that they have done the right thing by telling you and explain what you will do next, in line with the procedures outlined below.

You may not have received a direct disclosure, but you may have over-heard a conversation which worries you. You may have seen a mark on a pupil which worries you or noticed a change in behaviour. You may be concerned about the safety or welfare of a pupil who is not in school.

**All staff** should be aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. For example, children may feel embarrassed, humiliated, or being threatened. This could be due to their vulnerability, disability and/or sexual orientation or language barriers. This should not prevent staff from having a professional curiosity and speaking to the DSL if they have concerns about a child. It is also important that staff determine how best to build trusted relationships with children and young people which facilitate communication.

You have a responsibility to follow the steps below:-

### Step 1

- If you are concerned that a pupil might be in immediate danger or at risk of significant harm you must act immediately. Do you need to take immediate action to secure the safety of the pupil?
- Report your concerns directly to a member of the safeguarding team, as soon as possible. Where possible, this should be done 'face to face'.  
In the first instance our Designated Safeguarding Lead is **Karen Pyman**  
If the DSL is unavailable, please report to our deputy DSLs:- **Helen Tucker, Hannah Thompson, Sarah Tilling or Antony Brown.**  
Information about our safeguarding team is displayed around the school site, including in the staffroom and the school office reception area.
- If no-one from your safeguarding team is available, speak to the most senior member of staff on site. *If this is you, please refer to 'Role of DSL'.*
- If your concern relates to child on child abuse, refer also to Part 2 of this document and see also Part 5 of KCSIE.

### Step 2

- Record your concerns using CPOMS - <https://millbrookprimary.cpoms.net> as soon as possible.
- If you are not able to access CPOMS please speak to a member of the Safeguarding Team who will support you with recording your concern. A copy of the incident form can be found at the back of this policy and also on the 'O' Drive. A hard copy can be obtained from the school office.

### Guidance on recording your concern

- Record the full date and time, location, your name and role and keep your record as factual as possible.
- Use full names, not initials as we need to be able to identify who individuals are.
- Use the pupil's own words where applicable and enclose any direct quotes in quotation marks.
- Include what is it that you have seen/heard/noticed which concerns you?  
Has the pupil communicated that something is wrong? Verbally? Behaviour?
- Ensure your record is clear and factual. If you have included your opinion in your report, have you made it clear that this is your opinion?
- Include why what you have seen/heard/noticed concerns you? What are you worried will happen if this concern/incident is not responded to?
- Is there any context you may be aware of?  
Is this concern the first or have you had other concerns?
- Include any actions you have already taken.
- If marks or injuries have been observed, record these on a body map. (Do not take photographs)

- If you are unable to access CPOMS and a safeguarding/child protection concern/incident form is unavailable, handwritten notes can be made on a piece of paper. (This must be retained, even if the notes are subsequently written up / typed up onto a form).

**Remember that records can be accessed by parents/carers and may also be used in multi-agency meetings and in criminal proceedings. Records should be clear, comprehensive and professionally written.**

### Step 3

- Include whether you have spoken to parents/carers about the concern/incident. Remember, you may need to seek advice from a member of the safeguarding team if you are unsure about whether speaking to the parent may increase the risk to the child. If the parent is the alleged perpetrator you must always seek advice from the safeguarding team before speaking to the parent/carer.
- Any original concern forms should be passed, in person, to the DSL/Deputy DSL.
- Information should always be kept secure and confidential.
- Copies should not be retained by you.

### Step 4

- You should receive feedback about what action, if any is being taken in response to your concern. A recommended timescale for this is within 24 hours. If you do not receive feedback or you feel that the situation is not improving for the pupil, you have a duty to challenge the DSL / deputy DSL.
- [See section on Whistle-blowing also.](#)

Additional consideration needs to be given to pupils with communication difficulties and for those whose preferred language is not English. It is important to communicate with them in a way that is appropriate to their age, understanding and preference.

## When Are Parents/Carers Contacted?

Concerns about the welfare or safety of pupils will be discussed with the parent/carer, unless, having reviewed the information of concern, it is the view of the safeguarding team that this may increase the risk to the pupil. Following consultation with the school's safeguarding team, it may be the pupil's class teacher who makes contact with the parents/carers or it may be a member of the safeguarding team themselves. Our first priority is the pupil's welfare and therefore there may be occasions when concerns about a pupil means that we have to consult other agencies before we contact the parent/carer.

If a referral is to be made to Children's Social Care, the parent/carer will be contacted by a member of the school's safeguarding team and the information within the referral will be shared. There are some occasions when the school will be advised not to share the content of the referral with the parent/ carer as to do so may increase the risk of harm to the pupil.

Where reports are written about pupils as part of the child protection process, the school will provide opportunity prior to the conference to share the content with parents and carers.

## The Role Of The Designated Safeguarding Lead And Deputy DSL/s In Our School

Our Designated Safeguarding Lead is **Karen Pyman**, who works in line with the requirements of the role, as set out in Annex C of Keeping Children Safe In Education Sept 2022.

Our deputy DSLs are **Helen Tucker, Hannah Thompson, Sarah Tilling & Antony Brown** who are available in the absence of the DSL.

The members of our safeguarding team work in partnership with a range of other agencies, including Local Partners, to keep pupils/students safe. This includes information-sharing, provision of reports and attendance at multi-agency meetings including child protection conferences and core groups

### What happens once a concern /disclosure has been reported to a member of the safeguarding team?

The DSL or deputy DSL will follow the steps below to respond appropriately to the concern and safeguard the pupil:-

#### Step 1

- If there is concern that the pupil is in immediate danger contact Children's Social Care/Adult's Social Care (01793 466903). You may also consider contacting the police on 999. **Go to section 'Making a referral to Social Care' (page 10)**

#### Step 2

- Contact the parent/s or carer/s of the pupil concerned, if this has not already been done. You may wish to take advice from Children's Social Care before contacting the parent/carer. If, having sought advice, you believe that sharing this information may increase the risk of harm to the pupil do not share with parents at this stage. You must document your decision-making here, if the decision is made not to share information with parents/carers. In the majority of cases informing the parents/carers of the concern / disclosure which has been reported will not increase risk. Ask for any additional information from the parent/carer if applicable.
- Ensure that the parent/carer understands that a record will be kept by the school.

#### Step 3

- Refer to the local authority [threshold document](#) to support decision-making about what action is now required.
- What are the risks to the child? Are they familial; posed by someone in the child's family? Are they extra-familial; posed by adults or peers outside of the home? (See Part 1 of KCSIE for further information)
- If the concern does not require immediate contact with Children's Social Care, consider this latest concern within the context of any wider concerns / disclosures. This may mean further discussion with the pupil's class teacher and /or referring back to safeguarding or child protection records if they exist.

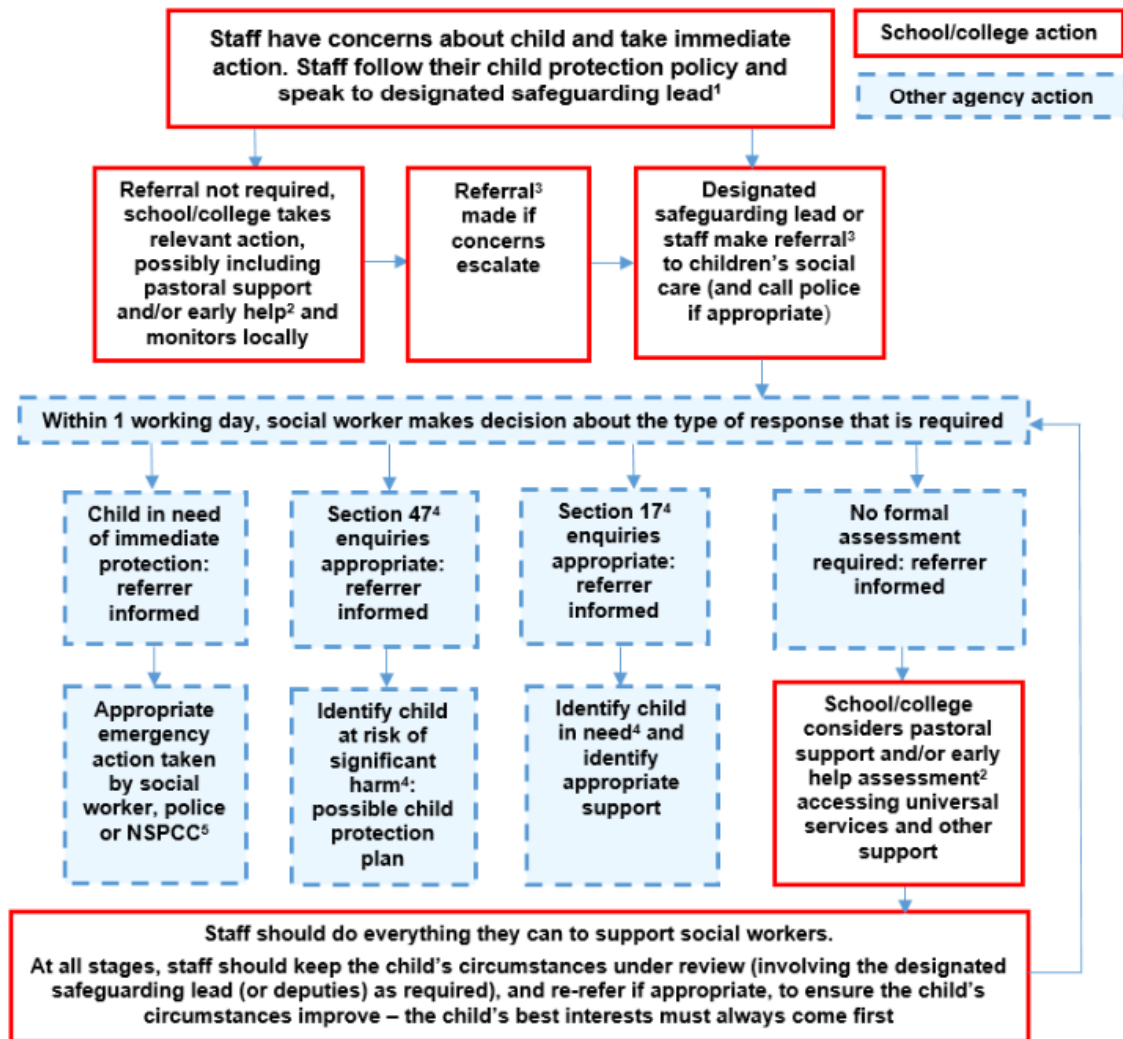
#### Step 4

- Ensure that the member of staff reporting the initial concern has received feedback about actions and outcomes (if applicable).

