

Safeguarding and Child Protection Policy

Prepared/Updated : September 2020
Review Frequency : Annually
Next Review Due : September 2021

WHOLE SCHOOL POLICY FOR SAFEGUARDING & CHILD PROTECTION

Penwortham Priory Academy

The purpose of this safeguarding policy is to ensure every child who is a registered pupil at our school is safe and protected from harm. This means we will always work to:

- Protect children and young people at our school from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that children and young people at our school grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children at our school to have the best outcomes.

This policy will give clear direction to staff, volunteers, visitors and parents about expectations and our legal responsibility to safeguard and promote the welfare of all children at our school.

Our school fully recognises the contribution it can make to protect children from harm and to support and promote the welfare of all children who are registered pupils at our school.

This policy applies to all pupils, staff, parents, governors, volunteers and visitors.

This policy should be read in conjunction with the School's Safeguarding Portfolio.

KEY AREA	
Statutory Guidance	<ul style="list-style-type: none"> • <u>Education Act 2002</u>: Section 175 of the Education Act 2002 requires local education authorities and the governors of maintained schools and further education (FE) colleges to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children. • Section 157 of the same act and the Education (Independent Schools Standards) (England) Regulations 2003 require proprietors of independent schools (including academies and city technology colleges) to have arrangements to safeguard and promote the welfare of children who are pupils at the school. • <u>Working Together to Safeguard Children 2018</u> sets out organisational responsibilities for schools and colleges and this applies to maintained, independent, academies, free schools and alternative non provision academies • <u>Keeping children safe in education 2019</u>: Statutory guidance for schools and colleges 2016 was issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014 and the Education (Non-Maintained Special Schools) (England) Regulations 2011. This contains information on what schools and colleges should do and sets out the legal duties with which schools must comply • <u>What to do if you are worried a child is being abused</u> • <u>Understanding and dealing with issues relating to parental responsibility</u> • <u>Guidance for Safer Working Practice</u> • <u>The Children Act 1989</u> • <u>The Children Act 2004</u> • <u>Schools Admission Code</u> : where a parent wishes their child to be admitted to Penwortham Priory Academy, both parents will be required to give their consent to the admission, unless there is an existing court order in place.
Ethos	<p>Penwortham Priory Academy recognises that high self-esteem, confidence, peer support and clear lines of communication with trusted adults helps all children, especially those at risk of, or suffering abuse. We therefore ensure that:</p> <ul style="list-style-type: none"> • ALL staff, volunteers and governors contribute to an ethos where children feel secure and safe • ALL children have opportunities to communicate and know that they are listened to • ALL children's wishes, feelings and views will be taken into account when decisions are being made about how to keep them safe

	<ul style="list-style-type: none"> • <i>ALL children know that they can communicate with any adult in school if they are worried or in difficulty</i> • <i>ALL staff and volunteers will contribute to providing a curriculum which will equip children with the skills they need to stay safe and be able to communicate when they do not feel safe</i> • <i>ALL staff and volunteers will contribute to providing a curriculum which will help children develop an attitude which will enable them to enter adulthood successfully and reach their full potential</i> • <i>ALL staff, volunteers and governors will establish effective, supportive and positive relationships with parents, carers, pupils and professionals</i>
Roles & Responsibilities	<p>Penwortham Priory Academy is committed to providing the relevant personnel with clear and explicit roles and responsibilities to ensure accountability when safeguarding children. We therefore ensure that:</p> <p>All adults, including volunteers, working in or on behalf of the school will:</p> <ul style="list-style-type: none"> • <i>Demonstrate an understanding that safeguarding is everyone's responsibility</i> • <i>Maintain and demonstrate a mind set of "it could happen here"</i> • <i>Do all they can within the capacity of their role, to keep ensure that children are protected from harm</i> • <i>Do all they can within the capacity of their role, to ensure that children grow up in circumstances consistent with safe and effective care</i> • <i>Do all they can within the capacity of their role, to ensure that children have the best outcomes</i> • <i>Report cases of suspected abuse to the DSL. This will be done as soon as possible using the school's agreed format</i> • <i>Report lower level concerns to the DSL using the school's agreed format</i> • <i>Monitor all pupils, particularly those that are deemed vulnerable</i> • <i>Report any concerns regarding adults conduct to the DSL or Headteacher</i> • <i>All staff, if they have concerns, these should be acted on immediately and should always speak to the DSL or Deputy, early information sharing being vital in keeping children safe. In exceptional circumstances staff should consider speaking to a member of SLT or Children's Social Care to discuss safeguarding concerns if the DSL is not immediately available.</i> • <i>All staff should be aware of the process for making referrals to children's social care and for statutory assessments under the Children Act 1989, especially section 17 (children in need) and section 47 (a child suffering, or likely to suffer, significant harm) that may follow a referral, along with the role they might be expected to play in such assessments</i> <p>The Governing Body will:</p> <ul style="list-style-type: none"> • <i>Ensure that the policies, procedures and training in Penwortham Priory Academy are effective and comply with the law at all times</i> • <i>Ensure that safeguarding policies and procedures are followed by all staff</i> • <i>Put in place safeguarding responses in cases where children go missing from education</i> • <i>Appoint a DSL and back-ups and ensure that they are provided with appropriate support, funding, resources and time to carry out their role</i> • <i>Ensure the school or college contributes to inter-agency working in line with statutory guidance Working together to safeguard children 2018</i> • <i>Ensure that safeguarding procedures take into account local guidance including Risk Management Toolkit and Lancashire Continuum of Need and Thresholds Guidance</i> • <i>Ensure that staff members undergo safeguarding training at induction</i> • <i>Ensure that DSLs and all staff, volunteers and Governors are trained and updated regarding safeguarding regularly in compliance with Keeping Children Safe in Education 2019</i>

