

St Luke & St Philip's



St Luke & St Philip's Primary School A Church of England Academy

Safeguarding and Child Protection Policy

Adopted by:

Review date: September 2022

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Nominated Governor: Fred Kershaw

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Blackburn with Darwen – Emergency Duty Team: 01254 587547 (out of office hours)

PREVENT TEAM CONTACTS

Tel: 01254 585260

Medina Patel – Prevent Co-ordinator (BwDBC) 01254 585263

Leanne Romney – Prevent Education Officer 01254 585270

Channel referrals: concern@lancashire.pnn.police.uk

Local Police Prevent Team – 01282 472320

NW FE/ HE Prevent Co-ordinator– Nigel Lund 07507 269830

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1. Scope

Safeguarding and promoting the welfare of children is everybody's responsibility.

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils at St Luke & St Philip's and endeavour to provide a safe and welcoming environment where children are respected and valued.

Safeguarding and promoting the welfare of children refers to the process of protecting children from maltreatment, preventing the impairment of 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 outcomes¹:

- The school's responsibility to safeguard and promote the welfare of children is of paramount importance and everyone's responsibility
- Safer children make more successful learners
- Representatives of the whole-school community of pupils, parents, staff and governors will be involved in policy development and review
- Policies will be reviewed at least annually
- We endeavour to provide a safe and welcoming environment where children are respected and valued.

Where it is believed that a child is at risk of or is suffering significant harm, the school will follow the procedures set out by our local Safeguarding Children Partnership arrangements. https://panlancashirescb.proceduresonline.com/chapters/contents.html#ind_cases

Prevention and early support: St Luke & St Philip's is committed to early help and identification of unmet needs and vulnerabilities. The school works in partnership with other agencies to promote the welfare of pupils and keep children safe. We recognise that effective safeguarding systems are those which:

- Put the child's needs first;
- Provide children with a voice;
- Promote identification of early help;
- Encourage multi-agency working and sharing of information.

¹ Working Together to Safeguard Children 2018 & Keeping Children Safe in Education 2021

Early support and intervention to address unmet needs can be either single agency (such as within school) or multi-agency as part of the Child and Family (CAF) assessment and plan. All staff who are in positions to assess a child's needs should be aware of the CAF process and how to support a child/family using this process. They should also be aware of and undertake the role of Lead Professional appropriately.

Our overall response will be in accordance with Working Well with Children and Families in Lancashire, which sets out the principles by which practitioners in Blackburn with Darwen, Blackpool and Lancashire will work with children and families. It includes levels of need which assist all those whose work brings them into contact with children, young people and their families (including the unborn child) to identify the level of help and protection required to ensure children grow up in circumstances that achieve their best outcomes. (see Appendix A).

Child Protection

Where it is believed that a child is at risk of or is suffering significant harm, the school will follow the procedures set out by our local Safeguarding Children Partnership arrangements. https://panlancashirescb.proceduresonline.com/chapters/contents.html#ind_cases

- To provide all staff with the necessary information to enable them to meet their child protection responsibilities
- To ensure consistent good practice
- To demonstrate the school's commitment with regard to child protection to pupils, parents and other partners
- To contribute to the school's safeguarding portfolio

Protection: All staff and volunteers are trained to recognise and respond to **child protection issues such** abuse and neglect. All staff and volunteers are expected to be vigilant and must act quickly when they suspect a child is suffering, or is likely to suffer harm.

Staff refers to all those working for or on behalf of the school, full time or part time, in either a paid or voluntary capacity.

Child refers to all young people who have not yet reached their 18th birthday.

Parent/Carer refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents or legal guardian

Vulnerable Adults refers to adults who are parents or carers who have care and support needs who may also be at risk of abuse and neglect. The school will ensure they follow procedures outlined by the Local Safeguarding Adult Board www.lsab.org.uk and seek advice from the **Adult Safeguarding Team** on **01254 585949**

Children's Safeguarding Assurance Partnership (CSAP) refers to the combined partnership arrangements (replacing LSCBs) between Blackburn with Darwen, Blackpool and Lancashire Local Authorities, Health and Lancashire Constabulary that support and enable local organisations to

work together in a system that delivers positive outcomes and working relationships (as identified in **Working Together to Safeguard Children 2018**).

2. Children who may be particularly vulnerable

- 1. Children who may be particularly vulnerable
- It is vital that children receive the right help and support at the right time to address unmet needs and identify risks to prevent issues from escalating.
- To ensure that all of our pupils receive equal protection, we will give special consideration to children who are:
 - · Disabled or have Special Educational Needs (with or without a Health Care Plan);
 - · Young carers
 - · Affected by Adverse Childhood Experiences such as parental substance misuse, adult mental ill health or domestic abuse;
 - · Asylum seekers;
 - · Regularly absent from school;
 - · Attending alternative provision or subject to a managed move;
 - · Living away from home (frequent movers);
 - · Vulnerable to being bullied, or engaging in bullying;
 - · Living in temporary accommodation;
 - · Living a transient lifestyle;
 - · Living in chaotic and unsupportive home situations;
 - · Vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality;
 - · Involved directly or indirectly in prostitution or child trafficking;
 - · Speakers of another first language;
 - · Subject to a Child Protection Plan;
 - · Exhibiting any changing behaviours or risk taking behaviours that cause concerns;
 - · Children In Our Care/Care-experienced;
 - · Privately fostered.

Additional information is also available on Page 11 of this policy: **Specific Safeguarding Circumstances**