#### Step 5

- Update record-keeping with information about identified actions, completed actions, decision-making (where applicable) and outcomes (as appropriate).

## Actions where there are concerns about a child



Flowchart taken from 'Keeping Children Safe In Education' Sept 22

### Early Help

See also pages 17-19 KCSIE Sept 22

#### What do we mean by Early Help?

Working Together To Safeguard Children (July 2018) explains that:-

'Providing early help is more effective in promoting the welfare of children than reacting later. 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. Early help can also prevent further problems arising, for example, if it is provided as part of a support plan where a child has returned home to their family from care, or in families where there are emerging parental mental health issues or drug and alcohol misuse.' (Chapter 1)



Effective early help relies upon local agencies, including education working together to:

- identify children and families who would benefit from early help;
- undertake an assessment of the need for early help; and
- provide targeted early help services to address the assessed needs of a pupil and their family which focuses on activity to significantly improve the outcomes for the pupil.

#### How are children and families identified for Early Help?

In our school staff are alert to the fact that early signs of abuse and/or neglect can be indicators that support is needed. Any child may benefit from early help, but staff should be particularly alert to a child who:-

- is disabled or has certain health conditions and has specific additional needs;
- has special educational needs
- has mental health needs
- is a young carer
- shows signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines
- is frequently missing from care or home
- is at risk of modern slavery, trafficking, sexual or criminal exploitation
- is at risk of being radicalised
- has a family member in prison or is affected by a parent offending
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- is mis-using drugs or alcohol themselves
- has returned to family home from care
- is at risk of honour-based violence such as female genital mutilation or forced marriage
- is a privately fostered child
- is persistently absent from education

#### What support is provided as part of the school's Early Help offer?

- Early help is co-ordinated by the school's SEND Co Ordinator, Hannah Thompson.
- The school Pastoral Support Worker, Ms Jewels Burrows, or outside professional may be involved
- The school buys into support from the Nylands SEMH Outreach Team to support staff with responding effectively to incidents of challenging or disruptive behaviour.
- The school is part of Wave 4 of the Mental Health Trailblazer project
- Courses are provided for parents and carers to support with parenting skills (when possible)

#### How does the Early Help process work?

See attached for Swindon's early Help offer

<https://localoffer.swindon.gov.uk/content/send-local-offer/landing-pages/early-help-landing-and-content-pages/early-help/>

## **Making A Referral To Children's Social Care**

*See also pages 17-19 KCSIE Sept 22*

School safeguarding teams should refer to the local authority threshold guidance when making a decision to refer to social care. There are a number of additional 'frameworks' which can also be considered at this stage e.g. [The Brook Tool](#) , Swindon's Neglect Framework

A referral may be required because:-

- Early Help support has been offered but there is little or no evidence that this is having any impact for the pupil and their 'lived experience' is not improving
- a child/young person is suffering or is likely to suffer from harm

In the first instance this should be made by telephone (01793 466903) It is useful to have any safeguarding / child protection records to hand. Following a telephone referral, you will be required to submit a written referral within 24 hours.

Points to consider when completing a referral:-

- Where possible include the 'voice' of the pupil, including any behaviours displayed which may indicate an unmet need.
- Provide a picture of what life is like for the pupil. What is their 'lived experience'?
- Is the risk posed familial or extra-familial? Have you included what else you know about the wider family, environment and context the pupil lives in?
- From the school's perspective, what are your worries for this pupil?
- Are there any safety factors? Are there any times when the school is less worried?

The completed referral will be shared with parents/carers, who will be asked to provide consent to the information being shared with social care. If consent is not given, or the referrer deems that it would place the pupil at risk to share the referral prior to reporting to social care, the information can still be shared where there is good reason to do so.

## **Support For The Pupil**

Staff are in a position to identify concerns early, provide help for pupils, promote pupils' welfare and prevent concerns from escalating.

To promote pupils' welfare we provide the following support:-

- Staff should take advice from the safeguarding team about additional support which may need to be provided.
- The school's Pastoral Support Worker may be asked to support the child.
- The school's SEND Co Ordinator may be asked to provide additional support or signpost towards an external service.

## **Record-keeping**

Any member of staff, visitor or volunteer who has a concern about a pupil's welfare or receives a disclosure of abuse will make an accurate record, as soon as possible, noting

what was said or seen, putting the event into context and giving the full date, time and location. Where possible this will be noted on CPOMS.

If injuries or marks have been observed which cause concern, these should be recorded on a body map outline, giving an indication of size and whether there is a defined shape to the mark or injury.

Photographs should not be taken.

Any handwritten notes (not captured on the safeguarding and child protection concern/incident form) will be retained, even if they are subsequently written up.

## **Chronologies**

Individual pupil chronologies will be kept up to date on CPOMS and reviewed at regular intervals. All 'significant events' are captured on this chronology, including attendance at meetings, phone calls and emails in relation to safeguarding and /or child protection matters. This chronology also captures headline information about what action has been taken and the outcome of this action. The outcome should focus, where possible, on the pupil and indicate whether the situation is improving.

## **Case file review**

Safeguarding and child protection records for individual pupils should be re-visited regularly by the Safeguarding Team to ensure any risk is being reduced and appropriate taken. It is good practice for this review to take place on a termly basis.

To ensure that all files are reviewed an overview of all pupils (where there are safeguarding / child protection concerns) is kept up to date. This is a 'live' document and reflects the numbers of pupil's subject to child protection, child in need or receiving early help support.

## **Transfer of records when a pupil moves to a new school**

When a pupil moves school/college, safeguarding / child protection original documentation will be passed as soon as possible and confidentially to the receiving school, separate from academic records. Where the receiving school also uses CPOMS, any information on our system will be transferred electronically. Where possible, the DSL also will arrange to meet the DSL of the new school to discuss the documentation. The receiving school is asked to sign to confirm receipt of the information and this confirmation is stored on file.

## **Record Retention**

The school will retain records for pupils:-

- who have been withdrawn to be home-schooled, if there is an existing safeguarding /child protection file.
- Where they are the last educational provider for the pupil
- If we are unable to locate a receiving UK school

All records are stored in line with the school's Records Management Policy.

Further guidance on the retention of records can also be found at

<https://irms.org.uk/page/SchoolsToolkit>

## Escalation

- If a member of staff does not see any improvement having reported a concern about a pupil, they have a duty to re-report to a member of the safeguarding team.
- If it is felt that the safeguarding team is not taking their concern seriously then this must be escalated to the Head teacher or the Chair of Governors (if the Head teacher is a member of the safeguarding team). *See also section 'Whistle-blowing'.*
- If a member of the safeguarding team feels a decision made by another professional in another agency is not in the pupil's best interests, they must discuss this further. In the first instance, this takes place directly with the professional involved to allow opportunity for decision-making to be discussed and clarified. (Pre-escalation)
- If pre-escalation fails to resolve the issues identified, the member of the safeguarding team should escalate within their own organisation (to the Head teacher if they are not in this role). The issue is then escalated to the professional's line-manager.
- At all stages records should be kept.
- The Head teacher will ensure that the intention to instigate escalation procedures is made explicit and in writing.

## Worried About The Actions Of An Adult Who Works/Volunteers With Children

*See also Part 4 KCSIE 2022*

You may be worried about the actions of an adult who is working/volunteering with children. The adult may be :-

- an employee of the school
- a supply teacher
- an adult working with the school, employed by a third party (including staff working in alternative and enhanced provision and contractors)
- a volunteer

You may have seen or heard something which makes you feel uncomfortable.

You may be concerned that the adult's actions are contravening the school's staff code of conduct.

You may be aware of a situation the adult is involved in, outside of school, which suggests they may not be safe to work/volunteer with children and young people.

Our school has adopted 'Safer Working Practice' guidance as its staff code of conduct.

<https://www.swindon.gov.uk/schoolsonline/downloads/file/1262/guidance-for-safer-working-practice-may-2019> These documents contain guidance on safer working and provide a set of expectations about staff conduct and behaviour.

All concerns must be reported following the steps below:-

### Step 1

- If you are concerned that a pupil might be in immediate danger or at risk of significant harm you must act immediately. Do you need to take immediate action to secure the safety of the pupil?
- Report your concerns directly to the Head teacher, **Karen Pyman**, as soon as possible.
- If the Head teacher is not contactable, report to the most senior member of staff on site. This is usually the Deputy Head teacher, **Helen Tucker**.
- If your concerns are about the Head teacher report to one of the Co-Chairs of Governors, directly. (see quick reference guide on page 2 for contact details)

## Step 2

- Record your concerns using the school's 'Concern/Disclosure' form (see Appendix 5), as soon as possible.
- Staff should NOT record allegations or concerns about adults working or volunteering with pupils on electronic pupil record systems.
- Remember to record the full date and time, your name and role and keep your record as factual as possible.
- If a concern/disclosure form is unavailable, handwritten notes can be made on a piece of paper. (This must be retained, even if the notes are subsequently written up onto a form).

## Step 3

- Record what action you are taking, for example record the name of the member of staff you have reported to.
- The original concern form should be passed to the Head teacher or the Chair of Governors, if the concern/allegation involves the Head teacher. Copies should not be retained by you.
- If the person you have reported the concern to does not take your concern seriously, you must escalate your concern to the Chair of Governors or Chair of the LACT Board. Ultimately anyone can report a safeguarding concern about an adult working with children into the local authority, asking to speak to the Local Authority Designated Officer (LADO) See Quick Reference Contact Guide on page 2.

### **The Role of the Head teacher/Principal/ Chair of Governors / CEO when dealing with low level concerns or allegations involving adults who work/volunteer with children**

- The Head teacher/Chair of Governors will consider the information in the report and initial consideration will be given as to whether this indicates that the person would pose a risk of harm if they continue to work in close or regular contact with children in their present position or in any capacity.