	<ul style="list-style-type: none"> • ensure that children are safe online by ensuring that appropriate filters and monitoring systems are in place • ensure that children are taught about safeguarding • prevent people who pose a risk of harm from working with children • ensure there are procedures in place to handle allegations against teachers, headteachers, principals, volunteers and other staff • ensure staff in school are aware of, and policies reflect, an understanding of specific issues such as peer on peer abuse and safeguarding children with disabilities and special educational needs • ensure that all practice and procedures operate with the best interests of the child at their heart • appoint a designated teacher to promote the education of CLA • ensure that all staff are aware of safeguarding issues and vulnerabilities associated with CLA <p>The DSLs will:</p> <ul style="list-style-type: none"> • take lead responsibility for safeguarding and child protection • manage referrals to Children's Social Care, Police and other agencies • work with others in order to improve outcomes for children • attend DSL training every 2 years • undertake Prevent awareness training • update their skills and knowledge on a regular basis, but at least annually • raise awareness of safeguarding throughout school • ensure that this policy is reviewed annually and is available publicly • maintain, update and amend the school's safeguarding portfolio regularly • ensure that parents are aware of schools responsibilities regarding safeguarding and child protection • maintain accurate safeguarding records that are stored securely • be available during school hours • arrange cover of DSL role for any out of hours/out of term activities • represent school in multi-agency meetings • be provided with appropriate support and supervision in order to carry out the role safely and effectively • DSLs must take a holistic view to ensure wider environmental factors are considered which may be a threat to safety and welfare of children (Contextual Safeguarding). • The DSL will consider when a child is moving school if it would be appropriate to share information in advance of the pupil moving. • The DSL should have details and liaise with the Local Authority Personal Advisors for any Care Leavers.
<p>Induction, Training & Updates</p>	<p>Penwortham Priory Academy is committed to providing staff and volunteers with the skills and knowledge needed to safeguard children. We therefore ensure that:</p> <ul style="list-style-type: none"> • ALL staff and volunteers will receive Level 1 & 2 Safeguarding Training on induction using LCC Safeguarding Induction Pack which includes Keeping Children Safe in Education (Part One), Guidance for Safer Working Practice, Code of Conduct and Whistleblowing Policy. • Staff induction must include Child Protection Policy, Staff Behaviour Policy, Role of the DSL and Deputies, Pupil Behaviour Policy and Safeguarding response to children who go missing from education • ALL staff and volunteers will receive Level 1 & 2 Safeguarding Training annually • the DSL/s will provide ALL staff, volunteers and governors with regular safeguarding updates • ALL staff, volunteers and governors will read and show an understanding of any updates that are provided • DSLs will attend DSL training every 2 years • DSLs will update their knowledge, skills and understanding of relevant safeguarding issues on a regular basis

	<ul style="list-style-type: none"> • <i>the main DSL will undertake Prevent awareness training</i> • <i>At least one member of staff and one governor will attend Safer Recruitment Training. This will be renewed at least every 5 years</i> • <i>ALL staff, volunteers and governors will undertake any additional training on matters such as Child Sexual Exploitation, Prevent, Peer on Peer abuse, Online Safety etc as is deemed necessary by the SLT</i> • <i>any staff member will discuss any specific training requirements or gaps in knowledge or understanding with the DSL/s</i>
<p>Child Protection</p>	<p>Penwortham Priory Academy is committed to PREVENTING abuse, PROTECTING children from abuse and SUPPORTING those involved in cases of abuse. We therefore ensure that:</p> <ul style="list-style-type: none"> • <i>ALL staff and volunteers understand the importance of teaching children how to keep themselves safe from all types of abuse</i> • <i>ALL staff and volunteers seek out opportunities that are relevant to their role, to teach children the skills to keep themselves safe</i> • <i>ALL staff and volunteers make and maintain positive and supportive relationships with children which enable children to feel safe and valued</i> • <i>safeguarding has a high status throughout school by being on the agenda at staff meetings/briefings, information being readily available on notice boards, regular updates</i> • <i>ALL staff feel confident in approaching DSLs to raise concerns</i> • <i>ALL staff and volunteers have an understanding of the four categories of abuse; NEGLECT, EMOTIONAL ABUSE, SEXUAL ABUSE, PHYSICAL ABUSE.</i> • <i>We will use Lancashire's Neglect Strategy 2019 and accompanying toolkit to identify and assess children whose developmental needs are being insufficiently met at an early stage, placing them at risk of achieving poor educational, emotional and social outcomes.</i> • <u>Lancashire Multi-Agency Neglect Strategy</u>, <u>Neglect Toolkit</u> • <i>ALL staff and volunteers understand that there are other ways in which children can be abused such as; Online, Child Sexual Exploitation, Female Genital Mutilation, Honour Based Violence, Radicalisation, Trafficking, Slavery, Peer Abuse, Forced Marriage and others</i> • <i>ALL staff and volunteers have the knowledge, skills and expertise to recognise the signs and symptoms of all types of abuse</i> • <i>All staff, if they have concerns, these should be acted on immediately: early information sharing being vital in keeping children safe. In exceptional circumstances staff should consider speaking to a member of SLT or Children's Social Care to discuss safeguarding concerns if the DSL is not immediately available.</i> • <i>DSLs keep up to date with emerging and specific safeguarding issues and update training and the School's Safeguarding Portfolio accordingly</i> • <i>DSLs update staff and volunteers knowledge and understanding of such issues in order for them to be able to identify children who are at risk of such specific safeguarding issues</i> • <i>ALL staff and volunteers will maintain and demonstrate an attitude of "it can happen here"</i> • <i>ALL staff and volunteers are child-centred in their practice and act in the best interests of the child at all times</i> • <i>ALL staff recognise and understand that behaviour can be a child's way of communicating distress and changes to behaviour may be an indicator of abuse</i> • <i>ALL staff and volunteers have the skills to respond appropriately and sensitively to disclosures or allegations of abuse</i> • <i>ALL staff and volunteers report cases of suspected abuse to the DSL. This will be done as soon as possible using the school's agreed format</i> • <i>where a child is at risk of immediate harm, ALL staff understand that they must refer to the Police or Children's Social Care</i> • <i>ALL staff and visitors know how to refer to Children's Social Care</i> • <i>DSLs will make a Section 47 referral to Children's Social Care where a child is in need of protection, has been significantly harmed or is at risk of significant harm,</i>

