****

**"Guided by Jesus Christ, our teacher, we journey together, learning to dream, believe and achieve"**

**Safeguarding and Child Protection Policy 2023**

|  |
| --- |
| St Clare’s RC Primary |
| The Headteacher who has the ultimate responsibility for safeguarding is Colette Howe.The Designated Safeguarding Leads at St Clare’s are:Joanne O’ Keefe Caroline Mc Garry and Caroline Sylvester. |
| **KEY SCHOOL STAFF & ROLES** |
| Name | Role | Location and/or Contact Phone Number |
| *Colette Howe* | *Headteacher*  | *0161 740 4993* |
| *Caroline McGarry* | *Assistant Headteacher* | *0161 740 4993* |
| *Joanne O’Keefe* | *Assistant Headteacher* | *0161 740 4993* |
| Caroline Sylvester | *Inclusion Lead* | *0161 740 4993* |
| *Sarah Burgess Hamlet* | *Attendance Officer* | *0161 740 4993* |

|  |  |
| --- | --- |
| **NAMED GOVERNORS for Safeguarding & Prevent** | Contact Phone Number/Email |
| Margaret Hickie | *0161 740 4993* |
| Michelle Leckey Flood | *0161 740 4993* |

**T**his policy will be reviewed annually unless an incident, or new legislation or guidance, suggests the need for an interim review.

The effectiveness of our safeguarding arrangements are monitored by SLT and the Governing Body. We have designated members of staff who have received appropriate training and support for this role, in accordance with mandatory requirements. We will ensure that the designated safeguarding leads undergo training to provide them with the knowledge and skills required to carry out the role. Their knowledge and skills will be updated via training, at appropriate intervals, as and when required, (but at least annually), to keep up with any developments relevant to their role. This role will also be specified in this person’s job description.

All staff receive regular refresher training, at appropriate intervals, as and when required, (but at least annually), to keep up with any relevant safeguarding and child protection developments. Every member of staff, volunteer and governor knows the name of the designated safeguarding Lead and deputies (DSL), their role and what the back-up arrangements are if the DSL is unavailable. These arrangements are clearly displayed throughout the school.

 All staff are familiar with this Safeguarding and Child Protection Policy as well as the staff code of conduct and these issues are included in the induction for each new staff member. (KCSiE Part 2.81)

|  |  |  |
| --- | --- | --- |
| Review Date  | Changes made  | By whom  |
| 1/9/2023 | Policy created  | C.Howe/ J. O’Keefe/ C. Mc Garry/ C. Sylvester. |
| September 2024 | Policy reviewed |  |

**Ratification by Governing Body**

|  |  |  |
| --- | --- | --- |
| Academic year  | Date of ratification  | Chair of Governors  |
| 2023/24 | Insert Name |  G.M Collins |

**Summary of Safeguarding Procedures**

|  |
| --- |
| Our procedure if there is a concern about child welfare or safeguarding is:-Safeguarding is a high priority at St Clare’s and is everyone’s responsibility. Staff should not assume that someone else will take action and must log all concerns on CPOMS. There is a culture of ‘It could happen here’ and staff are vigilant at looking for any signs safeguarding concerns. All concerns, no matter how small, are recorded on CPOMS to ensure a timely, thorough response.Early Help Hubs: North 0161 234 1973Social Care Advice & Guidance Service: 0161 234 5001Complex Safeguarding Hub Advice Line: 0161 226 4196MCC Safeguarding in Education Team: 0161 245 7171 |

|  |
| --- |
| Our procedure if there is an allegation that an adult has harmed a child, or that a child is a risk from a named adult is;We recognise that there will be occasions when a pupil at the school, or a parent or another person may make an allegation against a member of staff. The term allegations refer to concerns reported or raised that might indicate a person would pose a risk of harm if they continue to work in regular or close contact with children in their present position, or in any capacity. This means it has been alleged that a teacher or member of staff (including volunteers) in a school or college that provides education for children under 18 years of age has:- behaved in a way that has, or may have, harmed a child;- possibly committed a criminal offence against or related to a child; or- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children. In this event the Headteacher (or Chair of the Board of Governors, if allegation is against the Headteacher) must be informed and the One Education Procedures for Managing Allegations against Staff followed. This will always involve a discussion with LA officers and a referral to the Local Authority Designated Officer (LADO) where appropriate.All staff are expected to recognise the need for absolute confidentiality in these situations. **Manchester LADO:** ( LA Designated Officer): 0161 234 1214 |

|  |
| --- |
| Our procedure for whistleblowing if there is an urgent concern about child welfare or safeguarding that cannot be dealt with through our usual systems is:-Staff should normally raise their concerns with a designated safeguarding lead under the school’s standard procedures for dealing with allegations about a person in a position of trust. If the Designated Person is the subject of concern the matter should be referred to a more senior member of management or, if this is not possible, the Whistle Blowing Policy can be implemented. Under standard procedures, if there are concerns that an adult working with children may have abused a child, or be unsuitable to work with children and young people, concerns will be passed to the Local Authority Designated Officer (LADO) by the manager. In certain circumstances, staff may feel they are unable to follow the school’s standard procedures e.g. because they feel their position in the organisation would be in jeopardy, they would be subject to intimidation, or that the person of concern is the designated manager to whom they should report such matters and there is no one senior to refer to. They should then follow the Whistle Blowing Policy.Staff members can also contact the NSPCC Whistleblowing Helpline: 0800 028 0285 or email help@nspcc.org.uk (1.75-77) |

Our procedure for investigating and dealing with any complaints or concerns about our safeguarding practice that is brought to our attention is detailed in our complaints Policy. Additionally, we will cooperate with officers from the Education Department if they are aware of concerns which have been raised with OFSTED, the Regional Commissioner or the DFE.

**CONTENTS:-**

**1. Introduction**

**2. Roles & Responsibilities**

**3. Training & Awareness Raising**

**4. Safeguarding/Child Protection Policy & Procedures**

**5. Case Management, Record Keeping & Multi-agency**

 **Working**

**6. The Curriculum**

**7. E-Safety**

**8. Safer Recruitment**

**9. Managing Allegations**

**10. Safety On & Off-Site**

**11. Complex Safeguarding**

**12. Part 1 & Annex A of ‘Keeping Children Safe in Education**

 **(KCSIE), September 2022 - statutory guidance to be read**

 **by staff as determined by the headteacher/principal and**

 **Governing Body**

**APPENDICES:-**

1. **Key Legislation, Statutory Guidance & Ofsted Framework**
2. **Other Government & National Guidance**
3. **Local Policies & Guidance (MCC, Greater Manchester & Manchester Safeguarding Partnership)**
4. **Other Relevant School Polices/Procedures**
5. **Other Relevant MCC Education Department**

**Policies/Guidance**

1. **Abbreviations**

1. **INTRODUCTION**

Through this policy we aim to create and maintain a safe learning environment where all children and adults feel safe, secure and valued and know they will be listened to and taken seriously.