Is there evidence to suggest that the harms threshold has been met:-

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

*Criteria listed above taken from Part 4 of 'Keeping Children Safe In Education' Sept 2022*

### **Allegations that meet the harms threshold**

*See also further guidance in detail included in pages 81-95 KCSIE*

If initial information in the report suggests that the threshold has been met, the Head teacher/Chair of Governors will follow Section 1 of Part 4 of KCSIE (Sept 22)- 'Allegations that meet the harms threshold.

### Step 1

- The Head teacher/ Chair of Governors will contact the LADO immediately, before commencing any form of investigation. Schools are permitted to conduct basic enquiries, (see page 83 of KCSIE) to establish the facts, however care should be taken not to jeopardise any future police investigation.

### Step 2

The LADO will decide on further action:-

- strategy discussion/meeting, or
- advice and follow up from LADO, or
- no further action by the LADO after initial consideration and closure

If further action is agreed, the LADO will agree with the police whether or not a strategy discussion/ meeting needs to take place. If it is agreed that the threshold has not been met for a strategy discussion/meeting, an allegations management meeting may be held. The main purpose of this is to ensure the safety of the children and ensure the process is concluded promptly, ensuring the accused staff member has adequate support.

At the conclusion of investigations, an outcome will be agreed by the LADO:-

- Substantiated: there is sufficient evidence to prove the allegation
- Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation
- Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive or cause harm to the person subject of the allegation
- False: there is sufficient evidence to disprove the allegation
- Unfounded: to reflect cases where there is no evidence or proper basis which supports the allegation being made

A record of the outcome of all allegations involving the LADO is held securely and confidentially by the headteacher/Governing Board.

At the end of the allegation process if a member of staff or volunteer is removed from their position for causing harm or posing a risk of harm or they leave whilst investigations are on-going, the school has a duty to inform the Disclosure and Barring Service via a referral.

Where a decision is made to dismiss or cease to use **the services of a teacher** because of serious misconduct, or they might have been dismissed or their services ceased had they not left first, the school will consider whether to refer to the Teaching Regulations Agency.

We understand, as a school, that if we know or have reason to believe that an individual is barred, we are committing an offence if we allow the individual to carry out any form of regulated activity.

### **Concerns that do not meet the harm threshold**

*See also pages 95-99 of KCSIE 2022*

Creating an environment with a strong culture of safeguarding , where pupils are kept safe involves ensuring that **all** concerns about adults who work/volunteer with children are shared responsibly, with the right person, recorded and dealt with appropriately.

A low-level concern may be a sense of unease, a nagging doubt, or noticing that an adult appears to be contravening the school's staff /visitor code of conduct. It may include 'over-friendliness with a pupil/pupils, having a favourite pupil, engaging with a pupil on a one to one basis in a secluded area of the school.

Staff, volunteers and external visitors must share **all concerns which arise**, even if they do not believe the harm threshold has been met. Just because a concern does not meet the harm threshold does **not** mean it is insignificant.

#### Possible actions

- The Head teacher may still consider contacting the LADO for further guidance if required.
- The Head teacher will consider what action needs to be taken to address the low level concern/s, which may include additional staff training, mentoring and/or a verbal or written warning. Advice may be sought from the school's HR provider here.
- It is important that all low-level concerns are recorded, to identify whether a pattern of worrying behaviour is emerging. This chronology of concerns may trigger a referral into the LADO where a pattern emerges.

#### Code of conduct

Staff, volunteers and external visitors are provided with our school's code of conduct and sign to confirm that they have read and understand expectations about their behaviour. Ensuring that this process is followed robustly helps keep children safe.

Unprofessional behaviour which breaches our staff code of conduct is addressed at an early stage and the individual supported.

#### **Supporting the welfare of the child**

Where a child has been harmed, there is immediate risk of harm or the situation is an emergency contact will be made with Children's Social Care and as appropriate the Police.

As a school we will support pupils as outlined on Page 10

#### **Supporting the welfare of the adult at the centre of the concern/allegation**

Employers have a duty of care for their employees. The Head teacher/Chair of Governors must put in place support for the adult at the centre of the concern/allegation.

#### **Record-keeping**

*See also Pages 93-94 KCSIE*

All low level concerns and allegations about adults who are working or volunteering with children should be recorded on the school's 'Concerns / Allegations Record For Adults working or volunteering with children/young people' (see Appendix 5). Records are stored confidentially and securely and comply with the data Protection Act 2018 and the UK GDPR Act.

#### **Allegations which meet the threshold**

The following information is kept on file:-

- A clear and comprehensive summary of the allegation
- Details of how the allegation was followed up
- Details of action taken, decisions reached and the final outcome
- A declaration on whether the information will be referred to in any future reference

Schools and colleges have an obligation to preserve records which contain information about allegations of sexual abuse for the Independent Inquiry Into Child Sexual Abuse (IICSA) for the term of the enquiry. All other records should be retained at least until the accused has reached normal pension age or a period of 10 years from the date of the allegation if that is longer.

Further information can be found on the [ICO website](#).

### **Low level concerns**

The following information should be recorded:-

- Details of the concern and the context in which the concern arose
- Action taken
- If advice was taken as to whether the LADO was contacted for guidance

This information is retained until the individual leaves employment/volunteering role with the school.

Where a pattern of concerns emerges, these are recorded on a chronology. These are reviewed to decide whether the pattern of behaviour moves to concern to meeting the harms threshold, in which case it will be referred to the LADO.

### **Following an allegation or low level concern**

Consideration will be given as to whether there are areas of the schools safeguarding practice and procedure or wider cultural issues within the school which need addressing following an allegation or low level concern. Where appropriate, policies will be revised or additional training provided to minimise the risk of this happening again.



## Part 2 - Specific Safeguarding Themes

See also Pages 9-16 and Annex B KCSIE

Knowing what to look for is vital for the early identification of abuse, neglect and specific safeguarding issues such as exploitation.

If you are at all unsure you should **always** speak to the safeguarding team.

### **Child On Child Abuse**

See also pages 15-15, 36-37, Part 5 KCSIE and Annex B

We recognise that children are capable of abusing other children. This can happen both inside and outside of school and online. A child may not find it easy to report child on child abuse and we recognise that they might show signs or act in ways that they hope an adult will notice, including a change in behaviour. Even if there are no reported cases of child on child abuse, we recognise that abuse may still be taking place but not being reported. We understand that the pupil who is perpetrating the abuse may also be at risk of harm and we will make every effort to ensure that the perpetrator is supported appropriately.

#### **Procedures in place to minimise the risk**

- The school's ethos encourages pupils to raise concerns with staff, knowing that they will be listened to, believed and valued.
- Systems are in place for pupils to confidently report abuse, knowing their concerns will be taken seriously. We aim to ensure every child has and can identify at least one 'trusted adult' that they feel comfortable speaking to.
- We deliver a Relationships, Sex and Health Education curriculum, using the Jigsaw resources, in line with the [DfE statutory guidance](#). This develops pupils' understanding of healthy relationships, acceptable behaviour and keeping themselves safe. This curriculum is broad, balanced and covers a range of safeguarding themes. It is progressive across the year groups.
- Staff receive regular training to ensure they know the signs and indicators which may suggest a pupil is at risk of child on child abuse and understand their role and responsibilities to report to the safeguarding team as soon as possible.
- Our school has a zero tolerance approach to abuse and regular staff training ensures that incidents of child on child abuse are never passed off as 'banter', part of growing up or 'boys being boys'. All incidents of child on child abuse are reported to the safeguarding team.
- The school has a behaviour policy in place which is regularly reviewed and sets out the expectations about appropriate behaviour. Our policy makes clear that child on child abuse is not acceptable, will never be tolerated and is not an inevitable part of growing up.
- Set out below are the different types of child on child abuse and the systems in place to respond to these.

Child on child abuse can take the form of:-

#### **1. Bullying (including Cyberbullying)**

There is no legal definition of bullying. However, it's usually defined as behaviour that is:

- repeated
- intended to hurt someone either physically or emotionally

- often aimed at certain groups, for example because of race, religion, gender or sexual orientation

This can include:

- physical assault
- teasing
- making threats
- name calling
- Cyberbullying - bullying via mobile phone or online (for example via email, social networks and chat rooms on gaming platforms)
- Racist and Religious Bullying: A range of hurtful behaviour, both physical and psychological, that makes a person feel unwelcome, marginalised, excluded, powerless or worthless because of their colour, ethnicity, culture, faith community, national origin or national status;
- Sexual, Sexist and Transphobic Bullying: includes any behaviour, whether physical or non-physical, where sexuality is used as a weapon by boys or girls;
- Homophobic Bullying: targets someone because of their sexual orientation (or perceived sexual orientation);
- Disablist Bullying: targets a young person based on their disability, special needs or health needs. This can include manipulative bullying where a perpetrator forces the victim to act in a certain way or exploiting a certain aspect of the victim's disability.

## **Responding to concerns about bullying**

Pupils who attend our school have the right to learn in safety. We do not tolerate bullying of any kind and will challenge derogatory language and behaviour towards others. Please see the Millbrook Anti-bullying Policy and Behaviour for Learning Policy for how bullying incidents are prevented, recorded and dealt with.

Child on child abuse can take the form of:-

### **2. Sexual abuse**

See pages 138-142 and [\*Sexual violence and sexual harassment between children in schools and colleges \(September 21\)\*](#)

This can include:-

- Sexual violence and sexual harassment - Sexual violence and sexual harassment can occur between two pupils of **any age and sex**, from Primary, into Secondary and into College. **We recognise that 'it could happen here'**. It can occur through a group of pupils sexually assaulting or sexually harassing a single pupil or group of pupils. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and 'face to face' (both physically and verbally) and are never acceptable.

Sexual violence can include:-

- Rape
- Assault by penetration
- Sexual Assault

Sexual harassment can include:-

- Sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance, calling someone sexualised names
- Sexual 'jokes' or taunting
- Physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes and displaying pictures, photos or drawings of a sexual nature
- Inappropriate/unwanted touching
- Consensual and non-consensual sharing of nude and semi-nude images, videos and/or livestreams (also known as sexting or youth produced sexual imagery)
- Up-skirting

Child on child sexual abuse can also include:-

- Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.
- Initiation/hazing - refers to the practice of rituals, challenges, and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group

## **Responding to concerns about child on child sexual abuse**

### Step 1

- Immediate consideration should be given as to how best to support and protect the victim and the alleged perpetrator(s) (and any other children involved/impacted upon).