3. Roles and Responsibilities

- **All staff (including governors):**
- Will have children's safeguarding training appropriate to their role and responsibility which is regularly updated. In addition, all staff members should receive at least annual updates which can be in the form of emails, bulletins, staff meetings/discussion and supervision;
- Should be aware of the signs of abuse and neglect;
- Should be aware of how to respond to specific safeguarding concerns as outlined in this policy;
- Have a responsibility to identify those children who may require early intervention support and what action to take to ensure they are supported appropriately;
- Have a responsibility to identify and respond to a child who is or likely to suffer significant harm and what action they must take, appropriate to their role;
- Must be aware of the importance of multi-agency partnership working and information sharing processes;
- Who work directly with children and can contribute to early support and safeguarding assessments must be aware of the risk sensible approach to safeguarding adopted in Blackburn with Darwen (BwD);
- Have a responsibility to provide a safe environment in which children can learn
- Act in accordance with local safeguarding arrangements and participate directly or through local education partnerships, in local safeguarding arrangements.
- The school complies with their duties under legislation;
- All staff undergo safeguarding training (including online safety) on induction and at a minimum every 2 to 3 years' dependent upon their role;
- All school leaders and staff working directly with children read Part One of Keeping Children Safe in Education 2021
- This Safeguarding and Child Protection Policy is consistent with CSAP requirements, reviewed and updated annually and made available publicly (available on the school website);
- Safeguarding training commissioned and/or delivered internally is in line with advice from CSAP and/or the Department for Education;
- There are procedures in place for dealing with allegations of abuse made against members of staff including allegations made against the Headteacher and a nominated person is identified to liaise with the BwD Local Area Designated Officer (LADO);
- Policies adopted by the Governing Body are disseminated, followed and understood by all staff;
- A member of staff from the Senior Leadership Team is appointed to the role of Designated Safeguarding Lead (DSL);
- Children are taught about safeguarding (including online) through teaching and learning opportunities, as part of providing a broad and balanced curriculum;

- There are written recruitment and selection procedures that include the requirement for appropriate pre-employment checks and at least one person on any appointment panel has undertaken safer recruitment training;
- There are procedures in place to handle allegations of abuse of children against other children (see page 12);
- There are appropriate safeguarding responses to children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in the future; see page 11;
- The child's wishes and feelings are taken into account when determining what action to take and what services to provide to protect individual children through ensuring there are systems in place for children to express their views and give feedback;
- They recognise the importance of information sharing between professionals and the Local Authority;
- The school appoints a designated teacher to promote the educational achievement of children who are looked after and this person has appropriate training; and
- The school Online Safety Policy addresses the safety of children online and will ensure that appropriate filtering and monitoring systems are in place and effective, preventing access to inappropriate and/or illegal material.
- Ensure the school considers the safety of children in accessing inappropriate material when accessing the internet and that appropriate filtering and monitoring systems are in place.
- The Designated Safeguarding Lead (DSL):
- The Designated Safeguarding Lead will take lead responsibility for safeguarding and child protection (including Online Safety) and will ensure detailed, accurate and secure written records of concerns and referrals are kept.
- The school will appoint one (or more) Deputy Designated Safeguarding Leads trained to the same level as the DSL, who will undertake those functions of the DSL in their absence. The DSL or Deputy DSL will always be available during school hours to discuss safeguarding concerns.
- As identified in [Keeping Children Safe in Education 2021](#), the responsibilities of the DSL include:

Managing referrals:

- In line with School policy, the DSL is expected to:
- Refer cases of suspected abuse to the Children's Advice and Duty Service (CADS) as required
- Provide support to staff who make referrals to CADS
- Refer cases to the Channel Panel where there is a radicalisation concern as required

- Provide support to staff who make referrals to the Channel panel
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service (DBS) as required; and
- Refer cases where a crime may have been committed to the Police as required

The DSL is expected to:

The Designated Safeguarding Lead will take lead responsibility for safeguarding and child protection (including Online Safety) and will ensure detailed, accurate and secure written records of concerns and referrals are kept.

The school will appoint one (or more) Deputy Designated Safeguarding Leads trained to the same level as the DSL, who will undertake those functions of the DSL in their absence. The DSL or Deputy DSL will always be available during school hours to discuss safeguarding concerns.

As identified in **Keeping Children Safe in Education 2021**, the responsibilities of the DSL include:

Managing referrals:

In line with School policy, the DSL is expected to:

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- Provide support to staff who make referrals to CADS
- Refer cases to the Channel Panel where there is a radicalisation concern as required
- Provide support to staff who make referrals to the Channel panel
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service (DBS) as required; and
- Refer cases where a crime may have been committed to the Police as required
- Refer mental health concerns to appropriate services when required.

The DSL will:

Working with others

The DSL is expected to:

- Act as a source of support, advice and expertise for all staff
- **Act as a point of contact with the safeguarding partners;**
- Liaise with the headteacher (or principal) to inform them of **issues** or ongoing enquires under Section 47 of the Children Act **1989** and police investigations;
- Liaise with the **Local Authority Designated Officer** (LADO) for all cases involving a staff member;
- Liaise with all staff on matters of safety and safeguarding when deciding whether to refer by liaising with relevant agencies;
- Liaise with the senior mental health lead where safeguarding concerns are linked to mental health

- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances; and
- Work with the headteacher and relevant strategic leads by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, including: ensuring that the school knows which children have, or have had, a social worker
- supporting teaching staff to provide additional academic support or reasonable adjustments to help children who have, or have had a social worker reach their potential, even when statutory social care intervention has ended

Training:

The DSL (and deputies) will undergo training that provides them with the knowledge and skills required to carry out the role. The training will be updated at least every two years and they will also undertake Prevent awareness training.

In addition, DSL skills and knowledge will be refreshed at regular intervals but at least annually, and may involve e-bulletins, meeting other DSLs or reading and digesting safeguarding developments.

The DSL (and deputies) will:

- Understand the assessment process for providing early help and intervention, for example through the Child and Family (CAF) process;
- Have a working knowledge of how BwD Children's Social Care conduct child protection case conferences and child protection review conferences and be able to attend and contribute to these effectively when required to do so;
- Ensure members of staff have access to, and understand, the Schools Child Protection Policy and procedures, Behaviour Policy, Online Safety Policy, management of children missing education and staff Code of Conduct Policy, especially new and part time staff;
- Be alert to the specific needs of children in need, children with special educational needs and young carers
- Be able to keep detailed, accurate, secure records of concerns and referrals
- Understand and support the school with regards to the requirement of the Prevent Duty and able to provide advice to school staff;
- Recognise the additional risks that children with Special Educational Needs and Disabilities (SEND) face online including online bullying, grooming and radicalisation; and
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them

Raising Awareness:

The DSL will:

- The DSL will:
- Ensure the school or college's policies are known and used appropriately;
- Ensure this policy is reviewed annually (as a minimum), the procedures and implementation are updated and reviewed regularly and will work with governing bodies or proprietors regarding this;
- Ensure the Child Protection Policy is available publicly and parents/*carers* are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this;
- Link with the local children's safeguarding partnership arrangements to make sure staff are aware of any training opportunities and the latest local policies on safeguarding;
- Be familiar with the Pan-Lancashire Children's Safeguarding Assurance Partnership arrangements (which replace the former LSCBs);
- Where children leave school, ensure their child protection file is transferred to the new school or college as soon as possible. This will be transferred separately from the main pupil file, ensuring secure transit and a confirmation of receipt is obtained;
- Help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing with teachers and school and college leadership staff; and
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication.