This policy has been developed to ensure that all adults in our school, including regular staff, supply staff, volunteers, visitors and contractors are working together to safeguard and promote the welfare of children and young people and to identify and address any safeguarding concerns and to ensure consistent good practice.

Our approach is child-centred.

‘Safeguarding and promoting the welfare of children is **everyone’s** responsibility. **Everyone** who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child**.’ (KCSiE, Part 1, p 6)**

**Neglect** is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

**Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately causes ill health to a child. This situation is now known as illness fabricated or induced by carer (previously Munchausen Syndrome by Proxy).

**Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Emotional abuse** the persistent emotional maltreatment of a child such as to cause severe and 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 in so far 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 cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone. It is important to recognise that many children will be living (or may have lived) in families where Domestic Abuse is a factor, and that these situations have a harmful impact on children emotionally, as well as placing them at risk of physical harm. The definition of Domestic abuse is below. Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.

**Child sexual exploitation (CSE**) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly ‘consensual’ relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim, which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

**Female Genital Mutilation (FGM)**: professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

**Child on Child Abuse:** Child on child 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. Child on child abuse can relate to various forms of abuse (not just sexual abuse and exploitation), and crucially it does not capture the fact that the behaviour in question is harmful to the child perpetrator as well as the victim. Research suggests that girls and young women are more at risk of abusive behaviours perpetrated by their peers. However, it can also affect boys and young men, those with learning difficulties or disabilities, LGBTQ Children and young people (CYP) and those who are from different communities.

**Up skirting** is a criminal offence and will not be tolerated. It typically involves someone taking a photograph under a person’s clothes without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. ‘Sexting’ (Youth Produced Sexual Imagery) will not be tolerated. The school will respond to cases of “sexting” in line with the UKCCIS “Sexting in Schools and Colleges” guidance and Manchester Safeguarding Children Multi-Agency Partnership (MSCMP) guidance.

**Children Who Go Missing from Home or Care or Education** are particularly vulnerable and may be at significant risk at times. The immediate risks associated with going missing include:

• No means of support or legitimate income – leading to high risk activities

• Involvement in criminal activities

• Victim of Abuse

• Victim of crime, for example through sexual assault and exploitation

• Alcohol/substance misuse

• Deterioration of physical and mental health

• Missing out on schooling and education

• Increased vulnerability

**Longer-term risks include**:

• Long-term drug dependency / alcohol dependency

• Crime

• Homelessness

• Disengagement from education

• Child sexual exploitation

• Poor physical and/or mental health.

**Children Absent from Education:** St. Clare’s works closely with our Attendance Officer and Local Authority (LA)and rigorously monitors attendance and punctuality. We will always inform our Attendance Officer if we have any concerns about punctuality or attendance. We alert the LA immediately when children are: taken off of roll by parents (to another school or elective home education), permanently excluded or if we think that a child is missing from education and we will complete the mandatory LA Paperwork. Children absent from education are at risk because this is a potential indicator of abuse or neglect e.g. travelling to conflict zones, FGM, forced marriage. We will inform the LA of any pupil who fails to attend school regularly, or has been absent for a continuous period of 10 days or more.

See KCSiE Part 1, Part 5 & Annex B for definitions and further information about:-

* Abuse & Neglect - including physical, emotional & sexual abuse and neglect (1.21-30)
* Channel (Annex B, p151)
* Child Abduction and Community Safety Incidents (Annex B, p142)
* Child on Child Abuse – including sexual harassment, upskirting & sharing of nude and semi-nude images (1.32-35, Part 5)
* Child Criminal Exploitation (1.36-39, Annex B, p142)
* Child Sexual Exploitation (1.36, 40-42, Annex B, p142)
* Children and the Court System (Annex B, p144)
* Children Missing from Education (Annex B, p144)
* Children who are lesbian, gay, bi or trans (LGBT) (2.202-4)
* Children with Family Members in Prison (Annex B, p145)
* County Lines (Annex B, p143)
* Cybercrime (Annex B, p145)
* Domestic Abuse (New para at 1.43 and Annex B, p146)
* Early Help (1.20, 1.58,)
* Elective Home Education (2.175-8)
* Homelessness (Annex B p148)
* Human Rights Act, Equality Act 2010 & Public Sector Equality Duty (clarification 1.86-1.93)
* Looked After Children and children open to or who have been open to a Social Worker (Further information on the role of the Head of the Virtual School, 1.191-196)
* LGBT children (Extended information at 2. 203-205)
* Mental Health (1.45-7)
* Modern Slavery & the National Referral Mechanism (Annex B, p149)
* Online Safety, including Education at Home (2.135-140, Annex B, p155-7)
* Prevent Duty (Annex B, p50, Additional support, p156)
* Preventing Radicalisation (Annex B, p149)
* Serious Violence (1.48 Annex B p152))
* Sexual Violence and Sexual Harassment between children in schools and colleges (Part Five, Annex B, p152)
* So-called ‘Honour-Based Abuse’ including Female Genital Mutilation & Forced Marriage & Breast Ironing (1.44 & Annex B, p154)

Safeguarding and promoting the welfare of children and young people goes beyond implementing basic child protection procedures. The aims of this policy are in accordance with both our Mission Statement and our Equal Opportunities Policy and it is an integral part of all of our activities and functions.

We believe that our school should provide a caring, positive, safe and stimulating environment in which pupils can learn and which promotes the social, physical and emotional wellbeing of each individual pupil. Safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development with the **best interests** of the child at heart.’

We aim to:

· To raise awareness of all school staff of the need to safeguard all children and of their responsibilities in identifying and reporting possible cases of abuse;

· To ensure all staff are aware of the role of the Designated Members of Staff (DSL);

· To ensure all school staff understand that **everyone** who comes into contact with children and their families has a role to play in identifying concerns, sharing information and taking prompt action;

· To ensure that school leaders make sure mechanisms are in place to assist staff to

· understand and discharge their roles and responsibilities as set out in Part One of KCSiE

· To emphasise the need for good communication between all members of staff in matters relating to child protection; with the use of CPOMS.