	<p>using Lancashire Continuum of Need and Thresholds Guidance and Risk Management Toolkit to determine whether this threshold has been met</p> <ul style="list-style-type: none"> • this referral will be done by telephone and followed with a CSC Referral Form as soon as possible • consent from parents/carers and child (if age appropriate) will be sought prior to this referral, except where this will cause delay or place anyone at risk • where consent is not given, parents and carers are informed that a referral will still be made, except where this will cause delay or place anyone at risk • DSLs adhere to policy, procedures and guidance from the LSCB with regard to sharing information • DSLs contribute to Strategy Discussions, Strategy Meetings, Initial and Review Child Protection Conferences, Core Group Meetings and other CP meetings • DSLs or another appropriate member of staff, will attend CP meetings, produce and present reports, liaise with staff, work with parents, work with other agencies and ensure the voice of the child is evidenced throughout these processes • DSLs meet regularly to ensure that decisions made about children who are subjects of CP Plans are agreed and a clear rationale for the decision is documented • a copy of the child's CP Plan is included in the child's individual safeguarding file • ALL staff and volunteers will support victims of abuse in a capacity that is relevant to their role. This will be determined by the DSL • DSLs will determine what information staff members need to know in order to safeguard and support children. This may be different information for different staff • staff are offered appropriate support and/or supervision that is relevant to their role or involvement in particular cases • communication and work with parents and carers will always be undertaken in a supportive manner and in the best interests of the child • ALL staff understand that children who perpetrate abuse or display harmful behaviour should be treated as victims first and foremost and supported in the same way a victim of abuse would be supported • specific programmes of work and support are offered to children and families who are vulnerable • Risk Assessments will be undertaken where a child's behaviour poses a risk to others, themselves or the environment
<p>Child in Need</p>	<p>Penwortham Priory Academy is committed to ensuring the appropriate level of support is offered to a "Child in Need" and their family. We therefore ensure that:</p> <ul style="list-style-type: none"> • DSLs will make a Section 17 referral to Children's Social Care where Early Help has not been successful in reducing risk and meeting unmet needs using Lancashire Continuum of Need and Thresholds Guidance and CSC referral form • DSLs will make a Section 17 referral to Children's Social Care where there is evidence that the Level 3 threshold has been met on the Continuum of Need • this will be determined and assessed by the DSL using the Lancashire Continuum of Need and Thresholds Guidance and the Risk Management Toolkit • DSLs will obtain parental consent for the referral and for information to be shared, prior to contacting Children's Social Care • when consent is not given, DSLs will continue to offer Early Help with consent, gather evidence of engagement or lack thereof, disguised compliance, impact on the child, increase in risk or level of unmet need, improvements or deteriorations • DSLs will review such cases regularly and assess whether there is evidence that meets Level 4 threshold on the Continuum of Need. In such cases Child Protection Procedures will be followed • DSLs, or other appropriate member of staff, will contribute to Child in Need Meetings and Reviews • DSLs, or other appropriate member of staff, will attend CiN meetings, produce and present reports, liaise with staff, work with parents, work with other agencies and ensure the voice of the child is evidenced throughout these processes

	<ul style="list-style-type: none"> • DSLs will meet regularly to ensure that decisions made about children who are subjects of CiN Plans are agreed and a clear rationale for the decision is documented • a copy of the child's CiN Plan is included in the child's individual safeguarding file
<p>Early Help</p>	<p>Penwortham Priory Academy is committed to providing our families with the right help at the right time. Any child may benefit from early help, but ALL school and college staff should be particularly alert to the potential need for early help for a child who:</p> <ul style="list-style-type: none"> • is disabled and has specific additional needs; • has special educational needs (whether or not they have a statutory education, health and care plan); • is a young carer; • is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups; • is frequently missing/goes missing from care or from home; • is misusing drugs or alcohol themselves; • Is at risk of modern slavery, trafficking or exploitation; • is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse; • has returned home to their family from care; • is showing early signs of abuse and/or neglect; • is at risk of being radicalised or exploited; • is a privately fostered child. <p>We therefore ensure that:</p> <ul style="list-style-type: none"> • ALL staff and volunteers can identify the risk factors that indicate a family or pupil may benefit from Early Help • ALL staff and volunteers will use the school's agreed format for letting the DSL know about Early Help requirements • DSLs will undertake a CAF assessment, when appropriate, to identify what Early Help is required • DSLs will signpost and refer to appropriate support agencies • DSLs will lead on TAF meetings where is it appropriate for them to do so • DSLs will utilise Children and Family Wellbeing Service using the Request for Support form • DSLs will refer to CSC where Early Help has not been successful in reducing risk and meeting unmet needs using Lancashire Continuum of Need and Thresholds Guidance and CSC referral form • DSLs and other identified staff will identify and work with any organisations that are relevant in meeting the needs of pupils and their families • DSLs and other identified staff will initiate and maintain positive and supportive relationships with parents and carers of children who may benefit from Early Help • DSLs will generally be the lead for Early Help cases
<p>Specific Safeguarding</p>	<p>Penwortham Priory Academy is committed to keeping our children safe from specific forms of abuse.</p> <p>We will formulate risk management plans where required using the guidance and template below.</p> <p>We will ensure that:</p> <ul style="list-style-type: none"> • ALL staff and volunteers understand that there are specific and emerging ways in which children can be abused, such as:

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism, there is no single way of identifying an individual who is likely to be susceptible to an extremist ideology.