### Step 2

- **Record** the incident using the school's safeguarding recording procedures and **report** to the DSL / deputy in line with safeguarding and child protection procedures, as soon as possible. Is information about the incident first hand or do other individuals need to be spoken to, to confirm?

### Step 3

- The DSL will consider the following:-
  1. The wishes of the victim in terms of how they want to proceed. Victims should be given as much control as is reasonably possible over decisions regarding how any investigation will be progressed and support they will be offered. This will however need to be balanced with the school's duty and responsibilities to protect other children.
  2. Has a criminal offence been committed? If yes, contact the police (See also '**When To call the Police**' (NPCC) ).
  3. Ages of pupils / developmental stage.
  4. Whether there is a power imbalance between the children.
  5. Whether the alleged incident is a one off incident or there is a sustained pattern.
  6. Any on-going risks to the victim, other children, or staff.
  7. Other related issues and the wider context, including whether there is evidence of the victim/s being exploited, criminally and/or sexually.

### Step 4

- If there is no evidence to suggest that a criminal offence has taken place the DSL will consider next steps, in discussion with parents/carers unless to do so would increase the risk to the pupils involved.
- If there is evidence to suggest that a criminal offence has taken place the DSL will

follow the guidance on pages 109-111 of KCSIE. Any report to the police will be in parallel with a referral to children's social care.

This will typically involve:-

1. Considering support, including Early Help support for both the victim and perpetrator (does the perpetrator have unmet needs?)
2. Making a referral to children's/adult's social care if the victim has been harmed, or is at risk of harm.
3. Making a referral to children's/adult's social care if the perpetrator is at risk of harm / being harmed (under-lying welfare and safety concerns which may have triggered behaviours).
4. Writing a risk assessment for pupils, who have been identified as being at increased risk of child on child abuse (considered for both the pupil perpetrating the abuse and the pupil who is the victim) to include protection and support.
5. Considering targeted education about healthy relations for the perpetrator and any additional sanctions under the school's behaviour policy.

### **Additional guidance for responding to consensual and non-consensual sharing of nude and semi-nude images, videos and/or livestreams**

#### Step 1

- Report to your DSL immediately.
- **Never** view, copy, print, share, store or save the imagery yourself, or ask a child to share or download – **this is illegal**.
- If you have already viewed the imagery by accident (e.g. if a young person has showed it to you before you could ask them not to), report this to the DSL (or equivalent) and seek support.
- **Do not** delete the imagery or ask the young person to delete it.
- **Do not** ask the child/children or young person(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the DSL (or equivalent).
- **Do not** share information about the incident with other members of staff, the young person(s) it involves or their, or other, parents and/or carers.
- **Do not** say or do anything to blame or shame any young people involved.
- **Do** explain to them that you need to report it and reassure them that they will receive support and help from the DSL (or equivalent).

*Taken from [UKCIS guidance](#)*

#### Step 2

- The DSL will hold an initial review meeting with appropriate staff. This may include the staff member who was initially made aware of the incident/concern and the leadership team.

The following risk factors will be considered:-

- Significant age difference between the sender/receiver involved
- If staff recognise the pupil as more vulnerable than is usual (ie at risk)
- If the image is of a severe or extreme nature
- If the situation is not isolated and the image has been more widely distributed
- If this is not the first time the pupil has been involved in a sexting act

- If other knowledge of either the sender/recipient may add cause for concern (ie difficult home circumstances)

#### Step 3

- A referral will be made to children's social care and/or the police immediately if there is a concern that a child or young person has been harmed or is at risk of immediate harm at any point in the process.

#### Step 4

- Interviews will take place with those involved.

#### Step 5

- Parents/carers should be informed at an early stage and involved in the process in order to best support the child or young person, unless there is good reason to believe that involving them would put the child or young person at risk.

#### Step 6

- Safeguarding records will be updated using the school's safeguarding recording procedures, including actions taken / not taken and the justification for these decisions (linked to the points above).

### **Harmful Sexual Behaviour**

*Sexually harmful behaviour from children does not always occur with the intent to harm others. There may be many reasons why a child engages in sexually harmful behaviour and it may be just as distressing to the child who instigates it as well as the child it is intended towards. For this reason, consideration will always be given to how the child displaying the behaviour is supported, in addition to the 'victim' of the behaviour. This may include a referral to social care. Sexually harmful behaviour may range from inappropriate sexual language, inappropriate role play, to sexually touching another or sexual assault / abuse. Taken from Tri.X 'Peer on Peer Abuse' Briefing 198 (Feb 2017)*

To support our judgements about sexualised behaviours we refer to the '[Brook Sexual Behaviours Traffic Light Tool](#)'. Where a behaviour is identified as amber or red our safeguarding procedures will be followed here, and a referral made to social care as appropriate, for both the pupil displaying the behaviours and also any pupil who has been involved and may have been harmed.

### **Exploitation and Serious Violent Crime**

*See also Page 12 and Pages 127-129 Annex B KCSIE*

This school recognises that children can be exploited sexually (CSE) or criminally (CCE). CSE and CCE can affect children, both male and female and can involve children who have been trafficked. They may be at risk of or involved in serious violent crime.

#### **Child Criminal Exploitation**

Child Criminal Exploitation 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 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.

The following can be indicators of CCE:-

- Unexplained gifts or new possessions
- Children who associate with other young people involved in exploitation
- Changes in emotional well-being
- Misuse of drugs and alcohol
- Periods of time missing or regularly coming home late
- Children who regularly miss school or education or do not take part in education
- Carrying knives or weapons for a sense of protection from harm from others

CCE can include children being forced to shoplift or pickpocket, forced to threaten other young people, forced to work in cannabis factories, being coerced into moving drugs or money around the local area or across counties (County Lines).

Risk factors which increase the likelihood of involvement in serious violence, include:-

- Being male
- Having been frequently absent or permanently from school
- Having experienced child maltreatment
- Involvement in offending such as theft

### **Child Sexual Exploitation**

Child Sexual Exploitation occurs when 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. 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. It can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity and 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).

The above CCE indicators can also be indicators of CSE, as can:

- Children who have older boyfriends or girlfriends
- Children who suffer from sexually transmitted infections or become pregnant

CSE can occur over time or be a one-off occurrence, and may happen without the child's immediate knowledge eg through others sharing videos or images of them on social media. CSE can affect any child, who has been coerced into engaging in sexual activities. This includes 16 and 17 year olds who can legally consent to have sex. Some children may not realise they are being exploited and believe they are in a genuine, romantic relationship.

### **Responding to concerns that a pupil might be being exploited**

Our safeguarding procedures will be followed here, and a referral made to social care as appropriate (including support, if applicable, for the pupil who is deemed to be 'perpetrating' the abuse.)

See also section above on child on child abuse and ['When To call the Police'](#) (NPCC)



## **Honour-based abuse, including Female Genital Mutilation**

See also Page 13 Part 1 and Annex B KCSIE and <https://www.gov.uk/guidance/forced-marriage>

Honour-based abuse encompasses incidents or crimes which have been committed to 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.

### **Responding to concerns about honour-based abuse**

Abuse committed in the context of preserving honour often involves a wider network of family or community pressure and can involve multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what action to take.

Our safeguarding procedures will be followed here and staff should speak to a member of the safeguarding team immediately if they suspect a child or young person is at risk of honour-based abuse. Safeguarding teams will contact children's social care/ adults social care for anyone 18 or above and local protocols will be followed.

### **Female Genital Mutilation (FGM)**

See Annex B pages 133-134 and [Multi-agency statutory guidance on FGM](#) (July 2020)

FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. This practice is often referred to as 'cutting'.

It is frequently a very traumatic and violent act for the victim and can cause harm in many ways.

The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother; and/or death.

### **Key points**

- FGM is illegal in the UK. It is also illegal to take a British National or permanent resident abroad to undergo FGM or help someone who is trying to arrange to have FGM performed.
- FGM is an unacceptable practice for which there is no justification. It is child abuse and a form of violence against women and girls.
- FGM is prevalent in 30 countries. These are concentrated in countries around the Atlantic coast to the Horn of Africa, in areas of the Middle East, and in some countries in Asia.
- FGM is a deeply embedded social norm, practised by families for a variety of complex reasons. It is often thought to be essential for a girl to become a proper woman, and to be marriageable. This practice is not required by any religion.

### **Risk Factors**

The most significant factor to consider when deciding whether a girl or woman may be at risk of FGM is whether her family has a history of practising FGM.

In addition, it is important to consider whether FGM is known to be practised in her community or country of origin. It is important not to make assumptions that all girls from these communities are at risk.

A parent may request permission for their child to travel overseas for an extended period. This is sometimes requested leading into or out of a school holiday (often the summer break).

## **Responding to concerns about Female Genital Mutilation**

If a girl has disclosed to you that she has been subjected to FGM or you have visual evidence of this, you must report it to the police.

(Teachers are required to report known cases of FGM in girls under 18 to the police under the mandatory reporting duty October 2015)

If a direct disclosure has not been made and there is no visual evidence, but you have concerns that the pupil may have been subject to or at risk of FGM the school's normal safeguarding procedures will be followed here.

This includes reporting your concerns to a member of the safeguarding team and putting your concerns in writing.

The DSL will follow the steps below to respond appropriately to the concern and safeguard the pupil:-

### Step 1

- Consider the information of concern. This may mean referring back to check whether there is any previous information of concern for the pupil.

### Step 2

- Check whether there are any risk factors present for the pupil / family

### Step 3

- Where it is deemed appropriate to do so, speak to the parent or carer about FGM. Be sensitive to language differences.

### Step 4

- At this stage consideration should be given to make a referral to Children's Social Care. It is useful to have any safeguarding / child protection records to hand. Following a telephone referral, you will be required to submit a written referral within 24 hours.