· To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse;

· To provide a systematic means of monitoring pupils known or thought to be at risk of significant harm;

· To ensure children and their families receive the right help at the right time;

· To work openly and in partnership with parents in relation to child protection concerns;

· To support all pupils’ development in ways that will foster security, confidence and independence;

· To provide a safe environment in which children can learn;

· To identify children who may benefit from early help – this is the role of all staff;

· To promote safe practice and challenge poor and unsafe practice;

· To further develop and promote effective working relationships with other agencies

· involved with safeguarding and promoting the welfare of children;

· To ensure that all adults working within our school have been checked as to their suitability to work with children, in line with current guidance;

· To integrate opportunities into the curriculum for children to develop the skills they need to recognise and stay safe from abuse, allowing for continuity and progression through the Key Stage Phases;

· To take account of and inform policy in related areas, such as anti-bullying; e-safety; discipline and behaviour; health and safety; missing children; child sexual exploitation; FGM; prevent, positive handling and physical intervention procedures; procedures for dealing with allegations against staff and recruitment practice and whistleblowing.

‘Safeguarding and promoting the welfare of children is defined as:

* protecting children from maltreatment;
* preventing the impairment of children’s mental health or 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.’

 (KCSiE, p 6)

* 1. Under the Education Act 2002, schools/settings/colleges have a duty to safeguard and promote the welfare of their pupils and are committed to the guidance set out in ‘Working Together to Safeguard Children 2018’ and ‘KCSiE 2023’ Our policy ensures that we comply with our Statutory Duties (Appendices A & B)
	2. Our policy takes account of non-statutory guidance issued by the DfE and other relevant organisations (Appendix C) in addition to guidance issued by the Greater Manchester Combined Authority), the Manchester Safeguarding Partnership (MSP) and Manchester Local Authority, especially Education, Children’s Services and Community Safety.
	3. Our policy ensures that we work in partnership with other organisations, where appropriate, to identify any concerns about child welfare and take action to address them and that we comply with local policies, procedures and arrangements (Appendix E)
	4. Our policy complements and supports other relevant school policies (Appendix D***).***
	5. Our policy is regularly reviewed and we are responsive to new guidance and legislation and to promoting the safety of our staff and pupils in crisis situations.

**2. ROLES & RESPONSIBILITIES**

**LEADERSHIP & MANAGEMENT**

**2.1 OUR GOVERNING BODY**

Our Governing Body have a strategic leadership responsibility for our school’s safeguarding arrangements and **will** ensure that they comply with their duties under legislation. They **will** have regard to KCSiE 2023, ensuring policies, procedures and training in school are effective and comply with the law at all times.

Our Governing Body are fully aware of our role in multi-agency safeguarding arrangements, of Manchester Safeguarding Partnership (MSP) arrangements and of the Child Death Review partnership arrangements and will ensure that we work together with appropriate relevant agencies to safeguard and promote the welfare of local children, including identifying and responding to their needs.

The Governing Body will ensure that:-

* All members of the Governing Body will have read the most recent publication of Keeping Children Safe in Education.
* All members of the Governing Body have received appropriate training to enable them to provide strategic challenge and assure themselves that there is a robust whole school approach to safeguarding (KCSiE Part 2.78-82)
* A named member is identified as the designated governor for Safeguarding
* Governors facilitate a whole school approach to safeguarding and that all systems, processes and policies operate with the best interests of the child at heart.
* Where there is a safeguarding concern, they and school leaders will ensure the child’s wishes and feelings are taken into account when determining what action to take and what services to provide.
* Policies and procedures allow for appropriate action to be taken in a timely manner to safeguard and promote children’s welfare.
* The school has an effective Safeguarding and Child Protection Policy.
* The school has a Behaviour Policy which includes measures to prevent bullying, cyberbullying, prejudice-based and discriminatory bullying.
* Child protection files are maintained as required
* More than one emergency number is held on file for each pupil/student
* The identified governor will provide the governing body with appropriate information about safeguarding and will liaise with the designated member of staff through in school visits and Governor Curriculum Committee meetings.
* Our safeguarding policy and our staff Code of Conduct are reviewed at least annually and staff are given opportunities to contribute to and shape our safeguarding arrangements and policies. Addenda or appendices may be added during periods of crisis to reflect changes of circumstance.
* We operate safer recruitment and selection practices, including appropriate use of references and checks on new staff, volunteers and contractors including overseas checks where relevant. See Safer Recruitment Policy
* We have procedures in place for dealing with allegations of abuse against members of staff, including supply teachers, volunteers and contractors and these are in line with KCSiE and Local Authority procedures. We will work with the LADO and other relevant agencies to support any investigations.
* All staff and volunteers who have regular contact with children and young people and contractors who are in contact with children and young people receive appropriate training and information about the safeguarding processes. **Information packs are given out to all supply and all visitors are given a one page document detailing our safeguarding procedures/contacts.**
* There is appropriate challenge and quality assurance of the safeguarding policies and procedures annually through checking KCSIE for updates, safeguarding training and governing body meetings.
* Our governors regularly review the effectiveness of online safety arrangements, including filters and monitoring, preparation for any online challenges or hoaxes and information shared with parents.

**2.2 OUR HEADTEACHER**

Our Headteacher will ensure that the policies and procedures, adopted by the governing body or proprietor particularly those concerning referrals of cases of suspected abuse and neglect, are understood and followed by all staff.

Our headteacher is fully aware of our role in multi-agency safeguarding arrangements, of Manchester Safeguarding Partnership (MSP) arrangements and of the Child Death Review partnership arrangements. We will ensure that we work together with appropriate relevant agencies to safeguard and promote the welfare of local children, identifying and responding to their needs.