- *ALL staff and volunteers will have 'due regard to the need to prevent people from being drawn into terrorism', known as the 'Prevent Duty'*
- *ALL staff and volunteers will have a general understanding of how to identify a child who may be at risk of radicalisation*
- *ALL staff and volunteers will use professional judgement in identifying children who might be at risk of radicalisation and act proportionately*
- *The school Online Safety Policy will ensure the safety of children by ensuring they cannot access terrorist and extremist material when using the internet and that suitable filtering software is in place*
- *DSLs understand when it is appropriate to make a referral to the Channel Panel*



RISK ASSESSMENT

TEMPLATE PREVENT.cSCHOOLS PREVENT F



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PREVENT

CHECKLIST.docx

Child Sexual Exploitation (CSE) involves exploitative situations, contexts and relationships where young people may receive something (e.g. food, accommodation, drugs, alcohol, gifts or simply affection) as a result of engaging in sexual activities. The perpetrator will not only groom the victim (possibly over a long period of time) but will always hold some kind of power which increases as the exploitative relationship develops. Sexual exploitation involves a degree of coercion, intimidation or enticement, including unwanted pressures from peers to have sex, sexual bullying including on line bullying (cyberbullying) and grooming. It is important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

- *The school curriculum (whereby sexual relationships/PSHE is delivered) will include relevant information around the risks associated with CSE*
- *The school online safety policy will ensure the safety of children by ensuring they cannot access inappropriate material when using the internet and that suitable filtering software is in place*

Child criminal exploitation: county lines Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episode, when the victim may have been trafficked or the purpose of transporting drugs and a referral to the [National Referral Mechanism](#) should be considered. Like other forms of abuse and exploitation, county lines exploitation:

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

Honour Based Violence (HBV) 'A crime or incident, which has or may have been committed, to protect or defend the honour of the family and/or community'. (ACPO

Working Definition 2008) ALL staff and volunteers will have a general understanding of how to identify a child who may be at risk of Honour Based Violence.

Forced Marriage is one whereby one or both parties do not consent to marriage but are forced to do so through violence, threats or any form of coercion. Schools play an important role in safeguarding children from being forced to marry.

Female Genital Mutilation (FGM) is encompassed within the term Honour Based Violence:

- *ALL staff and volunteers are aware of the "one chance rule" and will report all cases of suspected Honour Based Violence to the DSL immediately*
- *FGM is illegal in the UK and a form of child abuse with long-lasting harmful consequences*
- *ALL staff need to be alert to the possibility of when a female pupil may be at risk of FGM or when it may have been conducted on them*
- *Whilst all staff should speak to the designated safeguarding lead (or deputy) with regard to any concerns about female genital mutilation (FGM), there is a specific **legal** duty on **teachers**. If a **teacher**, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher **must** report this to the police.*

Modern Slavery The Modern Slavery Act 2015 places a new statutory duty on public authorities, including schools, to notify the National Crime Agency (NCA) (section 52 of the Act) on observing signs or receiving intelligence relating to modern slavery. The public authority (including schools) bears this obligation where it has 'reasonable grounds to believe that a person may be a victim of slavery or human trafficking':

- *Staff must be aware of the above and contact the DSL should they suspect or receive information that either parents or their children may be victims of modern slavery. The DSL should then contact the NCA*

Peer on Peer Abuse occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age; everyone directly involved in peer on peer abuse is under the age of 18. Please see [Peer on Peer abuse Pan Lancashire procedures](#)

This is most likely to include, but may not be limited to: *bullying (including cyberbullying)*; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexual violence and sexual harassment; sexting (also known as youth produced sexual imagery); and initiation/hazing type violence and rituals.

- *ALL staff and volunteers understand that children can abuse other children*
- *ALL staff and volunteers will inform the DSL of suspected peer abuse and record in line with schools recording policy*
- *Peer on peer abuse will be taken as seriously as any other form of abuse*
- *All staff understand that abuse is abuse and should never be tolerated or passed off as "banter", "just having a laugh" or "part of growing up"*
- *All staff will understand that pupils with SEND are more prone to peer group isolation and school will have extra pastoral support to address this.*
- *Physical abuse between peers will be managed under the school's Behaviour Policy*
- *Emotional abuse between peers will be managed under the school's Anti Bullying Policy.*
- *Harmful sexual behaviour will be identified and managed using the [Brook Traffic Light Tool](#) and with support and guidance from LCC Schools Safeguarding Officer*

- *Sexting will be managed on a case by case basis using national and local guidance and advice from LCC Schools Safeguarding Officer – [Link to Government Sexting Guidance](#)*
- *In cases of suspected or actual peer on peer abuse a risk assessment will be undertaken and appropriate and proportionate control measures put in place to manage and reduce risk. Seek advice from LCC Schools Safeguarding Officer*
- *Referrals to Children's Social Care, Police and/or other appropriate agencies will be made where thresholds are met*
- *DSLs understand that regarding peer on peer abuse, the victim and the perpetrator are likely to have unmet needs and require support and assessment to determine these.*
- *The DSL will assess on a case-by-case basis, supported by children's social care and the police if required to ensure the most appropriate response for the children / young people involved.*
- ***The DSL will consider:***
 - *the wishes of the victim in terms of how they want to proceed*
 - *the nature of the alleged incident*
 - *the ages of the children involved*
 - *the development stages of the children involved*
 - *any power imbalance between the children*
 - *is the incident a one-off or a sustained pattern of abuse*
 - *are there ongoing risks to the victim, other children, school or college staff*
 - *contextual safeguarding issues*
- ***Following a report of sexual violence, the designated safeguarding lead (or deputy) will make an immediate risk and needs assessment, considering:***
 - *the victim*
 - *the alleged perpetrator*
 - *all other children (and if appropriate adult students and staff).*
 - *Risk assessments will be recorded and kept under review as a minimum termly.*

Domestic abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 and over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

Exposure to domestic abuse and / or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

- *ALL staff and volunteers understand what domestic abuse is and the potential impact upon children and how this might be displayed.*
- ***The DSLs will: -***
 - *Ensure that the school has suitably trained Key Adult/s in order to fulfil its obligations under Operation Encompass*
 - *Ensure that the school's commitment to Operation Encompass is known throughout the school community via the means of staff training, parental letters, posters and the school website*
 - *School should provide an overview of Operation Encompass with the names of the Op Encompass leads and a link to the Op Encompass website (<https://www.operationencompass.org/>)*

Children Missing from Education can be a potential sign of abuse or neglect including sexual exploitation, undergoing female genital mutilation, forced marriage or travelling to conflict zones.