See also:

FGM Helpline: 08000283550

Email: [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk)

Home Office Resource Pack - <http://www.gov.uk/government/publications/female-genital-mutilation-resource-pack>

## **Preventing Radicalisation**

*See Annex B Pages 135-137 and The Use of Social Media For Online Radicalisation (DfE July 15)*

Children are vulnerable to extremist ideology and radicalisation. Similar to protecting children from other forms of harms and abuse, protecting children from this risk is part of our 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 **must** be designed to influence the



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

(Definitions from the Government's Counter Extremism Strategy)

The following can be indicators of risk:-

- showing sympathy for extremist causes
- glorifying violence, especially to other faiths or cultures
- making remarks or comments about being at extremist events or rallies outside school
- evidence of possessing illegal or extremist literature
- advocating messages similar to illegal organisations or other extremist groups
- out of character changes in dress, behaviour and peer relationships
- secretive behaviour
- online searches or sharing extremist messages or social profiles
- intolerance of difference, including faith, culture, gender, race or sexuality
- work or writing that displays extremist themes
- attempts to impose extremist views or practices on others
- advocating violence towards others

The internet provides children and young people with access to a wide-range of content, some of which is harmful. As a school we recognise that extremists use the internet, including social media, to share their messages.

### **Responding to concerns that a pupil might be at risk of radicalisation**

As a school we recognise that we have an important part to play in educating children about extremism and recognising when pupils start to become radicalised.

We ensure that through our school vision, values, rules, curriculum and teaching:-

- we promote tolerance and respect for all cultures, faiths and lifestyles.
- the governing body also ensures that this ethos is reflected and implemented effectively in school policy and practice.
- pupils who attend our school have the right to learn in safety. We do not tolerate bullying of any kind and will challenge derogatory language and behaviour towards others.
- visitors who are invited to speak to pupils will be informed about our ethos and safeguarding procedures and relevant vetting checks are undertaken. We undertake due diligence to ensure that visiting speakers are appropriate. Speakers will be supervised at all times and will not be allowed to speak to children without a member of staff being present.

Our safeguarding procedures will be followed here, and a referral made to social care as appropriate.

In addition, the DSL / deputy DSL may consider making a referral to the local authority Channel Panel (seek advice from Children's Social Care)

Channel is a multi-agency approach to provide support to individuals who are at risk of being drawn into terrorist related activity.

Each local authority has a panel 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 DfE helpline can be contacted for advice 020 7340 7264 (this should not be used in cases of emergency)  
or via the e mail [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk)

## **Domestic Abuse**

*See paragraph 43 page 14 and pages 144-145 Annex B KCSIE*

‘Abusive behaviour’ is defined in the Domestic Abuse Act (2021) as any of the following:

- physical or sexual abuse
- violent or threatening behaviour
- controlling or coercive behaviour
- economic abuse
- psychological, emotional or other abuse

For the definition to apply, both parties must be aged 16 or over and [‘personally connected’](#).

## **Responding to concerns that a pupil might be subject to or witnessing domestic abuse**

Our safeguarding procedures will be followed here, and a referral made to social care as appropriate.

If an Encompass report is received from the Police or MASH, it will be recorded on CPOMS by the DSL/Dep.DSL receiving it.

## **Neglect**

Working Together defines neglect as :-

‘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 can be indicators of risk:-

The following is a summary of some of the indicators that may suggest a child is at risk of or being neglected:-

### Physical indicators of neglect

- ☐ Constant hunger and stealing food
- ☐ Poor personal hygiene - unkempt, dirty or smelly
- ☐ Underweight
- ☐ Dress unsuitable for weather
- ☐ Poor state of clothing
- ☐ Illness or injury untreated

### Behavioural indicators of neglect

- ☐ Constant tiredness
- ☐ Frequent absence from school or lateness
- ☐ Missing medical appointments
- ☐ Isolated among peers
- ☐ Frequently unsupervised
- ☐ Stealing or scavenging, especially food
- ☐ Destructive tendencies

## **Pupils at greater risk of harm**

### Pupils with disabilities, special educational needs (SEN) or certain health conditions

As a school, we recognise that pupils who have disabilities, SEN or certain health conditions can face additional safeguarding and child protection challenges.

These can include:-

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the pupil's disability, SEN or health condition/s without further exploration
- pupils can be disproportionately impacted upon by things like bullying, without outwardly showing any signs
- communication barriers and difficulties in overcoming these barriers

### **Pupils who need a social worker (including Children In Need, Children on a Child Protection Plan and Children Looked After)**

Children may need a social worker due to safeguarding or welfare needs. They may need this help due to abuse, neglect and complex family circumstances. A child's experience of trauma and adversity can leave them vulnerable to further harm, as well as educationally disadvantaged, facing barriers to:-

- attendance
- learning
- behaviour
- mental health

As a school we ensure that all staff working directly with children/young people have a knowledge and understanding of the impact of adversity and trauma on children's mental and physical health, development and life chances. We understand that children can communicate an unmet need through their behaviour, whether this is challenging and disruptive or quiet and withdrawn. **Our school behaviour policy reflects this and includes the ways in which we respond in these situations.**

Teaching staff are supported by the members of the safeguarding team to maintain high aspirations for these children, identifying the challenges these children may face and making adjustments to teaching and learning to best support them.

The designated teacher for looked after children and previously looked after children is **Karen Pyman**. The school staff work with multi-agency professionals, including the Local Authority Virtual Schools Head, to ensure that prompt action is taken when necessary to safeguard these children. We recognise these children are a particularly vulnerable group.

Appropriate staff are provided with information in relation to their legal status and contact arrangements, as well as information about the child's care arrangements.

### **Pupils with mental health issues and/or who are self harming**

Where children have suffered abuse and neglect, or other potentially traumatic experiences this can have a lasting impact throughout childhood, into adolescence and into adulthood.

Regular safeguarding training ensures that staff are aware of how these children's experiences can impact on their mental health.

#### The following can be indicators of risk:-

- self-harm
- noticeable weight loss or gain
- change in personality eg mood swings
- frequently missing lessons
- social isolation
- lethargy and disinterest
- tearfulness or appearing anxious
- lack of focus in class
- change in educational performance

#### What support is provided as part of the school's Mental Health & Well-being offer?

- it is co-ordinated by the school's SEND Co Ordinator, Hannah Thompson.
- The school Pastoral Support Worker, Ms Jewels Burrows, or outside professional may be involved
- The school buys into support from the Nylands Outreach Team to support staff with responding effectively to pupils with SEMH
- The school is part of Wave 4 of the Mental Health Trailblazer project
- Referrals can be made to TaMHS or CAMHS

### **Behaviour And Attendance**

As a school we recognise that there can be links between safeguarding and child protection concerns and:-

- incidents of disruptive and challenging behaviour
- poor attendance

#### **Behaviour**

We understand that children can communicate an unmet need through their behaviour, whether this is challenging and disruptive or quiet and withdrawn. **Our school behaviour policy reflects this and includes the ways in which we respond in these situations.**

See also the school's pupil behaviour policy.

## **Physical Intervention**

Where physical intervention is required to keep a pupil safe the school will respond in line with the [DfE guidance 'Use of reasonable force' July 2013](#).

As a school we may intervene to:-

- remove a disruptive pupil from the classroom where they have refused to follow an instruction to do so;
- prevent a pupil behaving in a way that disrupts a school event or a school trip or visit;
- prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground; and
- restrain a pupil at risk of harming themselves through physical outbursts.

All incidents of physical intervention are recorded in the school's bound book and reported to parents/carers. Where a pupil has safeguarding /child protection records in place, information about incidents of positive handling will be cross-referenced. The bound book is kept in a locked drawer in the head teacher's office.

Following all incidents where physical intervention is required we routinely check the well-being of the pupil after the incident. This includes asking if they have been hurt. If information suggests that a pupil has been hurt during an incident of physical intervention the Head teacher/Principal will be informed and contact will be made with the LADO.

Where pupils require regular handling and intervention a positive handling plan will be put in place. The pupil, together with the parents/carers will be involved in this process.

Staff in the SRP and Senior Staff are trained regularly in Team Teach.

## **Attendance**

*See also 'Early Help'*

*See also the local authority's guidance on 'Children Missing Education'*

As a school we recognise the importance of pupils attending school regularly. Any unexplained absence is followed up on the first day of absence by text and then phone call. Where possible, we hold more than one emergency contact telephone number for each pupil/family.

Pupil attendance is monitored by the office manager, Mrs Nicola Cox and the head teacher. We recognise that children with poor attendance or missing from education may be more vulnerable and potentially are exposed to higher degrees of risk. Attendance information is therefore considered within the wider remit of safeguarding and child protection. Staff are aware that episodes of unexplained absence could indicate safeguarding concerns or the need for early help support.

## **Attendance procedures during partial school closure/lockdowns**

We are recording attendance for those children attending and safeguards are in place if there is no response from pupils following an attempt to contact, including informing social care if the child is an open case.

We are following up with any parent/carer who has arranged for their child/children to be in school and the child/children do not subsequently attend.

We are communicating regularly with parents and carers to ensure emergency contact numbers are up to date.

Where pupils who are deemed vulnerable are not attending school, the following safeguards have been put in place to support, in addition to the points above:-

- Regular doorstep 'safe and well' checks
- Lead professional/social worker/Virtual Headteacher made aware of non-attendance at school and additional support from these professionals agreed
- Telephone contact at least twice weekly
- Links to support available made available on school website
- Safety plan written with parents/carers to support pupils during time at home
- Remote pastoral support from our Pastoral Support Worker
- Remote educational support from our SENDCo and SRP Leader

### **Pupils who are educated off site**

Where pupils are attending off-site alternative or enhanced provision, it is our responsibility to ensure that they continue to be kept safe. Quality assurance of any provision used by our school is completed prior to the placement of a pupil. This includes:-

- review of the provision's safeguarding and child protection procedures
- a visit to the site
- a letter of assurance to confirm that all staff working at the alternative provision have had the appropriate recruitment checks
- information about issues which the pupil attending the site might be at risk of, to inform an effective risk assessment

For each day that the pupil attends the off-site provision contact is made by Mrs Nicola Cox, Office Manager, to ensure they have arrived safely. This process also applies where a pupil has been excluded from school, including fixed term exclusions. Contact will be made with a parent or carer to confirm their safety on each day of the exclusion.

### **Elective Home Education**

Where a parent/carers has expressed an intention to remove their child from school with a view to educating at home, we will endeavour to co-ordinate a meeting with the parents (and professionals as appropriate, including an LA representative) to ensure parents/carers have considered what is in the pupil's best interests.

We have a statutory duty to inform the local authority when a pupil is removed from our roll.

### **Intimate Care**

See also Safer Working Practices 2019

<https://www.swindon.gov.uk/schoolsonline/downloads/file/1262/guidance-for-safer-working-practice-may-2019> and Millbrook Primary School and Pre-school Nappy Changing Policy.