4. Recognising and Responding to Safeguarding Concerns

All staff should be aware of the signs of abuse and neglect and if they are unsure, should speak to the DSL. In exceptional circumstances or for advice and support, staff and the DSL can contact the Children's Advice and Duty Service (CADS) 01254 666400.

The Department for Education '***What to do if you're worried a child is being abused - advice for practitioners***' is guidance to help staff to identify child abuse and neglect and take appropriate action in response. All staff can access the guidance at:

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

All staff should be able to identify actions required when they have a safeguarding concern. Page 22 of [Keeping Children Safe in Education 2021](#) provides a detailed flowchart '*Actions where there are concerns about a child*' which will be made visible to all staff.

Child in Need (CIN)

Under section 17 (s.17 (10)) of the Children Act 1989, a child is 'in need' if:

- The child is unlikely to achieve or maintain, or to have the opportunity to achieve or maintain, a reasonable standard of health or development without the provision of services by a local authority;
- The child's health or development is likely to be impaired, or further impaired, without the provision of such services;
- The child is disabled.

Referral to Children's Services is via the (Children's Advice and Duty Service) using the CADS form (see the next section)

Child in Need of Protection

Under section 47(1) of the Children Act 1989, a local authority has a duty to make enquiries where they are informed that a child who lives or is found in their area:

- Is the subject of an Emergency Protection Order;
- Is in Police Protection; or where they have
- Reasonable cause to suspect that a child is suffering or is likely to suffer significant harm

A professional making a child protection referral under s.47 must provide information that highlights what the child's unmet needs (underlying risk factors) as well as high risk indicators that potentially identify the child may be suffering or likely to suffer significant harm.

The underlying risk factors and high risk indicators are identified on the (Children's Advice and Duty Service) (CADS) form which is to be used for all referrals to Children's Services:

http://panlancashirescb.proceduresonline.com/chapters/p_referral_social_care.html

Referral to children's social care

- Telephone Blackburn with Darwen Borough Council's CADS ((Children's Advice and Duty Service)) 01254 666400

To ensure that our pupils are protected from harm & maltreatment, we need to understand what types of behaviour constitute abuse and neglect. There are four categories of abuse: physical, emotional, sexual and neglect:

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only for meeting the needs of another person. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. It may feature age – or developmentally – inappropriate expectations being imposed on children. These may include interactions that are beyond the 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 serious bullying (including online), causing children to frequently feel frightened or in danger, or the exploitation of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. It is not solely perpetrated by adult males as women can also commit acts of sexual abuse as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing or shelter, including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger; failure to ensure adequate supervision, including the use of inadequate care-takers, or the

failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

(Definitions are taken from Keeping Children safe in education 2019).

Also see Specific Safeguarding Circumstances on page 11

If, at any point, there is a risk of immediate serious harm to a child, a referral should be made to CADS immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for reconsideration.

Key points for staff to remember for taking action are:

- In an emergency take the action necessary to help and protect the child, for example, call 999;
- Report your concern to the DSL as soon as possible;
- Do not start your own investigation;
- Share information on a need-to-know basis only – do not discuss the issue with colleagues, friends or family;
- Complete a record of concern;
- Seek support for yourself if you are distressed.

If a pupil discloses to you

It takes a lot of courage for a child to disclose that they are being abused. They may feel ashamed, particularly if the abuse is sexual; their abuser may have threatened what will happen if they tell; they may have lost all trust in adults; or they may believe, or have been told, that the abuse is their own fault.

If a pupil talks to a member of staff about any risks to their safety or wellbeing, the staff member will need to let the pupil know that they must pass the information on. The point at which they tell the pupil this is a matter for professional judgement. If they jump in immediately the pupil may think that they do not want to listen, if left until the very end of the conversation, the pupil may feel that they have been misled into revealing more than they would have otherwise.

During their conversations with the pupils, staff will:

- Allow them to speak freely;
- Endeavour to utilise a neutral translator if necessary;
- Remain calm and collected – the pupil may stop talking if they feel they are upsetting their listener;

- Give reassuring nods or words of comfort – ‘I’m so sorry this has happened’, ‘I want to help’, ‘This isn’t your fault’, ‘You are doing the right thing in talking to me’;
- Not be afraid of silences – staff must remember how hard this must be for the pupil;
- Under no circumstances ask investigative questions – such as how many times this has happened, whether it happens to siblings too, or what does the pupil’s mother think about all this;
- Tell the pupil that in order to help them, the member of staff must pass the information on;
- Not automatically offer any physical touch as comfort. It may be anything but comfort to a child who has been abused;
- Avoid admonishing the child for not disclosing earlier. Saying things such as ‘I do wish you had told me about this when it started’ or ‘I can’t believe what I’m hearing’ may be interpreted by the child to mean that they have done something wrong;
- Tell the pupil what will happen next. The pupil may agree to go to see the designated safeguarding lead. Otherwise it is the duty of the member of staff to inform the DSL of what has been discussed. If the pupil does agree to go and see the designated safeguarding lead, the staff member should inform the DSL that the child will be coming to see them at some point;
- Report verbally to the DSL even if the child has promised to do it by themselves;
- Write up their conversation as soon as possible on the record of concern form and hand it to the DSL;
- Seek support if they feel distressed.

Notifying parents

The school will normally seek to discuss any concerns about a pupil with their parents (if safe to do so). This must be handled sensitively and the DSL will make contact with the parent in the event of a concern, suspicion or disclosure.

However, if the school/DSL believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from children’s social care (particularly if the disclosure is sexual abuse, forced marriage, under Prevent Duty, Female Genital Mutilation or Fabricated and Induced Illness (FII)).

5. Specific Safeguarding Circumstances

Annex A in ‘Keeping children safe in education 2018’ sets out information about specific forms of abuse and safeguarding issues. All school staff who work directly with our children will read this annex and if they have concerns about a child’s welfare speak to the DSL (or deputy) immediately.

In addition to the guidance above, school will ensure that the following safeguarding partnership arrangements are followed on the specific areas of concern using the following links (and additional information where provided):

Children in the Court system

http://panlancashirescb.proceduresonline.com/chapters/p_sg_youth_justice_sys.html?zoom_highlight=chidlren+in+the+court+system

Children Missing Education

Children who are missing from education (or not receiving a suitable full time education) are potentially exposed to an increased risk of abuse or neglect, including sexual exploitation, female genital mutilation, forced marriage, or travelling to conflict zones. The Local Authority has well established CME procedures in place via the work of Inclusion Officers within the Inclusion and Place Planning Team.