‘Schools and colleges should work with local authority children’s social care, the police, health services and other services to promote the welfare of children and protect them from harm. This includes providing a co-ordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans to provide additional support to children subject to child protection plans’. (KCSiE 2.112)

‘All schools and colleges should allow access for children’s social care from the host local authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, a section 17 or a section 47 assessment.’ (KCSiE, 2.113)

Our Headteacher is fully aware of statutory guidance in KCSiE and will ensure that:-

* The policies and procedures adopted by the Governing Body to safeguard and promote the welfare of pupils are fully implemented and followed by all staff, including supply teachers and volunteers and that they are regularly updated in response to local practice or national changes in legislation.
* All staff including supply teachers, volunteers and contractors understand and comply with our Code of Conduct.
* We evaluate our safeguarding policies & procedures at least on an annual basis and return our completed Safeguarding Self Evaluation (SEF) using the S175 online tool to the LA as requested.
* We share the Safeguarding Self Evaluation and Action Plan with governors at least annually.
* We work with the LA to ensure that our policies and procedures are in line with DFE and LA guidance.
* A senior member of staff, known as the DSL, is appointed with a clear job description. He/she has lead responsibility for Child Protection and Safeguarding and receives appropriate on-going training, supervision and support as well as sufficient time and resources to enable them to discharge their responsibilities.
* Parents/carers are aware of and have an understanding of our responsibilities to promote the safety and welfare of our pupils by making our statutory obligations clear in our prospectus.
* The Safeguarding and Child Protection policy is available on our website and is included in the staff handbook and volunteers’ handbook.
* Child friendly information of how to raise a concern/make a disclosure are displayed as posters around the school.
* We co-operate fully with MCC and MSP multi-agency safeguarding procedures and arrangements are in place to monitor the quality of referrals and interventions and the processes for escalation of concerns DSLs monitoring emails regularly during school closures and attend relevant meetings to ensure that safeguarding is effective.
* We create a culture whereby all staff, volunteers and visitors feel confident and have knowledge of how to raise a concern about poor or unsafe practice in regard to the safeguarding and welfare of the children and young people and such concerns are addressed sensitively and effectively.
* We have systems in place to ensure that any staff who are carrying out both regulated activities and other roles commissioned from external agencies/ organisations have been DBS checked. and their employing organisations have safeguarding policies in place, including safer recruitment and annual safeguarding training appropriate to roles and we are compliant with legislation relevant to our setting.
* We ensure a risk assessment takes place to establish that the appropriate checks take place on volunteers.
* We have appropriate procedures to ensure that there is no risk to children from visitors and we exercise diligence and prevent any organisation or speaker from using our facilities to disseminate extremist views or radicalise pupils and staff.
* There are suitable arrangements for visitors coming onto the premises which may include an assessment of the educational value, the age appropriateness of what is going to be delivered and whether relevant checks will be required.

**2.3 OUR DESIGNATED SAFEGUARDING LEAD (DSL)**

The DSL is a member ofour Senior Leadership Team and has a specific responsibility for championing the importance of safeguarding and promoting the welfare of children and young people. He/she takes lead responsibility for Early Help, safeguarding and child protection, although some activities may be delegated as appropriate.

The DSL team will:

* Act as the first point of contact with regards to all safeguarding matters.
* Encourage a culture of listening to children and taking account of their wishes and feeling, and also understand the difficulties some children may have in approaching staff about their circumstances
* Work closely with the school’s lead for mental health
* Help promote educational outcomes by working closely with their teachers and sharing information about their welfare, safeguarding and child protection concerns.
* Attend specialist DSL training every two years.
* Keep up to date with changes in local policy and procedures and be aware of any guidance issued by the DfE, MSP and LA concerning Safeguarding, e.g. through DSL Networks, Safeguarding Newsletters and Circular Letters
* Provide support and training for staff and ensure all volunteers are aware of our safeguarding arrangements.
* Liaise with the three safeguarding partners and work with other agencies in line with ‘Working Together to Safeguard Children’
* Ensure that all referrals made to Children’s Services are effective and in line with MSP procedures, and follow escalation process if necessary .
* Understand the assessment process for providing early help.
* Have a working knowledge of how local authorities conduct a child protection case conference and review conference, and be able to attend and contribute to these effectively.
* Ensure that all staff with specific responsibility for safeguarding children, including the named DSL, receive the appropriate funding, training, resources and support needed to undertake this role. Supervision is accessed via the DSL team through weekly safeguarding meetings. .
* Know when to call the police if a crime may have been committed following the National Police Chiefs’ Guidance (Part 5.465)
* Be aware of the requirement for children investigated by the police to be supported by an appropriate adult and have arrangements in place for ensuring this if a police officer requests to meet with a child when in school. (Annex C, link to statutory guidance - PACE Code C 2019)
* Refer cases to the Disclosure and Barring Service where a person is dismissed or has left due to risk/harm to a child.
* Ensure that all staff and volunteers understand and are aware of ourreporting and recording procedures and are clear about what to do if they have a concern about a child.
* Create and maintain child protection files and keep them up to date.
* Keep information confidential and store securely with a separate file for each child. Most information is stored electronically on our CPOMS system.
* Help promote educational outcomes for vulnerable children, including those with, or who have had, a social worker, in conjunction with other appropriate colleagues (KCSiE, 191-196)
* Share and transfer safeguarding and child protection information as appropriate either via CPOMS electronic transfer, hand delivery or secure email (Egress).
* Always be available during school hours during termtime, and at other times as designated by the Headteacher.
* Promote supportive engagement with parents/carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
* Understand the lasting impact that adversity and trauma can have on children and young people
* Ensure the child protection policy is available publicly and parents/carers are made aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school/college in this.
* Specify roles/responsibilities of Safeguarding Team members as applicable, including staff with other key related roles including SENDco, Attendance Lead and Designated Person for Looked After Children.

All staff in the school, including supply staff and volunteers have responsibility for safeguarding, according to their roles and under the guidance of the DSL.

**SCHOOL/COLLEGE STAFF**

**2.4 ALL STAFF**

All staff will:-

* Follow our agreed Code of Conduct and ‘Safer Working Practices’ guidance
* Read Part One/Annex A/Annex B of KCSiE 2022 as directed by senior leaders and appropriate to individual roles.
* Attend training sessions/briefings as required to ensure that they are aware of the signs of Abuse, Neglect, Complex Safeguarding concerns and key LA approaches including Early Help, Signs of Safety, Safe & Together and the ACT model
* Attend training sessions/briefings as required to ensure that they follow relevant policies e.g. Behaviour Management Policy / Positive Handling Policy
* Provide a safe environment where children can learn
* Be aware of specific vulnerabilities of some children, including those with poor attendance and those with a Social Worker.
* Understand the concept of ‘it could happen here’ in respect of child sexual violence or sexual harassment and be proactive in response to a whole school approach to the issue
* Be approachable to children and respond appropriately to any disclosures
* Be aware that there are a range of reasons why some children may not feel ready or know how to tell someone that they are being abused, exploited or neglected, be professionally curious and actively build trusted relationships which facilitate communication.
* Never promise a child that they will not tell anyone about an allegation, as this may not ultimately be in the best interest of the child
* Know what to do if they have a concern and follow our agreed procedures for recording concerns, sharing information and making referrals
* Attend multi-agency meetings as required, if appropriate to their role
* Contribute to the teaching of safeguarding in the curriculum as required, if appropriate to their role
* Provide targeted support for individual and groups of children as required, if appropriate to their role

Teaching staff have additional statutory duties, including to report any cases of known or suspected Female Genital Mutilation.