Intimate care includes any tasks that involve the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

## Part 3 – Safeguarding Policy

### How is the information in this set of policy and procedures disseminated?

1. Our staff induction programme includes a safeguarding section and all new staff are asked to read the safeguarding policy and procedures.
2. Visitors, volunteers and external staff, including supply teachers, who visit our school are asked to read a visitors' code of conduct, which includes procedures for what to do if they have concerns about the safety of a pupil or concerns about the actions of an adult working/volunteering with children.
3. Our safeguarding policy and procedures are re-visited on an annual basis and time is set aside for staff to re-read the documents. In order to check staff understanding of the content we revisit it regularly in Staff Meetings, Senior Leadership Team Meetings, TA meetings and MDSA meetings and discuss different aspects of it and any recent learning from incidents that have occurred.

In addition to reading and understanding the school's safeguarding and child protection policy and procedures, staff are required to read:-

- Keeping Children Safe In Education (Sept 21)  
*See appendix 6 for guidance about reading of KCSIE*
- the school's staff code of conduct 'Safer Working Practice' 2019
- the pupil behaviour policy
- the safeguarding response for children missing in education (included within our attendance policy)
- the school's online safety policy and acceptable use agreement

Staff are asked to sign to confirm their understanding and accept responsibility for following up any questions or queries they have arising from reading this document (with a member of our safeguarding team).

### How do we ensure parents and carers understand the school's role in safeguarding pupils?

1. This school is committed to helping parents/carers understand its responsibility for the welfare of all pupils and our duty of care. The policy and procedures are available to parents and carers via the school website and a paper copy can be requested by contacting the school office.
2. The school website also provides access to a number of useful resources for parents and carers. These can be found in the 'Safeguarding' tab of the school's website.
3. During pupil induction meetings for parents and carers information will also be discussed about the school's safeguarding responsibilities.

## Roles And Responsibilities

The Governing Body have strategic leadership responsibility for safeguarding arrangements, ensuring that policies, procedures and training are effective and comply with the law (Part 2 KCSIE Sept 22). They must also understand the role of the DSL and fully support the DSL in carrying out their safeguarding responsibilities. The Head teacher has a duty to ensure that the policies and procedures adopted by the governing body and proprietor are understood and followed by all staff. The Governing Body should ensure they facilitate a whole school approach to safeguarding. This means ensuring safeguarding and child protection, including online safety, are at the forefront and underpin all relevant aspects of process and policy development.

Where there is a safeguarding concern, governing bodies and the leadership team should strive to ensure that the child's wishes and feelings are taken into account when determining what action to take and which services to provide.

Our safeguarding link governor at senior board level is Mrs Kelly Hunt, Co-Chair of Governors.

The school completes an annual audit of safeguarding for the local authority, in partnership with the link safeguarding governor. Where weaknesses or areas for development are identified, the Governing Body monitors the implementation and impact of identified actions to address these issues. The Head teacher provides a safeguarding report annually as part of the Headteacher's report to Governors.

### **Use of school premises**

Where external organisations use the school premises, both within the school day and outside of school hours, the Governing Body has a responsibility to:-

- \* seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding pupils
- \* ensure that the appropriate level of safer recruitment checks have been completed on staff working for the organisation

### **Record-keeping**

Any member of staff, visitor or volunteer who has a concern about a pupil's welfare or receives a disclosure of abuse will make an accurate record, as soon as possible, noting what was said or seen, putting the event into context and giving the full date, time and location. Where possible this will be completed on CPOMS -

<https://millbrookprimary.cpoms.net>

If injuries or marks have been observed which cause concern, these should be recorded on the body map outline, giving an indication of size and whether there is a defined shape to the mark or injury.

Photographs should not be taken.

Any handwritten notes (not captured on the safeguarding and child protection concern/incident form or on CPOMS) will be retained, even if they are subsequently written up.

Records of concern or disclosures will be kept (even if there is no need to make a referral immediately) on CPOMS. These records are stored confidentially. They do not form part of the pupil's educational records and are stored separately.

All records are stored in line with the school's Records Management Policy.

Further guidance on the retention of records can also be found at <https://irms.org.uk/page/SchoolsToolkit>

Confidentiality will be maintained and information relating to individual pupil/families shared with staff on a need to know basis.

### **Case file review**



CPOMS records for individual pupils are re-visited regularly to ensure any risk is being reduced and appropriate taken. It is good practice for this review to take place on a termly basis.

#### Transfer of records when a pupil moves to a new school

When a pupil moves school, safeguarding / child protection original documentation will be passed as soon as possible and confidentially to the receiving school, separate from academic records. Where possible, the DSL will arrange to meet the DSL of the new school to discuss the documentation. The receiving school is asked to sign to confirm receipt of the information and this confirmation is stored on file.

For other schools that use CPOMS, records will be sent electronically through the secure CPOMS system when the child is confirmed to be 'on roll' at their new school and a request is received.

A chronology of any paper records is retained by our school until the transferring school confirms receipt.

The school will retain records for pupils:-

- who have been withdrawn to be home-schooled, if there is an existing safeguarding /child protection file.
- Where they are the last educational provider for the pupil in the UK

All records are stored in line with the school's Records Management Policy. Further guidance on the retention of records can also be found at <https://irms.org.uk/page/SchoolsToolkit>

### **Safer Recruitment Procedures**

*See Part 3 Page 47-80 KCSIE*

This school works in line with Part 3 of Keeping Children Safe In Education (Sept 2022).

#### Checks completed on all staff and regular volunteers

- An enhanced DBS certificate, which includes barred list information, is required for any staff who will be engaging in regulated activity (working unsupervised with children). This is required for any staff employed since 2002. Prior to this staff were checked against List 99.
- Identity checks are completed, together with proof of right to work in the UK
- A full application form is completed and qualifications are checked
- If an individual has lived or worked outside of the UK an overseas police check / certificate of good conduct may be required (*see page 72 KCSIE*)
- Right to work checks are completed on all staff.
- Online searches are carried out as part of due diligence

*In addition, staff who have a teaching role will be checked, via the DfE Secure Access Website, for*

- qualified teacher status
- prohibition check
- section 128 check (for any individual who has a managerial role, including Governors)

- completion of induction
- teacher not subject to a conditional offer/suspension

### Visitors and externally employed staff

Where staff from external organisations are working with our pupils, we ensure that the letter of assurance received confirms that the relevant checks are in place, including a barred list check if the individual is working in regulated activity. Visitors are asked to provide proof of identity and if required, DBS information.

### Single Central Record

The school maintains an up to date single central record of all safer recruitment checks. This is in line with the requirements as set out in Keeping Children Safe In Education (Sept 21). The Head teacher monitors this record termly and ensures it is in line with statutory requirements.

### Induction of new staff

Following appointment, the school offers new staff a programme of safeguarding and child protection induction. This includes:-

- Online basic awareness of safeguarding training
- Introduction to the school's safeguarding and child protection policy and procedures
- Information about members of the school's safeguarding team
- How to access CPOMS and where to locate concern forms

### Childcare Disqualification Checks

The 'Disqualification Under the Childcare Act 2006' states that :-

'Schools are responsible for ensuring that anyone who falls within the relevant categories of staff described in the staff covered and staff who may be covered sections is made aware of the legislation. Schools must make these staff aware of what information will be required of them and how it'll be used to make decisions about disqualification. Schools are free to decide how to bring these requirements to the attention of their staff. As a means of making staff aware of their duty to provide such information, they may, for example, choose to include a section in the school's safeguarding policy, or another policy document, or by means of an addition to new staff members' contracts of employment. Schools should draw this guidance to the attention of their staff and the information provided by Ofsted referenced in this guidance.

Relevant staff are asked annually to confirm they are not disqualified and to inform the head teacher if this changes during the course of the year.

## Online Safety

*See our school's Online Safety Policy*

*See also Pages 32-34 Part 2 and Annex D KCSIE*

*See also 'Teaching Online Safety In Schools' (non-statutory guidance)*

Technology is a significant component in many safeguarding and well-being issues. Children are at risk of abuse online as well as face to face. In many cases abuse will take place concurrently via online channels and in daily life.

Children can abuse their peers online, this can take the form of abusive, harassing and misogynistic messages, the consensual and non-consensual sharing of indecent images and the sharing of abusive images and pornography, to those who do not want to receive such content.

### **Responding to online safety concerns**

Staff will follow our safeguarding procedures as outlined in Part 1 of this document. Staff should also be aware of the additional guidance in Part 2 under 'Child on Child abuse', where additional guidance is provided, in relation to responding to concerns about the sharing of indecent images via mobile devices.

### **What are the school's responsibilities around online safety?**

This school recognises:-

- the increasing role technology has to play in education and children's daily lives
- the wide-range of content which is available to children via the internet
- that alongside the benefits of technology, there are also risks
- the importance of delivering a broad and relevant online safety curriculum which provides progression across year groups
- that delivery of this curriculum must be provided via regular lessons, which take place throughout each term
- the importance of keeping up to date with the tools, apps and devices children are using so that the curriculum which is offered is meaningful
- that online safety must be reflected in all relevant school policies

### **What our online safety curriculum offers**

- Our online safety curriculum covers four aspects of risk – content, contact, conduct and commerce (see page 32 KCSIE for definitions)
- Key online safety messages (such as Childnet's [SMART rules](#)) which are reinforced at every opportunity across the curriculum, in assemblies, PSHE lessons
- Pupils are taught in all lessons to be critically aware of the materials and content they access on-line and understand that not everything they see online is true
- Pupils are supported in building resilience to radicalisation. A safe environment is provided for debating controversial issues and helping them to understand how they can influence and participate in decision-making.

### **Filters and monitoring**

- Our internet is filtered and monitored by EXA Networks Ltd (0345 1451 234) [support@exa-networks.co.uk](mailto:support@exa-networks.co.uk)
- Any concerns we have about content are reported directly to EXA
- Our system is also monitored by our IT support company <https://holdsworthit.com/>
- We have a designated technician [Keith@holdsworthit.com](mailto:Keith@holdsworthit.com)

### **Use of mobile technology**

Information about our safe use of computers and technology is included in our Computing Systems policy and acceptable use agreements for:-

- Staff
- Pupils
- Volunteers

<http://millbrook.swindon.sch.uk/policies/>

## **Use of technology during partial school closure/lockdowns.**

This school recognises:-

- the increasing role technology has to play in education and children's daily lives, and the increased use during times of lockdown due to Covid
- the wide-range of content which is available to children via the internet
- that alongside the benefits of technology, there are also risks

For those who are not physically attending school during partial school closure, we recognise that these pupils will be spending increased time online, either participating in school work, taking part in live streaming of lessons and/or as part of extended 'free-time' due to lockdown procedures in place nationally.