- ALL staff and volunteers follow school procedures when a child misses education particularly on repeat occasions to help identify the risk of abuse and neglect
- The school [Attendance Policy](#) is up to date, reviewed annually and includes reference to CME
- There is an admissions policy and an attendance register
- The Local Authority is informed of any pupil who fails to attend school regularly, or has been absent without the schools permission for a continuous period of 10 school days or more
- **where reasonably possible** schools and colleges should hold more than one emergency contact number for their pupils and students.
- ALL staff will be aware that children going missing from education can be a warning sign of safeguarding considerations and act on these in line with the policy

Other vulnerable categories

- ALL staff will have read Annex A of Keeping Children Safe in Education and be aware of specific forms of abuse and safeguarding issues and vulnerable groups of children including;
 - Children in the Court system;
 - Children with family members in prison
 - Child Criminal Exploitation (County Lines)
 - Homelessness

For all specific safeguarding issues, DSLs will seek advice from LCC Schools Safeguarding Officer and follow national and local guidance that can be accessed in the School's Safeguarding Portfolio:

- [Multi Agency Statutory Guidance on FGM](#)
- http://panlancashirescb.proceduresonline.com/chapters/p_female_mutilation.html
- [Prevent Duty](#)
- http://panlancashirescb.proceduresonline.com/chapters/p_violent_extremism.html
- http://panlancashirescb.proceduresonline.com/chapters/p_forced_marriage.html
- [What to do if you suspect a child is being sexually exploited](#)
- http://panlancashirescb.proceduresonline.com/chapters/p_child_sex_exp.html
- [Sexting in Schools Guidance](#)
- [Sexting in schools and colleges: responding to incidents and safeguarding young people](#)
- [ACPO CPAI Lead's Position on Young People Who Post Self-Taken Indecent Images](#)




Lancashire Education Lancashire Education
Risk Management PlaRisk Management Pla

Online Safety

Penwortham Priory Academy is committed to keeping pupils safe online. We therefore ensure that:

- ALL staff and volunteers understand that children can be harmed online via hurtful and abusive messages, enticing children to engage in age inappropriate conversations, sharing and production of indecent images or encouraging risk taking behaviour
- The school's Online Safety Policy details how we keep pupils safe when using the internet and mobile technology

	<ul style="list-style-type: none"> • <i>Online bullying by pupils, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our Anti Bullying/Behaviour Policy.</i> • <i>There is a clear and explicit procedure for dealing with mobile phones that are brought into school by children</i> • <i>DfE advice; Searching, Screening and Confiscation is followed where there is a need to search a pupil for a mobile device</i> • <i>When school become aware of an online safety issue that has occurred outside of school, it is managed in accordance with the school Online Safety Policy.</i> • <i>The school has appropriate filters and monitoring systems in place regarding use of internet (3G and 4G) in school - these should be detailed in the Online Safety Policy.</i>
Record Keeping	<p>Penwortham Priory Academy is committed to recording all matters relating to the welfare of children in a relevant format. We therefore ensure that:</p> <ul style="list-style-type: none"> • <i>DSLs will refer to LCC Record Keeping Guidance to assist them in creating and maintaining accurate safeguarding records</i> • <i>there is an agreed format for reporting all matters relating to child wellbeing, from an early help requirement to a disclosure of abuse</i> • <i>ALL staff use the agreed format for passing on concerns</i> • <i>concerns should be factual and evidence based</i> • <i>concerns should be passed directly to the DSL</i> • <i>ALL concern logs will be kept either in whole school safeguarding files or in an individual pupil safeguarding file</i> • <i>a pupil will have an individual safeguarding file when there has been a number of concerns, an offer of Early Help or the family is, or has been at Level 2 or above on the Continuum of Need</i> • <i>DSLs will record all discussions, decisions and rationale behind decisions and sharing of information in the child's records</i> • <i>DSLs will record evidence of child's wishes, professional challenge, offers of early help and multi-agency working</i> • <i>when individual pupils are discussed during staff meetings, such as supervision, staff updates or risk assessments etc. pupil information should be anonymised or stored in a secure manner</i> • <i>all safeguarding records will be stored securely in a locked room/cabinet</i> • <i>only DSLs and other named staff will have access to safeguarding records</i> • <i>a pupil's safeguarding file will be transferred, in its entirety, to the educational establishment where the child moves to, unless there is ongoing legal action</i> • <i>the safeguarding file will be hand delivered to the DSL at the receiving school. If this is not possible, the safeguarding file will be sent by recorded delivery</i> • <i>a receipt will be obtained at time of transfer and the responsibility for the safeguarding records will pass to the receiving school</i> • <i>the educational establishment where the pupil attends at statutory school leaving age (18) will securely retain the safeguarding records until the child's 25th birthday. Safeguarding records will then be destroyed securely</i> • <i>advice will be sought from legal services and/or Schools Safeguarding Officer if any staff are unclear about any aspects of safeguarding record keeping</i>
Safer Recruitment	<p>Penwortham Priory Academy is committed to keeping pupils safe by ensuring that adults who work or volunteer in school are safe to do so. We therefore ensure that:</p> <ul style="list-style-type: none"> • <i>LCC Human Resources guidance is adhered to, to ensure that there is a strong reference and commitment to safeguarding during advertisement, selection and recruitment of new staff</i> • <i>at least one governor and one staff member have attended Safer Recruitment Training in the last 5 years</i> • <i>there are at least 2 people on each selection panel and at least one person on every selection panel has attended Safer Recruitment Training</i> • <i>ALL staff will monitor the conduct of all adults who come into contact with children at school and report any concerns to the DSL, headteacher or Chair of Governors as appropriate</i>