**3. TRAINING AND AWARENESS RAISING**

* 1. In accordance with KCSiE, all new staff and regular volunteers will receive appropriate safeguarding information during induction (including online safety) and be made aware of the systems within the school/college which support safeguarding e.g. the Behaviour Policy
	2. All staff must ensure that they have read and understood KCSiE: Part One/Annex A and/or Annex B. Staff are required to sign to confirm that they have read KCSIE as requested.
	3. All staff will receive regular child protection training at least every 2 years and an annual update which includes basic safeguarding information about our policies and procedures, signs and symptoms of abuse (emotional and physical), indicators of vulnerability to exploitation and radicalisation, how to manage a disclosure from a child as well as when and how to record a concern about the welfare of a child, with regular updates in relation to local and national changes.
	4. All staff members will receive regular safeguarding and child protection training and updates, including online safety, as required, providing them with relevant skills and knowledge to safeguard children effectively.
	5. To recognise the expertise built within staff by training and managing concerns on a daily basis, staff will be provided with the opportunity to contribute to and shape safeguarding arrangements and the child protection policy during staff meeting time.
	6. All interview panels will include at least 1 member that has completed up to date Safer Recruitment training within the last 3 years.
	7. All staff need to understand the impact mental health problems may have on all aspects of safeguarding including the relevance of Adverse Childhood Experiences (ACEs) and the impact of trauma on children and young people and this is included in our training programme

**4. SAFEGUARDING/CHILD PROTECTION POLICY &**

 **PROCEDURES**

**4.1 PUPIL VOICE**

Children are encouraged to contribute to the development of policies and share their views through questionnaires, student council and class discussions.

**4.2 POOR ATTENDANCE**

4.2.1 We view poor attendance as a safeguarding issue and in accordance with our Attendance Policy, absences are rigorously pursued and recorded. This includes missing individual lessons, as well as being absent or late at Registration. Any concerning patterns are reviewed in partnership with the appropriate agencies, we take action to pursue and address all unauthorised absences in order to safeguard the welfare of children in our care. All children who are absent for three days will receive a home visit from the Attendance Officer and another member of staff. Where there are safeguarding concerns, visits may be made on the child’s first day of absence.

4.2.2 Our Attendance Policy identifies how individual cases are managed and how we work proactively with parents/carers to ensure that they understand why attendance is important. In certain cases this may form part of an Early Help Assessment (EHA) or a Parenting Contract.

4.2.3 We implement the statutory and LA requirements in terms of monitoring and reporting children missing education (CME), part-time timetables and off-rolling and understand how important this practice is in safeguarding children and young people. See Attendance Policy

4.2.4 We will follow the Anxiety Based School Avoidance guidance (MCC, updated version May 2021) to assist with strategies for supporting children and young people experiencing anxiety to return to school.

4.2.5 We will alert the relevant team or authority if a new child who has been expected to attend, does not arrive on the due date. (MCC)

* 1. **ALTERNATIVE PROVISION (AP)**

4.3.1 We will only place children in AP which is a registered provider and has been quality assured e.g. is on the MCC approved provider list or has been judged by Ofsted to be Good or better.

4.3.2. Children who require access to AP will have a personalised learning plan designed to meet their needs. Our DSL will work together with the DSL at the AP to ensure that any safeguarding concerns are followed up appropriately.

* 1. **EXCLUSIONS**

4.4.1. We comply with statutory regulations and with the LA Inclusion Policy (October 2021).

4.4.2. The DSL will be involved when a fixed term or permanent exclusion is being discussed and any safeguarding issues will be considered. If there is an open EH, CiN or CP, the EH Practitioner or Social Worker will be informed.

4.4.3 We will work with the MCC Weapon Carrying in Schools and Colleges guidance (Appendix C) to assist in decision making around exclusion and other responses to carrying or using weapons in school.

* + 1. Where it is felt that a child or young person is likely to be permanently excluded a multi-agency assessment will be instigated to ensure that there is improved understanding of the needs of the young person and their family and that the key agencies are involved
	1. **VULNERABLE GROUPS**

4.5.1 We ensure that all key staff work together to safeguard vulnerable children. DSLs meet weekly to discuss safeguarding concerns and a weekly meeting is held with the Attendance Officer.

* + 1. Any child may benefit from early help at times, but all staff will be particularly alert to the potential need for early help for a child who:
* Is disabled or has certain health conditions and has specific needs
* Has special educational needs (whether or not they have a statutory Education, Health and Care Plan)
* Has a mental health need
* Is a young carer
* Is showing signs of being drawn in to anti-social or criminal behavior, including gang involvement and association with organised crime groups or county lines
* Is frequently missing/goes missing from care or from home
* Is at risk of modern slavery, trafficking, sexual or criminal exploitation
* Is at risk of being radicalised or exploited
* Has a family member in prison, or is affected by parental 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 misusing drugs or alcohol themselves
* Has returned home to their family from care
* Is at risk of ‘honour’- based abuse such as Female Genital Mutilation or Forced Marriage
* Is a privately fostered child
* Is persistently absent from education, including persistent absences for part of the school day
* Additionally, these children will also be considered
* International new arrival, refugee or asylum seeker
* Looked after, previously looked after or under a special guardianship order.
* Has or has had a social worker
* LGBT children

(KCSiE, Part 2:202-204)

4.5.3. Children with special educational needs and disabilities (SEND) can face additional safeguarding challenges. All staff are aware that additional barriers can exist when recognising abuse and neglect in this group of children. These can include:-

* Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child’s disability without further exploration
* Being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children
* The potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs and
* Communication barriers and difficulties in managing or reporting these challenges.

 (KCSiE, Part 2:198)

* + 1. Mental health problems can, in some cases, be an indicator that a child has suffered, or is at risk of suffering abuse, neglect or exploitation. We have clear systems and processes in place for identifying possible mental health problems, including routes to escalate and clear referral and accountability systems. (KCSiE, Part 2:179)

4.5.4. We ensure that staff consider the context in which incidents occur

 and whether wider environmental factors (extra-familial harm) are

 present in a child’s life that are a threat to their safety and/or welfare.