The following Pan-Lancashire CSAP links provide both the procedure and forms for school to follow:

https://panlancashirescb.proceduresonline.com/chapters/p_children_missing.html

<http://www.lscb.org.uk/new-cme-form/>

Child Sexual Exploitation (CSE)

- All staff will undertake CSE training appropriate to their role including becoming familiar with indicators of involvement in CSE/ CCE.
- The school curriculum (where sexual relationships/PSHE is delivered) will include relevant information around the risks associated with CSE/ CCE.

The following link references the Pan Lancashire CSE Standard Operating Protocol which includes further guidance that school will follow if CSE is recognised:

http://panlancashirescb.proceduresonline.com/chapters/p_child_sex_exp.html

Domestic Abuse

http://panlancashirescb.proceduresonline.com/chapters/p_domestic_violence_abuse.html?zoom_highlight=domestici+abuse

Operation Encompass

Operation Encompass is a police and education early intervention safeguarding partnership which ensures that a child's school is informed, prior to the start of the next school day, that there has been an incident of domestic abuse to which the child or young person has been exposed, and which might then have an impact on them in school the following day.

Each school in Blackburn with Darwen is informed of all domestic abuse incidents, not just those where an offence can be identified or those which are graded as high risk. The partnership recognises that all incidents of domestic abuse can be harmful to children and young people.

Operation Encompass notifications should be transferred onto the schools preferred recording system with actions linked to the notification. This will help clearly identify any assessment, support and any actions taken that are linked to the notification.

A nominated member of staff, known as a Key Adult, has been trained to liaise with the police. They will be able to use information that has been shared with them, in confidence, to ensure that the school makes provision for possible difficulties experienced by children or their families.

Staff should conduct an individual assessment of the child's needs, and decide on any school routine modifications that need to be made, for instance, allowing the child time out, additional time to complete homework, discreetly providing the child with access to washing facilities, food and clothing (if available). They should record a brief summary of their assessment, and any support actions taken that directly relate to it.

If school staff have additional concerns around the child's safety and wellbeing due to being aware of previously unknown information, they should make a CP referral following existing referral procedures, even if they are aware of one having been done by the Police and Operation Encompass officers. They may possess unique information that they can share, that will more fully inform the picture of risk to a child or victim adult.

Schools will on occasion be asked to provide the Local Authority, Safeguarding Partnership or the Domestic Abuse Strategic Board information in relation to analysis/audit of Operation Encompass notifications.

Honour Based Abuse

http://panlancashirescb.proceduresonline.com/chapters/p_honour_abuse.html?zoom_highlight=honour+based+abuse

Preventing Radicalisation

All schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act of 2015, to have 'due regard to the need to prevent people from being drawn into terrorism', known as the 'Prevent Duty'.

http://panlancashirescb.proceduresonline.com/chapters/p_radicalisation.html

Peer abuse and sexual violence and harassment between children

All staff will understand what sexual violence and harassment constitutes in line with the comprehensive guidance provided in Part 5 of **Keeping Children Safe in Education 2021**. In addition, staff should be familiar with the DfE departmental advice: **Sexual Violence and Sexual Harassment Between Children in Schools and Colleges** which contains further detailed information and the Pan-Lancashire procedures on Peer Abuse:

DfE: Sexual Violence and Sexual Harassment Between Children in Schools and Colleges
[Sexual violence and sexual harassment between children in schools and colleges](#)

http://panlancashirescb.proceduresonline.com/chapters/p_peer_abuse.html

Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) is encompassed within a range of crimes of so called ‘honour based abuse’ or ‘honour based violence’ including forced marriage, the practice of breast ironing and FGM. There is a statutory duty upon teachers that they must report to the police cases where they discover that an act of FGM appears to have been carried out.

The duty above does not apply in cases where a pupil is *at risk* of FGM or FGM is suspected but is not known to have been carried out. Staff must inform the DSL if they have any concerns that a pupil may be having FGM surgery in the future in the UK but also abroad. Staff should not examine pupils.

http://panlancashirescb.proceduresonline.com/chapters/p_female_mutilation.html

Any other member of staff who discovers that an act of FGM appears to have been carried out on a **pupil under 18** must speak to the DSL and follow the above pan Lancashire safeguarding procedures

Warning signs for FGM can be found in the **HM Government Multi-Agency Practice Guidance** (link below), and pages 59-62 focuses on the role of schools and colleges. Pages 38-41 gives guidance on the warning signs that FGM may be about to take place or has already taken place.

- There is a statutory duty upon teachers that they must report to the Police cases where they discover that an act of FGM appears to have been carried out.
- Staff must also follow Pan-Lancashire procedures.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/800306/6-1914-HO-Multi_Agency_Statutory_Guidance.pdf

Forced Marriage and Honour Based Violence

A 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 and will follow local procedure.

http://panlancashirescb.proceduresonline.com/chapters/p_forced_marriage.html

Online Safety

St Luke & St Philip's Primary School is committed to keeping pupils safe online and understand that Online Safety is a safeguarding issue with a wide variety of continually developing risk areas. We therefore ensure that:

- **ALL staff and volunteers understand that children can be harmed online including through hurtful and abusive messages, online bullying,**
- **enticing children to engage in age-inappropriate conversations, grooming, sharing and/or production of indecent images, false news/disinformation, viral scare stories/online challenges or encouraging risk taking behaviours.**
- **Pupils/students will receive regular and up-to-date education about online risks and how to stay safe online.**
- **All staff and volunteers will receive regular online safety training, including new and emerging risk areas.**

The governing body will carry out an annual appraisal of school's online safety using the Pan Lancashire guidance tool; Online Safety Governance Checklist available on:

<http://www.lancshiresafeguarding.org.uk/online-safeguarding/schools-the-childrens-workforce.aspx>

Mobile phones, computers and other digital devices can be a source of fun, entertainment, communication and education. However, we know that some adults and young people will use these technologies to harm children. The harm may include sending hurtful or abusive texts and emails; enticing children to engage in sexually harmful conversations online; inappropriate/indecent webcam filming and photography or face-to-face meetings.

The school's online safety policy/use of mobile technology/or ICT security policy which can be accessed from the school website or from the school office are updated annually will explain how we try to keep pupils safe in school when using the internet and mobile technology.