	<ul style="list-style-type: none"> • relevant, proportionate and lawful checks are undertaken on all adults who regularly work at, or visit the school • a Single Central Record is kept of checks that are undertaken on all adults who regularly work at, or visit the school – additional guidance has been provided in KCSIE 2019 regarding who and what should be included on the SCR – please refer to this when updating policy • the SCR is stored securely, you can store electronically or paper – clarify here, and only accessed by designated staff and governors • DSLs should evidence regular oversight/scrutiny of the SCR using the SCR Audit Sheet • evidence of staff members identity, required qualifications and the right to work in the UK will be kept in individual personnel files • covering (umbrella) letters will be obtained from agencies and other employers that provide staff to work in school • individual identity checks will be undertaken on those staff detailed above to ensure they are employees of the named agency/employer • a transfer of control agreement will be used where other agencies/organisations use school premises and are not operating under school's safeguarding policies and procedures • adults who are involved in the management or provision of child care of children in Early Years, or in out of school provision for children up to 8 years old, will make a declaration that they are not disqualified under the Child Care Act 2006. • this declaration will be renewed annually and evidenced using LCC Declaration Form. This form will be retained and stored securely <div style="text-align: center;">  <p>Staff declaration form April 2019.doc</p> </div> <ul style="list-style-type: none"> • when an issue is declared, advice will be sought from Ofsted about the need to apply for a waiver. If a waiver is necessary, a risk assessment will be carried out and proportionate measures put in place until a waiver has been issued or matters resolved otherwise disqualification@ofsted.gov.uk • advice will be sought from Human Resources, LADO and/or Schools Safeguarding Officer if any staff are unclear about any aspects of Safer Recruitment
<p>Allegations of abuse</p>	<p>Penwortham Priory Academy understands that when an allegation is made against a member of staff and volunteers, set procedures must be followed. We therefore ensure that:</p> <ul style="list-style-type: none"> • ALL staff and volunteers are aware of the requirement to, and process of referring allegations against staff to the headteacher • ALL staff and volunteers are aware of the requirement to, and process of referring allegations against the headteacher to the nominated Governor • The headteacher and/or Chair of Governors will discuss the allegation with the Local Authority Designated Officer (LADO) • LSCB procedures for dealing with allegations against staff will be followed http://panlancashirescb.proceduresonline.com/chapters/p_allegations.html • ALL staff and volunteers remember that the welfare of the child is paramount and that they have a duty to inform the DSL if any adult's conduct gives cause for concern • All concerns of poor practice or possible child abuse by staff and volunteers should be reported to the headteacher. • Complaints about the headteacher should be reported to the Chair of Governors • ALL staff are aware of the school's Whistleblowing Policy which enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place



Current lado flyer
2017 pan lancs versio

Visitors

Penwortham Priory Academy is committed to keeping pupils safe by ensuring that visitors to school do not pose a risk to children at our school. We therefore ensure that:

- visitors to school sign in and wear identification lanyard to indicate they have done so
- ALL staff and children, where appropriate, will challenge visitors to school who are not wearing correct identification
- visitors sign out and remove/hand in their identification when they leave the school
- visitors are aware of who to speak to if they are worried about a child during their visit
- visitors are accompanied during their visit, when children are present, unless they have undergone relevant checks and these are accepted and verified by DSL or headteacher
- visitors will behave in a way that is compliant with the school's **Code of Conduct**
- visitors will not use mobile phones or other similar electronic devices during their visit unless agreed by the headteacher or DSL.
- visitors will not initiate contact or conversations with pupils unless this is relevant and appropriate to the reason for their visit
- when there are several visitors to the school at the same time (such as for an assembly etc.) there will be adequate staff supervision of children and visitors. A risk assessment will be undertaken if deemed necessary or appropriate
- when visitors are undertaking activities with children, content of the activity will be agreed with the headteacher or DSL, prior to the visit

Cameras, Mobile Phones and Devices

(This section is legally applicable to all early years' settings) [\(The Early Years Foundation Stage, EYFS 2014\)](#)
All settings are advised to retain this section within their policy.

Penwortham Priory Academy is committed to keeping pupils safe by ensuring that electronic devices such as cameras, phones and tablets are used in an appropriate manner. School will therefore ensure that:

- parental consent is obtained to take and use photographs and/or videos of children
- parental consent is obtained for photographs to be taken by the media for use in relation to promoting or publishing the school
- separate parental consent is obtained if any other agency requests to take photographs of any child
- parental consent will be valid for 5 years but may be sought more regularly at the discretion of the headteacher
- images will be uploaded to, and stored in a secure place for a relevant amount of time, this may be for longer than the child is at school if appropriate
- photographs and videos of children are only taken to provide evidence of their achievements for developmental records or for other school related purposes
- staff, visitors, volunteers and students do not use their own mobile phones to take or record any images of children
- the school's digital camera/s or memory cards must not leave the school setting unless this is agreed by the headteacher for official school business
- photos are printed/uploaded in the setting by staff and once done images are immediately removed from the cameras memory
- parents are reminded frequently of the risks associated with posting images of children to social media
- parents are reminded frequently that they are not permitted to distribute or post images that contain children other than their own
- staff, volunteers and visitors will not use mobile phones in toilet or changing areas