4.5.5. We ensure that appropriate staff have the information they need in

 relation to a child’s looked after legal status and regarding a child

 who was previously looked after. We work with relevant social

 workers and the Virtual School (KCSiE, 191-196)

* 1. **CHILD ON CHILD ABUSE (KCSiE 5.especially added points 445-492)**

4.6.1 All our staff recognise that children are capable of abusing their peers, including online.

4.6.2 Our separate Child on Child Abuse Policy clearly outlines our procedures and approach to this issue which are summarised below:-

* The procedures to minimise the risk of child on child abuse
* The systems in place to ensure that children understand that the law is there to protect them not to criminalise them and for children to confidently report abuse, knowing their concerns will be taken seriously
* How allegations of child on child abuse will be recorded, investigated and dealt with
* Recognition of the importance of understanding inter-familial harms and our processes as to how victims, perpetrators and any other children affected by child-on-child abuse will be supported
* Recognition that even if there are no reported cases of child on child abuse, such abuse may still be taking place and simply not be reported
* Our clear zero-tolerance approach to abuse, never passing it off as ‘banter’, ‘just having a laugh’, ‘part of growing up’ or ‘boys being boys’.
* Recognition that it is more likely girls will be victims and boys’ perpetrators, but that all child on child abuse is unacceptable and will be taken seriously
* Recognition of the different forms child on child abuse can take
* Our response to reports of sexual violence and sexual harassment as guided by Part Five of KCSiE 2022

**4.7 ELECTIVE HOME EDUCATION**

4.7.1 We understand the variety of reasons why some parents/carers would wish to home educate their child/ren and support this where the child’s best education is at the heart of the decision.

4.7.2 We also understand that by being educated at home, some children are less visible to the services that are there to keep them safe and supported in line with their needs

4.7.3 If a parent/carer informs us of their **intention** to remove their child/ren from school, we will aim to co-ordinate a meeting between ourselves, parents/carers (and other key professionals if relevant) to ensure that the best interests of the child have been considered, especially if the child has SEND, is vulnerable or has a social worker, **before** the final **decision** is made.

4.7.4 We will inform Manchester LA of all deletions from the admission register when a child is taken off-role and we understand that a child may be removed from roll as soon as the parent has informed us of their decision.

4.7.5 We are familiar with the guidance from DfE outlining the roles and responsibilities of the LA in relation to Elective Home Education

* 1. **COMMUNITY SAFETY**
		1. **Serious violence**

We are aware of the indicators and risk factors which may signal that children are at risk from, or are involved with serious violent crime

* + 1. **Child abduction and community safety incidents**

We will support children by building on their confidence and ability to deal with challenging

situations to enable them to keep themselves safethrough our PHSE curriculum and

visitors / workshops to school.

**4.8.3** Our response to children carrying knives or other weapons in school and in situations out of school is aligned to the Manchester Knife and Weapon Carrying in Schools and Colleges Guidance (Knife Crime Protocol) in which we take a holistic and measured approach on a case by case basis to such incidents in and out of school. (See Appendix C)

**5 . CASE MANAGEMENT, RECORD KEEPING & MULTI-AGENCY**

 **WORKING**

* 1. **KEEPING RECORDS**
		1. We keep and maintain up to date information on children on the school roll including where and with whom the child is living, attainment, attendance, referrals to and support from other agencies. The record will also include a chronology of any other significant event in a child’s life and up to date contact details for adults who have day to day care of the child.
		2. We keep copies of all referrals to Children and Families Services, the Early Help Hub and any other agencies related to safeguarding children through our CPOMs.
		3. We keep our safeguarding records secure.
		4. We send a pupil’s child protection or safeguarding file separately from the main file to a new establishment if they leave as soon as possible. We keep a copy of the file in accordance with our Records Policy (See Appendix E) and statutory and LA Guidance (See Appendices A, B & D).

* 1. **RECORDING AND REPORTING CONCERNS**
		1. All staff, volunteers and visitors have a responsibility to report any concerns about the welfare and safety of a child and all such concerns must be taken seriously (Appendix A). If a concern arises all staff, volunteers and visitors must:
* Speak to the DSL or the person who acts in their absence
* Agree with this person what action should be taken, by whom and when it will be reviewed.
* Record the concern using our safeguarding recording system
	1. **WORKING WITH PARENTS/CARERS**
		1. Our responsibility is to safeguard and promote the welfare of all the children in our care. We aim to do this in partnership with our parents/carers and would expect them to provide up-to-date contact details, including at least 2 emergency contacts.
		2. In most cases parents/carers will be informed when concerns are raised about the safety and welfare of their child and given the opportunity to address any concerns raised.
		3. We aim to engage with parents/carers through the LA Early Help processes, including holding strength-based conversations.
		4. We will inform, and gain consent from parents/carers if possible, if a referral is to be made to Children’s Social Care or any other agency **unless it is believed that by doing so would put the child at risk** eg in cases of suspected sexual abuse. We will record the reasons if consent is not gained.
		5. In such cases the DSL or Headteacher will seek advice from Children’s Social Care AGS.
	2. **MULTI-AGENCY WORKING**
		1. We will develop effective links with other relevant agencies and co-operate as required with any enquiries regarding child protection issues.
		2. We will develop effective links with the Early Help Hubs and carry out an Early Help Assessments (EHA), as appropriate.
		3. We will notify the named Social Worker if:
* A child subject to a child protection plan is at risk of permanent exclusion
* There is an unexplained absence of a child who is subject to a child protection plan
* It has been agreed as part of any child protection plan or core group plan.
* We receive an Operation Encompass notification and believe the social worker may not be aware of the circumstances

5.4.4. We will regularly review concerns if necessary, as detailed in KCSiE

 and will follow LA and MSP procedures if there is a need to re-refer or

 to escalate.

* 1. **CONFIDENTIALITY & INFORMATION SHARING**
		1. Staff will ensure that confidentiality protocols are followed and under no circumstances will they disclose any information about children outside of their professional role.
		2. Information about children will only be shared with other members of staff on a need-to-know basis
		3. All staff and volunteers understand that they have a professional responsibility to share information with other agencies, in the best interests of the child’s safety, welfare and educational outcomes. This is a matter of routine.
		4. We have arrangements in place that set out clearly the process and principles for sharing information within school and with the three safeguarding partners, other organisations, agencies and practitioners as required. This includes an agreed rationale for gaining consent, when and what to share, when and what not to share and systems for recording these decisions.
		5. We understand that the Data Protection Act 2018 and UK GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children. (KCSiE Part 2:119)
		6. **CHILD PROTECTION (CP), CHILD IN NEED (CiN) & TEAM AROUND THE CHILD/FAMILY MEETINGS AND CONFERENCES**
		7. A child protection conference will be held by Social Care if it is considered that the child is suffering or at risk of significant harm.
		8. We will attend and contribute to initial and review CP conferences, CiN conferences and relevant multi-agency meetings, including core groups. A DSL will attend meetings during school closures.
		9. Members of staff who are asked to attend a child protection conference or other core group meetings (either in person or virtually) about an individual pupil/family will need to have as much relevant updated information about the child as possible and will send a report, using the most up-to-date proforma to the Chair within the required timescales, at least 48 hours before the meeting.
		10. Our reports will always include the voice of the child, which is especially important where there may be barriers to communication.
		11. We will aim to discuss and share reports with the parents/carers before the conference.
		12. All relevant staff will be confident in using the tools which are part of the Signs of Safety approach