Children and young people may unknowingly also engage in activities that could put themselves and others at risk, such as revealing personal information and uploading images of others.

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 procedures

- Online bullying by pupils, such as those via social media, texts or e-mail, is unacceptable and will be treated as with any other type of bullying. Such instances will be managed in line with the Anti Bullying/Behaviour policy
- There are clear and explicit rules for the use of mobile devices such as smartphones brought into school by children which can be found in the home school agreement and the behaviour policy.
- Where there is a need to search a pupil for a mobile device, the school will ensure this is in accordance with the DfE published advice: [Searching, Screening and Confiscation](#)
- Our home school agreement and behaviour policy contains reference to the use of social media and our expectations regarding pupil behaviour both within and outside of the school environment. Should school become aware of online safety-related issues that have occurred outside of school, they will be managed in accordance with our behaviour policy and Online Safety Policy.
- The school has appropriate filtering and monitoring systems in place regarding use of the school's internet provision. We will ensure all members of staff and the wider school community are aware of expectations for the use of non-school provided connectivity (3G, 4G & 5G).
- Safeguarding aspects relating to Online Safety identified in the DfE Keeping Children Safe in Education statutory guidance are in place and effective.

In addition to those items above, ensuring our Online Safety provision is current and effective is essential. The governing body will therefore carry out an annual self-review of the school's online safety provision using the [CSAP Online Safety Governance Self-Review Tool](#).

School will use 'Teaching online safety in school (DfE 2019) to ensure teaching of online safety is age and developmentally appropriate as outlined in:

<https://www.gov.uk/government/publications/teaching-online-safety-in-schools>

Modern Slavery & County Lines

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, e.g. human trafficking, slavery, sexual and criminal exploitation, forced labour and domestic servitude. 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'.

Children do not need to give their consent to be referred to the NCA.

- 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 and the following persons:
 - BwD CADS for concerns about children possibly subject to Modern Slavery.

http://panlancashirescb.proceduresonline.com/chapters/p_modern_slavery.html?zoom_highlight=modern+slavery

Gender-based violence/violence against women and girls/Racist, disability and homophobic or transphobic abuse

https://panlancashirescb.proceduresonline.com/chapters/p_diversity.html

Relationships, education, relationships and sex education (RSE) and health education (DfE, 2019)

This curriculum will be statutory from September 2020 with safeguarding and keeping safe at the heart of these topics. Good practice will allow children and young people to discuss potentially sensitive issues in a safe environment. However should these raise safeguarding concerns then the safeguarding and child protection policy will apply.

Voyeurism (offences) Act 2019: This act criminalises the act of 'up skirting' in which the Crown Prosecution Services defines 'up skirting' as a colloquial term referring to the action of placing equipment such as a camera or mobile phone beneath a person's clothing to take a voyeuristic photograph without their permission. It is not only confined to victims wearing skirts or dresses and equally applies when during the wearing of kilts, cassocks shorts or trousers.

6. Support for those involved in a child protection issue

Child abuse is devastating for the child and can also result in distress and anxiety for staff who become involved.

We will support pupils, their families, and staff by:

- Taking all suspicions and disclosures seriously;
- Nominating a link person (DSL) who will keep all parties informed and be the central point of contact;
- Nominating a separate link people for the child and member of staff, where a member of staff is the subject of an allegation made by a pupil, to avoid any conflict of interest;
- Responding sympathetically to any request from pupils or staff for time out to deal with distress or anxiety;
- Maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies;
- Storing records securely;
- Offering details of helplines, counselling or other avenues of external support;
- Following the procedures laid down in our whistleblowing, complaints and disciplinary procedures (add/delete as appropriate);
- Cooperating fully with relevant statutory agencies;
- Making sure a neutral interpreter is available when English is not the child's first language;
- Providing time for the member of staff to reflect on child protection issues (e.g. through peer support and/or reflective safeguarding practice/supervision) as outlined in Working Together to Safeguard Children 2018.

7. Safer Recruitment

Keeping Children Safe in Education 2021 sets out the school's responsibility to keep all staff details on the Single Central Record (also see Appendix B). This will cover the following

- All staff (including supply staff, and teacher trainees on salaried routes) who work at the school; and
- All members of staff for independent schools, including academies and free schools, and the proprietor body.
- All governors

Safer recruitment means that all applicants will (appropriate to the role & responsibility) have:

- an identity check;
- a barred list check;
- an enhanced DBS check requested/certificate provided;
- a prohibition from teaching check;
- further checks on people who have lived or worked outside the UK;

- a check of professional qualifications, where required; and
- a check to establish the person's right to work in the United Kingdom.

Further information on details that school must keep can be found [in paragraph 253 of Keeping Children Safe in Education 2021](#)

The School has a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm to a child (or vulnerable adult). The School will follow DBS guidance on referrals as per the GOV.UK website.

8. Allegations of abuse

Against teachers and other staff

When an allegation is made against a member of staff, set procedures must be followed. It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen.

A child may also make an allegation against an innocent party because they are too afraid to name the real perpetrator. Even so, we must accept that some professionals do pose a serious risk to pupils and we must act on every allegation. Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. Suspension is not mandatory, nor is it automatic but, in some cases, staff may be suspended where this is deemed to be the best way to ensure that children are protected.

- Allegations against staff should be reported to the Head Teacher;
- Allegations against the Head Teacher should be reported to the Chair of Governors;
- The Head Teacher and/or Chair of Governors must discuss the allegation with the Local Authority Designated Officer (LADO);
- The full procedures for dealing with allegations against staff can be found in the following local safeguarding policy on allegations against staff:

http://panlancashirescb.proceduresonline.com/chapters/p_allegations.html

Staff conduct: Staff that are concerned about the conduct of a colleague towards a pupil are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of the child is paramount and that they have a duty to respond and inform the Designated Safeguarding Lead.

The school's whistleblowing code enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place.

All concerns of poor practice or possible child abuse by colleagues should be reported to the Head Teacher. Complaints about the Head Teacher should be reported to the Chair of governors.

9. Confidentiality, Information Sharing & Record Keeping

All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the pupil and staff involved but also to ensure that being released into the public domain does not compromise evidence.