We recognise that this will pose increased risk to children, including:-

- Grooming
- Exploitation, both criminal and sexual
- Radicalisation
- child on child abuse, including cyber-bullying
- Sexual harassment

All staff who interact with pupils/students, including remote interactions, will continue to be vigilant and look out for signs that a child's safety and welfare might be at risk. Further guidance to keep pupils/students and staff safe when working remotely can be found in the [Safer Working Practice](#) addendum (published in April 20).

In addition, pupils are sign-posted to age appropriate practical support should they have worries or concerns whilst online. Links to support are available via our school website and include:-

[UK Safer Internet Centre Hotline](#)

[Child Exploitation and Online Protection Centre](#)

[Parentzone](#)

## **Safeguarding Supervision**

All staff working in this school have a responsibility to safeguard the children in their care. Staff can only achieve this effectively if they:-

- are clear about what is expected of them
- have the skills, knowledge, behaviours, values and attitudes to carry out their role
- are fully supported in their role and managed effectively

Safeguarding supervision is available for any member of staff as required. Members of the safeguarding team receive planned safeguarding supervision on a termly basis.

## **Whistle-blowing**

This school expects the highest standards of conduct from all employees and governors and will treat seriously any concern raised about illegal or improper conduct. The law provides protection for employees who raise legitimate concerns about specified matters. These are

called 'qualifying disclosures'. A qualifying disclosure is one made in the public interest by the employee who has a reasonable belief that:

- a criminal offence
- a miscarriage of justice
- an act creating risk to health and safety
- an act causing damage to the environment
- a breach of any legal obligation
- a concealment of any of the above

is being, has been, or is likely to be, committed. It is not necessary for the employee to have proof that such an act is being, has been, or is likely to be committed, a reasonable belief is sufficient. The employee has no responsibility for investigating the matter; it is the school's responsibility to ensure that an investigation takes place.

Staff and volunteers are encouraged to raise concerns about poor or unsafe practice and potential failings in the school's safeguarding regime via:-

- Staff handbook
- the staff code of conduct
- Safeguarding meetings

In the first instance, unless the employee reasonably believes their Head teacher to be involved in the wrongdoing, any concerns should be raised with the employee's Head teacher. If he/she believes the Head teacher to be involved, then the employee should proceed straight to the Chair of Governors.

Where a member of staff feels unable to raise a concern with either of the individuals identified above the [NSPCC whistle-blowing](#) helpline is available to them.

## **Training For Adults Working In Our School**

We are committed to ensuring staff and volunteers know and understand:-

- the signs and symptoms of abuse;
- how to identify pupils/students who may benefit from early help;
- their responsibility for referring concerns to the designated safeguarding lead / deputy;
- the procedures for reporting safeguarding /child protection concerns about adults working with children (allegations)

### **Formal training**

Safeguarding and child protection training and online safety training is provided on a regular basis to all staff annually to enable them to carry out these requirements. This is basic awareness of safeguarding and child protection and includes the possible signs and indicators of abuse and how to respond effectively.

Governors are also asked to complete this online training when they start their term of office and biannually thereafter.

### **Updates**

In addition to formal training, all staff receive regular opportunity to update their knowledge and understanding.

These updates include a focus on:-

- Child on child abuse, including sexual violence and harassment
- Early Help
- Trauma and adversity
- Radicalisation and the Prevent Duty
- Honour-based abuse, including Female Genital Mutilation
- Exploitation, including child criminal exploitation and child sexual exploitation
- Child mental health
- Parent mental health
- Domestic abuse
- Online safety
- Forced marriage and honour-based violence
- Child-trafficking
- Sexual harassment and sexual violence

These are delivered by members of the safeguarding team in staff meetings, TA meetings, MDSA meetings, on staff training days and by email/memo. These happen at least annually.

#### [Additional training for Designated Safeguarding Leads and deputy DSLs](#)

The statutory requirement for DSLs and deputy DSLs is to renew training every 2 years. We work in line with this requirement.

Our deputy DSLs have completed advanced training to the same level as the DSL, in line with the requirements of our Local Authority.

Other members of staff have also completed advanced training where we feel this is important and relevant to their role.

In addition, the members of our safeguarding team complete:-

- \* FGM training
- \* Prevent training in line with statutory requirements
- \* Neglect training

## **Appendix 1**

This policy and set of procedures works in line with the following legislation, statutory guidance and non- statutory guidance:-

### Legislation

- Section 175 Education Act 2002 - Maintained schools and FE colleges including sixth forms
- The Education and Training (welfare of Children) Act 2021

### **Statutory Guidance**

- [Keeping Children Safe In Education \(DfE Sept 2022\)](#)
- [Working Together To Safeguard Children \(DfE July 2018\)](#)
- [Multi-agency statutory guidance on Female Genital Mutilation \(July 2020\)](#)
- [The Early Years' Framework \(September 2021\)](#)
- [Sexual violence and sexual harassment between children in schools and colleges \(September 2021\)](#)
- [Relationships Education, Relationships and Sex Education and Health Education](#)

### **Non-statutory Guidance**

- [What to do if you are worried a child is being abused \(DfE March 2015\) - \(non-statutory guidance\)](#)
- [The Prevent Duty - Departmental advice for schools and childcare providers \(DfE June 15\)](#)
- [Information-sharing: advice for practitioners providing safeguarding services \(DfE July 218\)](#)
- [Children Missing Education \(Sept 16\)](#)
- [Teaching Online Safety In School \(June 2019\)](#)
- [Safer Working Practice Guidance For Adults Working With Children and Young People \(May 2019\)](#)
- [Behaviour and Discipline in Schools \(Sept 2020\)](#)
- [Mental health and Behaviour In Schools \(Nov 2018\)](#)
- [Searching, screening and confiscation \(Jan 2018\)](#)

### **In addition, the school takes into account:-**

- Regional guidance
- the procedures and practice of the local authority

## **Appendix 2 – Definitions of Abuse (taken from Keeping Children Safe In Education 2022)**

### **Physical Abuse**

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **Neglect**

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

### **Emotional Abuse**

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 participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone."

### **Sexual Abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving 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.



**Domestic Abuse**

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.

### Appendix 3

## **CONFIDENTIAL**

### Millbrook School - Disclosure / Incident / Child Protection Concerns Notification Form

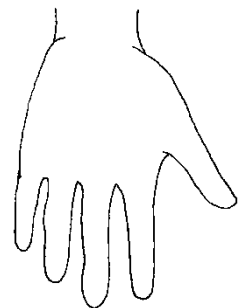
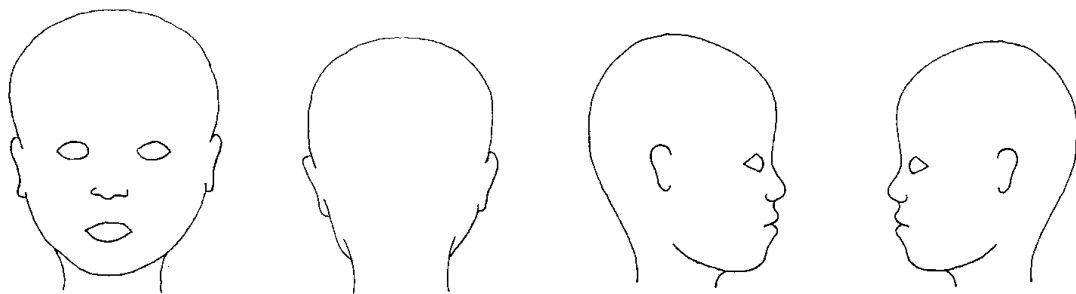
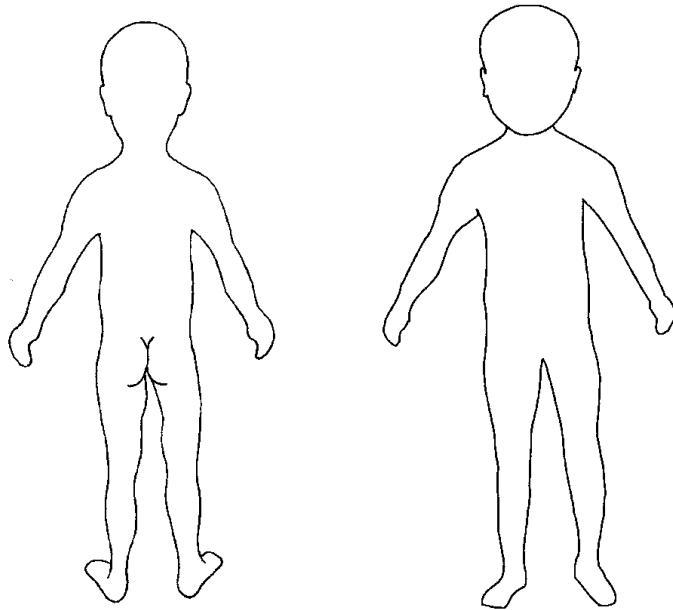
Date:		Name and role of person completing form	
Time:		Date and time read by the DSL/Deputy DSL	
Name of child:		Name and role of person child disclosed to/ reporting C.P. incident/ concerns	
Details of disclosure by child / incident / child protection concerns			
Diagram attached Yes <input type="checkbox"/> No <input type="checkbox"/>			
Action taken by person(s) above:			

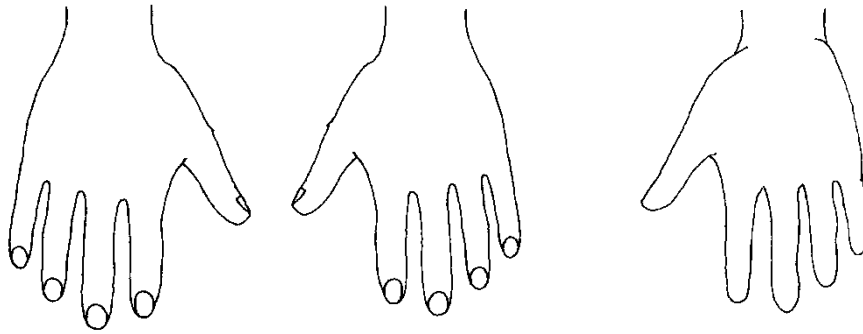
Date of notification to DSL/ deputy:		Name of DSL/ deputy:	
Detail of decision / action by DSL or deputy:			
Reason(s) for this decision or action by DSL or deputy:			
Notes of feedback between DSL/ deputy and the person who raised this child protection concern, including date of feedback:			
Tick to confirm added to pupil's chronology and copy placed in pupil's C.P. file			Tick to confirm added to CP overview sheet
Date for review:		Name of person(s) to review:	

Notes of review (if necessary continue on a separate page and attach):

Date: \_\_\_\_\_

Child: \_\_\_\_\_





Signed \_\_\_\_\_

Print name \_\_\_\_\_

#### **Appendix 4 Prompt sheet**

### **Safeguarding and Child Protection Prompt sheet**

This form is intended to be used, alongside the concern/incident form, to support staff with the recording of safeguarding and child protection concerns/incidents.