**5.7 CONCERNS/DISCLOSURES BY CHILDREN, STAFF & VOLUNTEERS**

* + 1. Any concern, disclosure or expression of disquiet made by a child will be listened to seriously and acted upon as quickly as possible to safeguard his or her welfare.
		2. All staff and volunteers must be clear with children that they cannot promise to keep secrets.
		3. We will make sure that the child or adult who has expressed the concern or made the complaint will be informed not only about the action to be taken but also where possible about the length of time required to resolve the complaint.
		4. We will endeavour to keep the child or adult informed about the progress of the complaint/expression of concern.
	1. **LEARNING FROM SERIOUS CASES**

5.8.1 MSP will always undertake a child practice review (CPR) previously called a serious case review (SCR) when a child dies (including death by suicide) and abuse or neglect is known or suspected to be a factor in their death. The purpose of the CPR/SCR is to:

* Find out if there are any lessons to be learnt from the case about how local professionals and agencies work together to safeguard and promote the welfare of children and young people
* Identify what those lessons are, how they will be acted on and what is expected to change as a result of the serious case review.
* Improve inter-agency working to better safeguard and promote the welfare of children and young people

5.8.2. If required, we will provide an individual management report for a

 CPR/SCR and will cooperate fully with implementing outcomes of the review including reviewing policy, practice and procedures as required.

5.8.3 Our DSL will keep up to date with the findings from CPR/SCR

and other learning reviews nationally and in Manchester, share the learning and review our safeguarding procedures if relevant.

**6. THE CURRICULUM**

We are committed to promoting emotional health and wellbeing and to supporting the development of the skills needed to help keep children safe and healthy. This includes face to face teaching, blended learning and online learning as needed in response to any crisis situation that may arise.

6.1 All children have access to an appropriate curriculum, adapted to meet their needs. They are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities and have access to a range of cultural opportunities which promote the fundamental British values of tolerance, respect and empathy for others.

6.2. This enables them to develop the necessary skills to build self-esteem, respect others, support those in need, resolve conflict without resorting to violence, questions and challenge and to make informed choices in later life.

* + 1. Religious Education, Relationships Education, Relationships and Sex Education (RSE) and Personal Social and Health Education (PSHE) lessons will provide opportunities for children and young people to discuss and debate a range of subjects including lifestyles, family patterns, religious beliefs and practices and human rights issues.
	1. We take account of the latest advice and guidance provided to help address specific vulnerabilities and forms of grooming and exploitation

 e.g. Domestic Abuse, Child Sexual Exploitation, Child on Child Abuse, Radicalisation, ‘Honour-based’ Abuse, including Forced Marriage, Female Genital Mutilation & breast ironing, Modern Slavery

 and County Lines.

* 1. All children know that there are adults in our school/setting/college whom they can approach in confidence if they are in difficulty or feeling worried and that their concerns will be taken seriously and treated with respect. (Worry boxes, zones of regulation, posters around school, curriculum)
	2. Children are encouraged to contribute to the development of policies through school council meetings.
	3. Children are taught about safeguarding including online safety and for some children, this will take a more personalised or contextualised approach, such as more vulnerable children, victims of abuse and some SEND children. (KCSiE Part 2)

**7 . ONLINE-SAFETY**

7.1 Online safety is a safeguarding issue and we understand that children must be safeguarded from potentially harmful and inappropriate online material. Our whole school approach empowers us to protect and educate pupils and staff in their use of technology and establishes mechanisms to identify, intervene in and escalate any concerns where appropriate. The purpose of Internet use in our school is to help raise educational standards, promote pupil achievement, and support the professional work of staff as well as enhance our management information and business administration.

7.2 We consider the 4C areas of risk (content, contact, context, commerce) to inform our online safety policy and ensure this is a running and interrelated theme when developing other relevant policies and procedures.

7.3 The Internet is an essential element in 21st century life for education, business and social interaction and we have a duty to provide children with quality access to it as part of their learning experience.

7.4 Our policy on the use of children’s personal mobile phones and smart technology is clearly outlined in our Behaviour policy but in summary, all mobile phones brought into school must be handed into the school office on entry.

7.4 We will ensure that appropriate filtering methods (without ‘over-blocking’) are in place to ensure that pupils are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.

7.5 We use an appropriate level of security protection in order to safeguard our systems, staff and learners from evolving cyber-crime technologies and periodically review its effectiveness.

7.6 We will encourage children to use Social Media safely, including opportunities for them to think and discuss the issues and to check their sources of information.

7.7 We have separate acceptable use policies (AUPs) for both staff and children. This covers the use of all technologies and platforms used, both on and offsite.

7.8 We follow the MSP guidelines ‘Safeguarding online guidelines for minimum standards’ and the advice on the UK Safer Internet Website.

7.9 We work with parents to promote good practice in keeping children safe online, including to support their children learning at home. E-safety information is shared with parents on our school website and through internet safety meetings.

7.10 We ensure that all staff adhere to safe and responsible online behaviours when providing home learning and communicating with families. Staff use school email addresses for correspondence with parents / carers. The school app is largely used by the office for communication with families.

7.11 As technology and the risks and harms associated with it evolve and change rapidly, we will carry out an annual review of our approach to online safety supported by an annual risk assessment that considers and reflects the risks our children face. (KCSIE Part 2, 134-147)

**8. SAFER RECRUITMENT & SELECTION OF STAFF**

8.1 Our recruitment and selection policies and processes adhere to the DfE guidance, KCSiE and the LA model policy for Safer Recruitment (Appendices A & D)

8.2 Our safeguarding culture and vigilance, in conjunction with our policies and processes, will deter and prevent people unsuitable to work with children from applying or securing employment or volunteering opportunities at our school/college. These measures are outlined below and expanded in our Safer Recruitment Policy.