Staff should only discuss concerns with the Designated Safeguarding Lead, Head teacher or Chair of Governors (depending on who is the subject of the concern). That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

Child protection information will be stored and handled in line with guidance from the [Information Commissioner's Office](#) and UK GDPR requirements. Information is:

- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than necessary – local authority guidance is 25 years after leaving school/education
- Processed in accordance with the data subject's rights
- Secure

Written records of concern forms will be stored in a locked facility and any electronic information recorded on MYCONCERN will be password protected and only made available to relevant individuals.

Every effort will be made to prevent unauthorised access, and sensitive information should not be stored on laptop computers.

Child protection information will be stored separately from the pupil's school file and the school file will be 'tagged' to indicate that separate information is held.

Safeguarding information must follow the child throughout their education as an additional separate record but a copy must be retained by each school attended for the set time as referred to above/99 years.

Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. If any member of staff receives a request from a pupil or parent to see child protection records, they will refer the request to the Head Teacher or DSL.

As highlighted in Keeping Children Safe in Education, the Data Protection Act does not prevent school staff from sharing information with relevant agencies, where that information may help to protect a child.

The school's policy on confidentiality and information-sharing is available to parents and pupils on request.

The school policy will reflect the Pan-Lancashire arrangements on Information Sharing and Confidentiality:

http://panlancashirescb.proceduresonline.com/chapters/p_info_share_confident.html

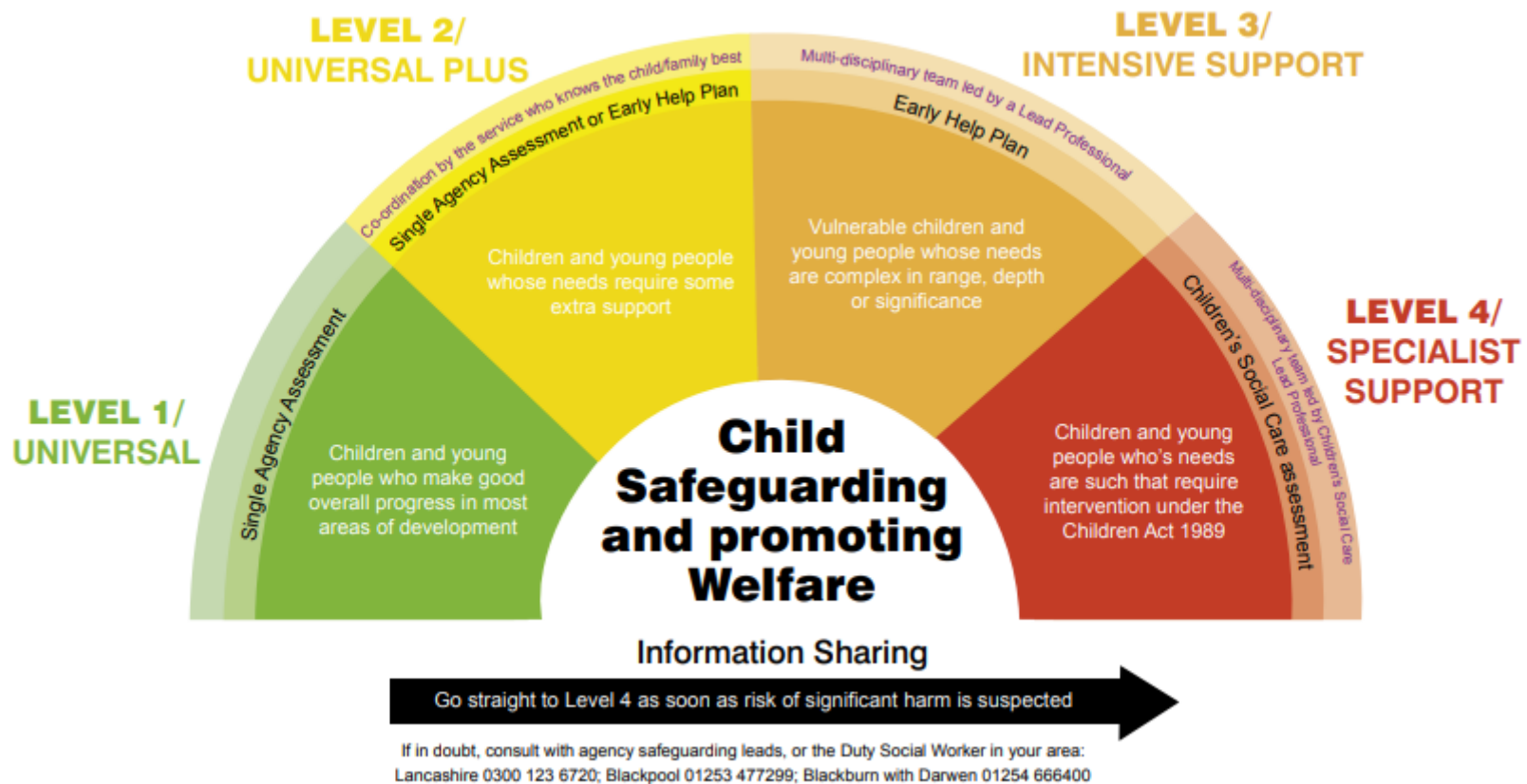
10. Policies that offer additional safeguarding information/links: 1. All policies can be found on [Policies | St Luke and St Philip's website](#)@<https://www.stlukesblackburn.co.uk/>

- Confidentiality & Information Sharing
- Physical intervention and the use of reasonable force
- Personal and Intimate Care

- Visitors and Contractors
- SEND Policy
- Health and Safety, including community use of school buildings
- Health and Wellbeing
- Complaints procedure
- Anti-bullying
- Online Safety Policy
- School attendance Policy
- Considering applications for discretionary leave of absence during term time
- Appropriate physical contact
- Whistleblowing
- Education Health Care Plan
- Behaviour Policy
- Missing from education
- Safer recruitment
- Managing allegations
- Workforce Development and Training
- Grievance and disciplinary
- Educational Visits
- Managed moves and alternative provision
- Work Experience
- Private Fostering
- Data Protection
- ICT Security
- Children In Our Care
- School Remote Learning Policy
- Educational Visits
- Managed moves and alternative provision
- Work Experience
- Private Fostering
- Data Protection

-
- ICT Security
 - Children In Our Care

Appendix A



The Pan-Lancashire Children’s Continuum of Need and Response (CoNR) Framework is a guidance tool to assist all those whose work brings them into contact with children, young people and their families (including the unborn child) to identify the level of help and protection required to ensure children grow up in circumstances that achieve their best outcomes.

Level 1 needs - Universal

- **Most children, young people and families will experience challenges in their lives that impact on their wellbeing. Most families will be able to weather these challenges (are resilient to them) either without help from services, or with advice, guidance and support from universal services, including empathy and understanding.**

Level 2 needs - Universal Plus

- **Some children, young people and families will need support from people who know them well and have established relationships with them to meet some challenges where advice and guidance has not been enough to help the family achieve change or where a child or young person needs additional support to help them to thrive.**

Level 3 needs - Intensive

- **A small number of children, young people and families will experience significant difficulties and will need coordinated support from experts working with them to find sustainable solutions that reduce the impact of challenge on the wellbeing and development of children and young people.**

Level 4 needs - Specialist

- **In exceptional cases families need specialist, statutory support that is designed to maintain or repair relationships and keep families together wherever possible. In some very specific circumstances, the needs are so great that children need to be away from their family to ensure that they are protected from harm and in these circumstances the local authority becomes their “corporate parent”.**

Each local authority area covered by Working Well with Children and Families in Lancashire has its own Part 3 which sets out local services and how these can be accessed. All of the documents can be accessed here: https://panlancashirescb.proceduresonline.com/chapters/p_work_well_chfam.html

Underlying risk factors and high risk indicator can be found on the CADS form.

The following is the booklet to accompany the Continuum:

<http://www.lscb.org.uk/wp-content/uploads/Continuum-of-Need-Booklet-Sept-2017.pdf>

Appendix B Suggested Single Central Record Template

Identity				Qualifications		Prohibition from teaching or management check (section 128)	List 99/Barred List check	DBS/enhanced		Child Care Regulations 2009 check	Right to work in the UK	Overseas criminal records checks
Name	Address	Date of Birth	Evidenced & date	Qualifications required: yes/no	Qualifications evidenced: yes/no & date	Check evidenced & date	Check evidenced & date	Check evidenced & date	Disclosure Number	Check, evidenced & date	Check evidenced & date	Check evidenced & date

Annex to Child Protection Policy

Covid-19 changes to our Child Protection Policy

Cidari | All Academies | Public

Version 1.0 Published 30th March 2020



Response to COVID-19

There have been significant changes within our setting in response to the outbreak. Many young people are now at home and staffing is likely to be significantly affected through illness and self-isolation.

Despite the changes, the Academies Child Protection Policy is fundamentally the same: children and young people always come first, staff should respond robustly to safeguarding concerns and contact the DSL in line with our established safeguarding procedure.

This annex sets out some of the adjustments we are making in line with the changed arrangements in the Academy and following [advice from government](#) and local agencies.

The current Academy position and local advice

St Luke and St Philip's are merging with St Aidan's as of Wednesday 1st April 2020, this is in order to reduce the amount of staff going into the two Academies. Both the MAT and the LA are aware of this and both have been provided with a Risk Assessment / Action Plan. St Aidans have been given a Site Induction including Fire Drill procedures. Governors have been informed of this merger and the safeguarding procedures. Both sets of DSL's are available in person, by phone or video link at all times. A member of both SLT teams will be on site each day. Each vulnerable child has an easily

transferable record and copies of their EHCP, CIN or CP Plan are easily accessible. SCR is up to date with the relocation of staff. Reporting arrangement will continue to be the same. Concerns noted to MYCONCERN and if necessary to CADS all staff aware of the thresholds for reporting and to follow the Child Protection Policy.

Reporting arrangements

The Academy and Trust (Cidari Multi Academy Trust) arrangements continue in line with our child protection policy.

The Designated Safeguarding Lead is: Samantha O'Connell, 01254 54866, samantha.oconnell@cidari.co.uk

The Deputy DSLs are: Ann Wester, 01254 54866, ann.webster@cidari.co.uk and Tracey Dean, 01254 54866, tracey.dean@cidari.co.uk

The Academies approach ensures the DSL or a deputy is always on site while the Academy is open. In the unusual circumstance this is not possible the DSL or Deputy DSL will be contactable and the Headteacher or a member of the Senior Leadership Team will email all staff by 9am to advise they are acting in an on-site safeguarding role together with contact details for the DSL or Deputy DSL.

Staff will continue to follow the Child Protection procedure and advise the safeguarding leads immediately about concerns they have about any child, whether in school or not. COVID-19 means a need for increased vigilance due to the pressures on services, families and young people, rather than a reduction in our standards.

Children's services may be affected by the impact of the virus on staff and an increased demand for services. Where a child is at risk of significant harm there may be a need to be persistent in referring concerns to the local authority. The arrangements for contacting children's services are:

CADS Team 01254 666400

Should a child in the Academies view be at risk of significant harm and local agencies are not able to respond, the Academy will immediately follow the safeguarding children partnership escalation procedure, available here:

https://www.proceduresonline.com/resources/covid19/files/scp_amd.pdf

Identifying vulnerability

We have undertaken a scoping exercise to identify the most vulnerable children. [describe this here].

We have put in place specific arrangements in respect of the following groups:

- Looked After Children –Daily calls and emailed to Social Workers
- Previously Looked After Children – Medium risk vulnerable, Twice weekly calls.
- Children subject to a child protection plan – High Risk Vulnerable. Daily calls and emailed to Social Workers
- Children who have, or have previously had, a social worker – Medium Risk Vulnerable.Twice Weekly calls made to parents. There is an expectation that children with a social worker must attend school (or another school by arrangement), unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child.
- Children with an EHCP – Weekly calls made by Inclusion manager
- Children on the edge of social care involvement or pending allocation of a social worker – Amber once weekly call home. Where required these children will be offered a place at school (or another school by arrangement).
- Other children the Academy considers vulnerable. More children may be added to this group in response to concerns raised with the DSL. These children can be offered care at school if required.

Each of these children has an individual plan which has been shared with other agencies involved in their care, including where appropriate their social worker and the Virtual School Head for Looked After and previously Looked After Children.

In addition, the following groups have specific arrangements around contact and support from the Academy.

- Children of key workers who may attend school -

- Children at home – All staff to recognise children that are not participating online resources contact will be made via telephone to Parents and Carers

The plans in respect of each child in these groups should state how often they are to be reviewed.

Attendance

The Academy is following the **attendance guidance issued by the government**. Where a child is expected and does not arrive the Academy will follow our attendance procedure and make contact with the family. If contact is not possible by 9:30am the DSL must be informed. The DSL will attempt a range of methods to contact the parent (Skype, FaceTime, Hangouts through a relative etc) but if necessary arrange a home visit though the protocols agreed with the Trust and Local Authority. A risk assessment will be undertaken to consider and manage the implications of COVID-19 alongside other risks perceived to the child. The risk of COVID-19 does not override the duty on the Academy and Trust to ensure children and young people are safe.