	<ul style="list-style-type: none"> • The Code of Conduct and/or Acceptable Use/Behaviour Policy will outline when and where staff, volunteers and visitors can use their mobile phones • ALL staff, volunteers and visitors will adhere to the above policies and failure to do so will be addressed appropriately by the headteacher and/or the Governing Body • Pupils' use of mobile phones and other devices will be managed under the school's Home/School Agreement/Acceptable Use/Behaviour Policy/Online Safety Policy/Mobile Phone Policy • DFE Advice; Searching, Screening and Confiscation is followed where there is a need to search a pupil for a mobile device 	
Review Dates	Policy adopted by the Governing Body on:	September 2020
	Policy to be reviewed no later than:	September 2021
Key Personnel and Training Details	Designated Safeguarding Lead (DSL)	Mr Matt Eastham (DSL / Headteacher), Ms Sarah Clementson (DSL / Pastoral Manager)
	<i>Date DSL Training Attended</i> Matt Eastham Sarah Clementson	September 2020 September 2020
	Back-up/Deputy DSL(s)	Mrs Amanda Holland
	<i>Date DSL Training Attended</i>	September 2020
	Prevent Lead	Mr Matt Eastham (Headteacher) & Ms Sarah Clementson (DSL / Pastoral Manager)
	<i>Date Prevent/WRAP training attended</i>	September 2020
	Headteacher	Mr Matthew Eastham
	<i>Date safeguarding training attended (state type of training)</i>	Updated September 2020 for all staff and DSLs Training included KCSiE, Channel elearning training programme, WRAP & Prevent training.
	Chair Of Governors	Mr Kevin Burke
	<i>Date safeguarding training attended (state type of training)</i>	Updated September 2020 for all staff and DSLs Training included KCSiE, Channel elearning training programme, WRAP & Prevent training.
	Safeguarding Governor	Mr Kevin Burke
<i>Date safeguarding training attended (state type of training)</i>	Updated September 2020 for all staff and DSLs Training included KCSiE, Channel elearning training programme, WRAP & Prevent training.	
Useful Contacts	LCC Schools Safeguarding Officer	Tammy Tywang 01772 531196 CYPsafeeduc@lancashire.gov.uk
	LADO - (<u>Local Authority Designated Officer</u>)	Tim Booth / Shane Penn / Donna Green 01772 536694 LADO.admin@lancashire.gov.uk

	MASH Education Officers	<p>Jenny Ashton 01772 531643 jennifer.ashton@lancashire.gov.uk Matt Chipchase 01254 220989 matt.chipchase@lancashire.gov.uk</p>
	Children and Family Wellbeing Service CON2	<p>The Children and Family Wellbeing Service (CFW) offers support to children, young people age 0-19+yrs (0 - 25yrs for SEND) and their families across Lancashire.</p> <p>Any agency can request access to this support for a family or individual child by making a Request for Support. Please note that a CAF (Early Help Assessment) should be in place.</p>
	Lancashire Children's Social Care / MASH CON 3 and 4	<p>Anyone can raise a concern about the safety and welfare of a child by calling 0300 123 6720 (or between 5.00pm - 8.00am on 0300 123 6722.)*</p> <p>Before you make contact with MASH you need to consider if the child or young person's needs can be met by services from within your own agency, or by other professionals already involved with the family, including consideration to initiating a CAF (Early Help Assessment)</p> <p>Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. 7 golden rules</p> <p>Where the needs of the child meet Levels 3 and 4** of the Continuum of Need, professionals are advised to submit a referral form directly to Children's Social Care via the Multi Agency Safeguarding Hub cypreferrals@lancashire.gov.uk</p> <p>**Where there are immediate safeguarding concerns about a child or young person (level 4 of the CON / child protection), you should make direct contact with MASH on the following number or the Police (999 in an emergency) - and complete the referral form once the immediate concerns have been addressed. If the child you are concerned about already has an allocated Social Worker go directly to this person by contacting 0300 123 6720:</p> <p>Professionals Line:</p> <p>East / District 11 12 13 14 – 01254 837 974</p> <p>Central / West / District 6 7 8 9 – 01254 837 905</p>

		North / District 1 2 4 – 01254 837 975
	Whistleblowing	01772 532500 WhistleblowingComplaints@lancashire.gov.uk

Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk.

Annex to Child Protection Policy – version 1.0

Child protection during the COVID-19 measures

Context

The way schools and colleges are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual. Most children are no longer in a school setting and staff numbers have been affected by the outbreak.

Schools have been asked to provide care for children who are vulnerable and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This Annex to our Child Protection policy sets out details of our safeguarding arrangements for:

1. Context
2. Version control and dissemination
3. Safeguarding priority
4. Current school position
5. Safeguarding partners' advice
6. Roles and responsibilities
7. Vulnerable children
8. Increased vulnerability or risk
9. Attendance
10. Reporting concerns about children and staff
11. Safeguarding training and induction
12. Safer recruitment/volunteers and movement of staff
13. Peer on peer abuse
14. Online safety
15. New children at the school
16. Supporting children not in school

Version control and dissemination

This is version 1.0 of this annex. It will be reviewed by our DSL or a deputy DSL on a weekly basis as circumstances continue to evolve or following updated Department for Education advice or guidance. It is available on the school website here www.priory.lancs.sch.uk and is made available to staff via newsletter, school communication etc ...

We will ensure that on any given day all staff in attendance will be aware of who the DSL and deputy DSLs are and how staff and volunteers can to speak to them.

Safeguarding priority

During these challenging times the safeguarding of all children at our school – whether they are currently at home or in attendance – continues to be our priority. The following fundamental safeguarding principles remain the same:

- the best interests of children continue to come first
- if anyone in our school has a safeguarding concern, they will act immediately
- a designated safeguarding lead (DSL) or deputy DSL will always be available
- no unsuitable people will be allowed to gain access to children
- children should continue to be protected when they are online.

Current school position

Priory Academy is open to vulnerable children and those of key workers. School is open 5 days a week and during holidays as required. A full SLT and staff rota is created and distributed to all and all staff are aware when they are required to attend school to look after our pupils.

All staff and volunteers attending on site from outside our school will complete an induction to ensure they are aware of safeguarding risks and know how to act if they have concerns.

Safeguarding partners' advice

We continue to work closely with our three safeguarding partners, and we will ensure this annex is consistent with their advice. This will include expectations for supporting children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need. The current advice is below.

Any safeguarding concerns are to be reported to our Lead DSL Ms Sarah Clementson.

Roles and responsibilities

The roles and responsibilities for safeguarding in our school remain in line with our Child Protection Policy.