* All those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training and at least one of the persons who conducts an interview has completed safer recruitment training.
* Our job adverts will include safeguarding requirements and the schools /colleges commitment to safeguarding and promoting the welfare of children
* Our job adverts will make clear that safeguarding checks will be undertaken, including online checks
* We understand the process around filtering offences
* Our application form will include the statement that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity.
* We do not accept CVs in place of an application form.
* Shortlisted applicants will be asked to complete a self -declaration of their criminal record or information that would make them unsuitable to work with children
* Applicants must sign a declaration confirming information given is true
* References are obtained by the school/college before interview and open references are not acceptable
* Our selection techniques are pre-arranged and questions structured to understand suitability, skills and motivation for the role

* We will investigate at interview if any concerns have come to light about the candidate through the self declaration or online checks.
* We involve pupils in the process in a meaningful way
* All information in the decision-making process is recorded along with the decisions made
* Correct pre-employment checks are carried out and appropriately stored on the single central record
* We understand and complete appropriate processes to determine if there are any prohibitions, directions, sanctions disqualifications or restrictions related to the candidate
* We understand the check which need to be made for individuals who have lived or worked outside the UK
* We adhere to duties which must be performed in relation to agency and third party staff, contractors, trainees or student teachers, visitors and volunteers
* We remain vigilant about safeguarding beyond the recruitment process and ensure commitment is evident to the safety and welfare of our children as enshrined in our ethos

8.3 The Headteacher and Governing body will ensure that all external staff and volunteers, including out of hours organisations using our school site have been recruited safely, including DBS checks as appropriate.

8.4 The school maintains a single central record of all recruitment checks updated and monitored at least termly

8.5 Trainee teachers will be checked either by the school or by the training provider, from whom written confirmation will be obtained.

8.6 Written notification will be requested from any agency or third party organisation used by us to confirm that the organisation has carried out the statutory recruitment checks.

8.7 We will not routinely keep copies of DBS certificates, either electronically or in paper files but if we have good reason to do so, these will not be kept for longer than six months

8.8 Risk assessments are carried out on volunteer activities as required.

1. **MANAGING ALLEGATIONS AND CONCERNS AGAINST STAFF, SUPPLY STAFF, VOLUNTEERS AND CONTRACTORS**
	1. We follow the DfE guidance KCSiE, Section 4, when dealing with allegations made against staff, supply staff, volunteers and contractors applying the appropriate level of concern criteria and managing accordingly
	2. We work closely with the police, children’s social care and MCC LADO when a risk of harm is indicated
	3. The welfare of the child/ren is paramount when considering an allegation and before contacting the LADO we make careful enquiries to help determine facts and foundation to the allegation, aware of not jeopardising any future police investigation
	4. We consider allegations that may meet the harms threshold and those allegations/concerns that do not, referred to as ‘low level concerns’
	5. The harms threshold indicates that a person would pose a risk of harm if they have-
* Behaved in a way that has harmed a child or may have harmed a child
* Possibly committed a criminal offence against or related to a child
* Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children
* Behaved or may have behaved in a way that indicates they may not be suitable to work with children (including behavior that may have happened outside school/college, known as transferable risk)

9.6 Our Managing Allegations Policy details the processes and responses to reporting harm threshold cases and also managing the conclusions.

9.7 Concerns that do not meet the harm threshold may include

* Suspicions or nagging doubts about a member of staff
* Complaints
* Disclosures made by child, parent/carer or another adult within or outside of school
* Inappropriate conduct outside of work
* Those raised during recruitment and vetting processes

9.8 Our open and transparent culture enables us to identify concerning, problematic or inappropriate behavior early thus minimizing the risk of abuse

Although low level concerns may not meet the harm threshold, they are not insignificant.

9.9 All low level concerns are reported to the headteacher and may also be self-referred (KCSiE provides further clarity on processes 434 - 441)

9.10 Our Managing Allegations Policy details the processes and conclusion of low level concerns and guidance about including information in references.

9.11 All allegations made against a member of staff, including supply staff, volunteers, contractors or security staff working on site, will be dealt with quickly and fairly and in a way that provides effective protection for the child while at the same time providing support for the person against whom the allegation is made.

9.12 We ensure that all staff are aware of how to raise a concern, including anonymously as a whistleblower.

9.13 Historic allegations will be referred to the police.

**10.SAFETY ON & OFF SITE**

10.1 Our site is secure with safeguards in place to prevent any unauthorised access and also to prevent children leaving the site unsupervised.

10.2 We have good up to date knowledge of our local area and any safeguarding risks to the wider community.

10.3 All visitors, including visiting speakers, are subject to our safeguarding protocols while on site and will be supervised at all times, if no checks have been obtained. It may be necessary to undertake an assessment of the education value, age appropriateness and content of the visitors itinerary.

10.4 Visitors who are in school/college in a professional capacity will have their ID checked and assurance sought that they have an appropriate DBS check

10.5 We will ensure that any contractor, or any employee of a contractor, who is to work in our school, has been subject to the appropriate level of DBS check. We are responsible for determining the appropriate level of supervision depending on the circumstances and set out our safeguarding requirements in any contacts between school and the contractor’s organisation. We will always check the identities of contractors and their staff on arrival.

10.6 We operate a responsible booking protocol and will carry out appropriate checks on all organisations which request to hire our facilities.

10.7 When the school is let, if services or activities are provided by the governing body or proprietor, under the direct supervision or management of school staff, the school arrangements for child protection will apply.

10.8 When the school is let and services or activities are provided by another body, we seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed) and ensure there are arrangements in place to liaise with school on these matters where appropriate.

10.9 Safeguarding arrangements should be included in any lease or hire agreement as a condition of use and occupation of the school premises – failure to comply with this will lead to termination of the agreement.

10.10 We exercise due diligence to prevent any organisation or speaker from using our facilities to disseminate extremist views or radicalise pupils or staff.

10.11 We have work experience procedures in place. We will ensure that any person supervising a child on a placement has been subject to the appropriate level of DBS check.

10.12 All school visits are fully risk-assessed and no child will be taken off-site without parental permission.

10.13 We have a Health & Safety policy eg for contacting parents and for reporting to the emergency services, including police and hospitals.

1. **COMPLEX SAFEGUARDING**

**Serious violence**

11.1 We are aware of the indicators and risk factors which may signal that children are at risk from, or are involved with serious violent crime

**Child Criminal Exploitation and Child Sexual Exploitation**

* + 1. Children’s Social Care will refer cases of child exploitation, criminal or sexual, to the Complex Safeguarding Hub and we will contact the professionals’ advice line for further support.
		2. We understand that schools are one of many locations where children can be targeted and recruited into county lines and recognise additional specific indicators that may be present when a child is criminally exploited through involvement in county lines. (KCSiE, Annex B)