The Academy will also follow the attendance procedure if contact proves impossible with children at home. DSLs will contact Blackburn with Darwen Children's Services.

Staff will be aware of increased risk

The pressures on children and their families at this time are significant. There will be heightened awareness of family pressures through being contained in a small area, poverty, and financial or health anxiety. These areas should be considered in the setting of any work for children to undertake at home (including recognising the impact of online learning – see below). Staff will be aware of the mental health of both children and their parents and carers, informing the DSL about any concerns.

Peer on peer abuse

We recognise the potential for abuse to go on between young people, especially in the context of a school closure or partial closure. Our staff will remain vigilant to the signs of peer-on-peer abuse, including those between young people who are not currently attending our provision. Extra care should be taken where groups have mixed age, developmental stages, are attending other schools as an interim measure and similar. When making contact with these families our staff will ask about relationships between learners.

We also address the issue of peer-on-peer abuse in our remote learning curriculum. [please describe].

Risk online

Young people will be using the internet more during this period. The Academy may also use online approaches to deliver training or support. Staff will be aware of the signs and signals of cyberbullying and other risks online and apply the same child-centred safeguarding practices as when children were learning at the Academy.

- The Academy and Trust continues to ensure [appropriate filters and monitors are in place](#)
- The Trust will [review arrangements](#) to ensure they remain appropriate
- The Academy has taken on board guidance from the [UK Safer Internet Centre](#) on safe remote learning and guidance for [safer working practice](#) from the Safer Recruitment Consortium. We have reviewed the code of conduct and information sharing policy accordingly [***this is recommended in the guidance, suggesting a COVID-19 annex is added here too***]
- Staff have discussed the risk that professional boundaries could slip during this exceptional period and been reminded of the Academies code of conduct and importance of using Academy systems to communicate with children and their families.
- Staff have read the [20 safeguarding considerations for livestreaming](#) prior to delivering any livestreamed sessions
- Children and young people accessing remote learning receive guidance on keeping safe online and know how to raise concerns with the Academy, [Childline](#), the [UK Safer Internet Centre](#) and [CEOP](#).

- Parents and carers have received information about keeping children safe online with peers, the Academy, other education offers they may access and the wider internet community. We have set out the Academies approach, including the sites children will be asked to access and set out who from the Academy (if anyone) their child is going to be interacting with online. Parents have been offered the following links:
 - [Internet matters](#) - for support for parents and carers to keep their children safe online
 - [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
 - [Net-aware](#) - for support for parents and careers from the NSPCC
 - [Parent info](#) - for support for parents and carers to keep their children safe online
 - [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
 - [UK Safer Internet Centre](#) - advice for parents and carers
- Free additional support for staff in responding to online safety issues can be accessed from the [Professionals Online Safety Helpline at the UK Safer Internet Centre](#).

Allegations or concerns about staff

With such different arrangements young people could be at greater risk of abuse from staff or volunteers. We remind all staff to maintain the view that 'it could happen here' and to immediately report any concern, no matter how small, to the safeguarding team.

Any staff or volunteers from outside our setting will complete an induction to ensure they are aware of the risks and know how to take action if they are concerned.

We have confirmed the arrangements to contact the LADO at the local authority remain unchanged Megan Dumpleton.
megan.dumpleton@blackburn.gov.uk.

If necessary, the Trust will continue to follow the duty to refer to DBS any adult who has harmed or poses a risk of harm to a child or vulnerable adult, and to the Teacher Regulation Agency in line with paragraph 166 of Keeping Children Safe in Education 2019 using the address Misconduct.Teacher@education.gov.uk.

New staff or volunteers

New starters must have an induction before starting or on their first morning with the DSL or a deputy. They must read the Academy child protection policy, the behaviour policy, the whistleblowing policy and the code of conduct. The DSL or deputy will ensure new recruits know who to contact if worried about a child and ensure the new starters are familiar with the child protection procedure.

If staff or volunteers are transferring in from other registered education or childcare settings for a temporary period to support the care of children, we will seek evidence from their setting that:

- the member of staff has completed relevant safeguarding training in line with other similar staff or volunteers,
- they have read Part I and Annex A of Keeping Children Safe in Education, and
- where the role involves regulated activity and the appropriate DBS check has been undertaken by that setting we will undertake a written risk assessment to determine whether a new DBS would need to be undertaken. It may be in these exceptional times we can rely on the DBS undertaken by their setting.

New starters will complete the Keeping Children Safe in Education and Safeguarding Level 2 Training online via the Every Learning Platform within their first week.

Our child protection procedures hold strong:

- Volunteers may not be left unsupervised with children until suitable checks have been undertaken. People supervising volunteers must be themselves in regulated activity, able to provide regular, day to day supervision and reasonable in all circumstances to protect the children.
- The Academy will undertake a written risk assessment on the specific role of each volunteer to decide whether to obtain an enhanced DBS check (with barred list information) for all staff and volunteers new to working in regulated activity in line with [DBS guidance](#).

- When undertaking ID checks on documents for the DBS it is reasonable to [initially check these documents online](#) through a live video link and to accept scanned images of documents for the purpose of applying for the check. The actual documents will then be checked against the scanned images when the employee or volunteer arrives for their first day.
- The Academy will update the Single Central Record of all staff and volunteers working in the Academy, including those from other settings. This will include the risk assessment around the DBS. A record will be kept by the member of the Senior Lead Team of who is working in the Academy each day.

New children at the Academy

Where children join our Academy from other settings we will require confirmation from the DSL whether they have a Safeguarding File or SEN statement/EHCP. This file must be provided securely before the child begins at our Academy and a call made from our DSL or a deputy to the placing school's DSL to discuss how best to keep the child safe. In some unusual circumstance this may not be possible. Information provided must include contact details for any appointed social worker and where relevant for the Virtual School Head. Safeguarding information about children placed in our Academy will be recorded on our safeguarding system, will be securely copied to the placing school DSL and will be securely returned to the placing school on completion of the child's placement with us so there is a continuous safeguarding record for the child.

The DSL will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on our safeguarding recording system.

This policy has been remotely approved by Cidari Multi Academy Trust on 30th March 2020 and is available on the Academy website at link.