If possible, our DSL and at least one deputy DSL will be available on site during the school day. Where this is not possible, we will:

- have a trained DSL or deputy DSL available by phone and/or online video; or
- ensure we have access to a trained DSL or deputy DSL from another school or college by phone and/or online video.

Where our DSL or a deputy DSL cannot be on site, then in addition to one of the above options we will also ensure a senior leader from the school takes responsibility for co-ordinating safeguarding on site.

The designated safeguarding lead (DSL) for child protection is Ms Sarah Clementson

Contact details: email: s.clementson@priory.lancs.sch.uk tel: 07593387176

The designated safeguarding lead (DSL) for child protection is Mr Matt Eastham (Headteacher)

Contact details: email: m.eastham@priory.lancs.sch.uk tel: 01772 320250

The deputy designated lead(s) is Mrs Amanda Holland (SENCo)

Contact details: email: a.holland@priory.lancs.sch.uk tel: 07593380332

Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with EHC plans.

Those who have a social worker include children who have a child protection plan and those who are looked after by the local authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

There is an expectation that vulnerable children who have a social worker will attend school, so long as they do not have underlying health conditions that put them at risk. Where a parent does not want their child to attend school, and their child is considered vulnerable, we will discuss this with the social worker and explore the reasons for this directly with the parent.

Those with an EHC plan will be risk-assessed in consultation with the local authority and parents to decide whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

We will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Senior leaders in our school, especially the DSL (and deputies) know who our most vulnerable children are, and they have the flexibility to offer a place to those on the edge of receiving children's social care support.

We will continue to work with children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children.

Increased vulnerability or risk

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Staff will be aware of this in setting expectations of pupils' work where they are at home. Where we are providing for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them.

Our staff and volunteers will be aware of the mental health of [children](#) and their [parents and carers](#) and will contact the DSL or a deputy if they have any concerns.

Attendance

Where a child is expected but does not arrive at school, we will follow our attendance procedure and attempt to contact the family. If contact cannot be made, the DSL or a deputy DSL will be informed.

The DSL or a deputy will attempt to contact the parents through various methods, such as telephone, FaceTime, Skype or by contact a relative in the first instance. If contact cannot be made or if the DSL or a deputy DSL deems it necessary, we will undertake a home visit or ask an appropriate agency to do so. A risk assessment will be carried out before any such visit is made to ensure staff the family are not put at risk.

Where a vulnerable child does not take up their place, we will notify their social worker.

Reporting concerns about children or staff

The importance of all staff and volunteers acting immediately on any safeguarding concerns remains. Staff and volunteers will continue to follow our Child Protection procedures [\[insert link\]](#) and advise the DSL of any concerns they have about any child, including those who are not attending school.

The varied arrangements in place as a result of the COVID-19 measures do not reduce the risks that children may face from staff or volunteers. As such, it remains extremely important that any allegations of abuse made against staff or volunteers attending our school are dealt with thoroughly and efficiently and in accordance with our Allegations Against Staff Policy [\[insert link\]](#).

Staff training and induction

For the duration of the COVID-19 measures, our DSL and deputy DSLs are unlikely to receive their refresher training. In line with government guidance, our trained DSLs and deputy DSLs will be classed as trained even if they cannot receive this training.

All current school staff have received safeguarding training and have read Part One and Annex A of Keeping Children Safe in Education. When new staff are recruited or volunteers join us, they will receive a safeguarding induction in accordance with our Child Protection Policy.

If staff from another setting attend the school site then, in line with government guidance, we will not undertake any additional safeguarding checks if the setting providing those staff confirm that:

- the individual has been subject to an enhanced DBS and children's barred list check and, that in the opinion of that setting, nothing resulted from those checks that provided any caused for concern
- there are no safeguarding investigations into the conduct of that individual
- the individual remains suitable to work with children.

Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children.

When recruiting new staff, we will continue to follow our Safer Recruitment policy [\[insert link\]](#).

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

For volunteers we will continue to follow the checking and risk assessment process set out in paragraphs 167 to 172 of Keeping Children Safe in Education 2019. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to engage in regulated activity.

It is essential from a safeguarding perspective that we are aware, on any given day, which staff/volunteers are on our school site and that the appropriate checks have been carried out on those individuals. We will continue to maintain our single central record (SCR) during these measures to ensure we have this awareness [\[insert link\]](#).

Peer on peer abuse

We recognise that children can abuse their peers and our staff are clear about the school's policy and procedures regarding peer on peer abuse. All peer on peer abuse is unacceptable and will be taken seriously. We also recognise that abuse can still occur during a school closure or partial closure and between those children who do attend the school site during these measures.

Our staff will remain vigilant to the [signs of peer-on-peer abuse](#) and will follow the process set out in our Child Protection Policy, which can be accessed here [\[insert link\]](#).

Online safety

It is likely that children will be using the internet and engaging with social media far more during this time. Our staff are aware of the signs of cyberbullying and other online risks and our filtering and monitoring software remains in use during this time to safeguarding and support children.

Our staff will follow the process for online safety set out in our Child Protection Policy [*insert link*].

Staff who interact with children online will continue to look out for signs a child may be at risk. If a staff member is concerned about a child, that staff member will follow the approach set out in this annex and report that concern to the DSL or to a deputy DSL.

New children at the school

Children may join our school from other settings. When they do, we will seek from those settings the relevant welfare and child protection information. This is relevant for all children that join us, but it will be especially important where children are vulnerable.

For vulnerable children we will ensure we understand the reasons for the vulnerability and any arrangements in place to support them. As a minimum we will seek access to that child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is).

Ideally this will happen before a child arrives but where that is not possible it will happen as soon as reasonably practicable.

Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of SEN provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case our school senior leaders will take responsibility.

The DSL will undertake a risk assessment based on the information received, considering how risks will be managed and which staff need to know the information.

Supporting children not in school

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive additional pastoral support in school, they will ensure that a communication plan is in place to support that child. Details of that plan will be recorded in the safeguarding file for that child. It will be reviewed regularly to ensure it remains current during these measures.