Have you remembered to include:-

1. **what is it that you have seen/heard/noticed which concerns you?** Remember if you have noticed a mark on the pupil, it is really important to complete an attached body map, giving an indication of the shape, size and location of the mark.

Has the child communicated that something is wrong? Verbally? Change in behaviour?

2. **clear and factual information about what you have seen/heard/noticed?** If you have included your opinion in your report, have you made it clear that this is your opinion?
3. **full names of those involved and where possible, reference to staff roles?**
4. **why what you have seen/heard/noticed concerns you?** What are worried will happen if this concern/incident is not responded to?
5. **any actions you have already taken?**
6. **whether you have spoken to parents/carers about the concern/incident?**  
Remember, you may need to seek advice from a member of the safeguarding team if you are unsure about whether speaking to the parent may increase the risk to the pupil. If the parent is the alleged perpetrator you must always seek advice from the safeguarding team before speaking to the parent/carer.

**Appendix 5 -**

**Low Level Concerns / Allegations Record**  
**Adult working or volunteering with children/young people**  
**CONFIDENTIAL**

<b>Name of adult at centre of concern/allegation</b>		<b>Role</b>	
<b>Name of person completing form</b>		<b>Role</b>	
<b>Date of concern/allegation</b>		<b>Date record made</b>	
<b>Name of child /children involved if applicable:</b>			
<b>Has concern/allegation arisen during the adult's time on school site or outside of school?</b>			
<b><u>Details of the concern/ allegation</u></b>			

<b>Is the adult aware of the concern/allegation?</b>
<b>Action taken by person(s) completing the form:</b>
<b>Who has the concern/allegation been shared with? DSL / Head teacher/Chair of Governors</b>
<b>To be completed by the Head teacher/ Chair of Governors</b>
<b>Does the information provided suggest that the adult has:-</b> <ul style="list-style-type: none"> <li>• behaved in a way that has harmed a child, or may have harmed a child;</li> <li>• possibly committed a criminal offence against or relating to a child;</li> <li>• behaved towards a child or children in a way that indicates that he/she may pose a risk of harm to children</li> <li>• behaved or may have behaved in a way that indicates they may not be suitable to work with children.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>has the LADO been contacted? Yes/No</b> If yes has a local authority referral form been completed and submitted?</li> <li>• <b>has advice been taken from any other professionals? Yes / No</b></li> </ul> <p><i>Include details of professionals spoken to</i></p>
<b>Details of decisions and actions taken</b> <i>Include here details of</i> <ul style="list-style-type: none"> <li>• <i>strategy discussion</i></li> <li>• <i>allegations management meeting</i></li> <li>• <i>no involvement by LADO – low level concern to be dealt with internally</i></li> <li>• <i>disciplinary procedures</i></li> <li>• <i>no further action</i></li> </ul> <i>as applicable</i>
<b>Include here any safeguards which have been put in place in response to the report</b> <i>Include here details of</i> <ul style="list-style-type: none"> <li>• <i>additional adult supervision implemented</i></li> <li>• <i>risk assessment required</i></li> <li>• <i>additional staff training required</i></li> <li>• <i>duties away from children</i></li> <li>• <i>suspension during investigation</i></li> </ul>
<b>If a child or children has been involved, have parents/carers been informed?</b> <b>Yes / No</b> <b>If Yes, what action would they like to see?</b>



<p><b>Outcome</b></p> <p>If it is agreed that the LADO needs to conduct an investigation, has the school been informed of the final outcome at the end of the process?</p> <p><b>Substantiated/ Malicious/ False/ Unsubstantiated/ Unfounded</b></p>

## Appendix 6

### Keeping Children Safe In Education September 2022

### Reading Requirements

Staff who do not come into direct contact with children	<ul style="list-style-type: none"> <li>Part 1 KCSIE</li> </ul>
Staff who have direct contact with children	<ul style="list-style-type: none"> <li>Part 1 KCSIE</li> <li>Sexual Violence and sexual harassment between children in schools and colleges (Sept 21)</li> <li>Annex B,C and D</li> </ul>
Head teachers, Principals and DSLs	<ul style="list-style-type: none"> <li>Working Together To Safeguard Children (July 2018)</li> <li>KCSIE – whole document</li> <li>Sexual Violence and sexual harassment between children in schools and colleges (Sept 21)</li> </ul>
Staff with a lead for behaviour	<ul style="list-style-type: none"> <li>Part 1 and Part 5 of KCSIE as well as Annex B, C and D</li> </ul>
Staff involved in recruitment	<ul style="list-style-type: none"> <li>Part 1</li> <li>Part 3 KCSIE</li> <li>Annex B and F</li> </ul>
HR staff	<ul style="list-style-type: none"> <li>Part 1</li> <li>Part 3</li> <li>Part 4 KCSIE</li> <li>Annex B and F</li> </ul>
Staff who have responsibility for IT and online safety	<ul style="list-style-type: none"> <li>Part 1</li> <li>Part 2 KCSIE</li> <li>Annex B and C</li> </ul>
Governors	<ul style="list-style-type: none"> <li>KCSIE – whole document</li> </ul>

## **Appendix 7**

### **Identifying support for pupils during partial school closure/lockdowns**

The school's safeguarding team and senior leaders review all pupils on the school's safeguarding and child protection overview.

A risk assessment is completed to identify a graduated offer of support for these pupils and any additional pupils whose welfare and safety may be at risk as a result of the partial closure of school, but who may previously not have been on the school's safeguarding overview.

### **Arrangements to support vulnerable pupils**

Vulnerable children include children who are supported by social care, those with safeguarding and welfare needs, including child in need plans, on child protection plans, 'looked after' children, young carers, disabled children and those with education, health and care (EHC) plans, although many pupils/students on EHCPs can remain safely at home.

Arrangements will be made for these pupils to continue attending school. **We also have the flexibility to offer a place in school for any pupil who we believe to be on the edge of receiving children's social care support.**

Support for these pupils includes:-

- Regular communication with and agreed support from lead professional/social worker/Virtual Headteacher
- Continued involvement with Children's Services and other external professionals as part of review cycle e.g. Child protection conference involvement and core group reviews. These will take place in line with local safeguarding partners' advice.
- Sign-posting respite available for families with children who have special educational needs and disabilities
- Breakfast and After School Provision where needed
- All food provided on site

Where pupils who are deemed vulnerable are not attending school, the following safeguards have been put in place to support, in addition to the points above:-

- Regular doorstep 'safe and well' checks
- Lead professional/social worker/Virtual Headteacher made aware of non-attendance at school and additional support from these professionals agreed

- Telephone contact at least weekly
- Links to support available made available on school website
- Safety plan written with parents/carers to support pupils during time at home
- Remote pastoral support from our Pastoral Support Worker
- Remote educational support from our SENDCo and SRP Leader

### **Arrangements to support pupils we are concerned about but who do not meet the 'vulnerable' definition**

In addition to those pupils identified as vulnerable, we are aware of the following groups who may be at increased risk during this time.

#### Pupils who are living in households where there is domestic abuse

Support includes:-

- Telephone contact at least weekly
- Links to support available on school website, including contact numbers for [National Domestic Abuse Helpline](#)
- Ensuring victims are aware of the Government advice that they are able to leave their house to seek refuge if their safety is at risk
- Regular review to monitor whether risk is increasing by pupil remaining at home and provision of school place if required

#### Pupils who have mental health issues, including anxiety and depression

Support includes:-

- Teacher contact with pupils to check on well-being via telephone, school email systems or virtual learning environments. Staff aware of safeguarding procedures to follow if they have concerns about a pupil's welfare
- Support from the school's pastoral worker
- Links to support available on school website, including [Young Minds](#) and [Childline](#)\*
- Regular review to monitor whether risk is increasing by pupil remaining at home and provision of school place if required

#### Pupils who are at risk of child on child abuse, including cyber-bullying

Support includes:-

- Teacher contact with pupils to check on well-being via telephone, school email systems or virtual learning environments. Staff aware of safeguarding procedures to follow if they have concerns about a pupil's welfare
- Safety plan written with parents/carers to support pupils during time at home
- Links to support available on school website, including resources for parents to access to keep their children safe online
- Regular review to monitor whether risk is increasing by pupil remaining at home and provision of school place if required

#### Pupils who are at risk of being left at home unsupervised

- Clear communication with parents/carers about the importance of keeping their children safe whilst they are at home, including appropriate supervision, both in the 'real world' and online
- Regular review to monitor whether risk is increasing by pupil remaining at home and provision of school place if required

Pupils who are at risk of not having sufficient food

- Packed lunches provided as an emergency measure
- Vouchers for the local Fish & Chip shop provided as an emergency measure
- Food parcels from donations delivered by school staff
- Food parcels provided by 'The Magic Breakfast' delivered by staff
- Vouchers for The Swindon Food Collective offered on a weekly basis
- Supermarket vouchers provided on a fortnightly basis to those eligible for FSM
- Regular review to monitor whether risk is increasing by pupil remaining at home and provision of school place if required

This document was last reviewed and updated on 4<sup>th</sup> October 2022

The next scheduled review of this document is October 2023

Signed:.....(Head teacher/Principal)

Date:

Signed:.....(Chair of Governors)

Date: