

# St. Andrew's CE (VA) Junior and Infant Schools Safeguarding Policy & Child Protection Procedures

## 2020/2021



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St. Andrew's CE (VA) Infant and Junior Schools Safeguarding Policy and Child Protection  
Procedures 2020/21 2019/20

Infant School

The Headteacher is Karen Smith

The Head of School is Jo Swallow

This policy was developed on September 2020

This policy was signed off by the Governing Body/IEB/Proprietors on.....

The policy will be reviewed on September 2021

The Designated Safeguarding lead (DSL) who takes the lead for Child Protection is  
Jo Swallow

The Deputy Designated Safeguarding lead(s) is/are  
Dayle Wood

The name of the Designated Teacher for Children who are Looked After is  
Jo Swallow

The named Member of the Governing Body for Safeguarding is  
Elizabeth Lawley

Junior School

The Headteacher is Karen Smith

This policy was developed on September 2020

This policy was signed off by the Governing Body/IEB/Proprietors on.....

The policy will be reviewed on September 2021

The Designated Safeguarding lead (DSL) who takes the lead for Child Protection is  
Karen Smith

The Deputy Designated Safeguarding lead(s) is/are  
Amanda Jocelyn, Georgina Brearley and Esme Moon

The name of the Designated Teacher for Children who are Looked After is  
Karen Smith

The named Member of the Governing Body for Safeguarding is  
Elizabeth Lawley

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## Introduction

The policy reflects Calderdale local safeguarding partnership arrangements and in line with:

- Calderdale Safeguarding Children Partnership Policies and Procedures which are available on [www.calderdale-safeguarding.co.uk](http://www.calderdale-safeguarding.co.uk)
- West Yorkshire Consortium Inter Agency Safeguarding and Child Protection Procedures which are available on [\(Hyperlink to document\)](#)
- Working Together to Safeguard Children (2018) [\(hyperlink to document\)](#)
- Keeping Children Safe in Education (2020) [\(hyperlink to document\)](#)
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- Guidance for Safer Working Practice for those working with Children and Young People in Education Settings (SWP Consortium May 2019) [\(hyperlink to document\)](#)
- Sexting in Schools and Colleges, Responding to incidents and Safeguarding young people (UK Council for Child Internet Safety – UKCCIS 2017) [\(hyperlink to document\)](#)
- Sexual Violence and Sexual Harassment between Children in Schools and Colleges (May 2018) [\(hyperlink to document\)](#)
- Children Missing Education Statutory Guidance, September 2016 [\(hyperlink to document\)](#)

Safeguarding is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children’s health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best outcomes

(Working Together to Safeguard Children, 2018)

The term “Child” or “Children” refers to as anyone under the age of 18 years

We believe that:

- Schools play a key role in the prevention of abuse.
- All children have the right to be protected from harm.

Children need support which matches their individual needs, including those who may have experienced abuse.

## Section 1 School Commitment

**This policy applies to all adults, including volunteers, working in or on behalf of the school.**

The purpose of this policy is:

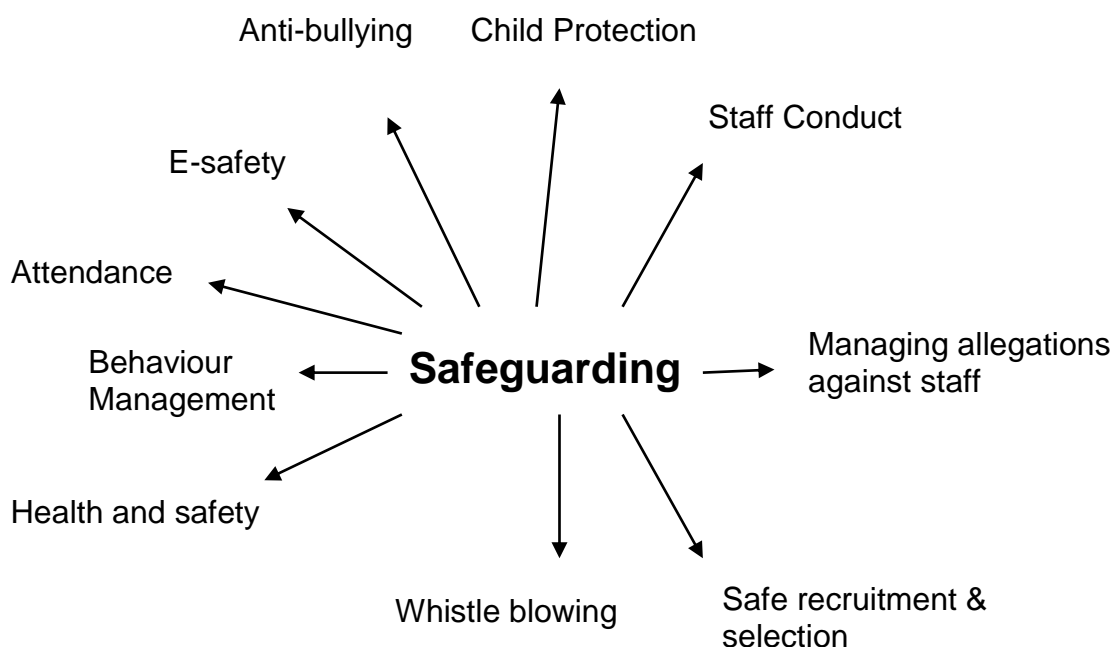
- To inform staff, parents, volunteers and governors about the school's responsibility for safeguarding children and to develop awareness and identification of abuse
- To establish and maintain an environment where children are and feel safe, can learn, and are encouraged to talk and are listened to.

Everyone working in or for our school shares an objective to help keep children and young people safe by:

- Reading and understanding Part 1 of Keeping Children Safe in Education (2020) including Annex A
- Providing a safe environment for children and young people to learn and develop in our school setting, and

identifying children and young people who are suffering or likely to suffer significant harm at the earliest opportunity and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting.

St. Andrew's CE (VA) Infant and Junior Schools are committed to safeguarding and promoting the well being of all of its pupils. Each pupil's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse, especially those with identified special educational needs and/or a disability (SEND). We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our pupils. The diagram below indicates what we consider under the umbrella of safeguarding and indicates some of the other policies that relate to safeguarding. The school ensures that all policies are cross-referenced and reviewed annually. All policies are available to staff, and a register is kept and signed by staff as evidence that they have read, understood and thus agreed to adhere to any policies.



## **Section 2 Providing a Safe and Supportive Environment**

### **2.1 Safer Recruitment and Selection**

The school pays full regard to DfE guidance 'Keeping Children Safe in Education' (KCSIE) 2020.

We ensure that all appropriate measures are applied in relation to everyone who works in the school, who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors.

Safer recruitment practice as laid out in KCSIE (2020 Part 3) is adhered to in terms of scrutinising applicants and DBS Checks, appropriate to the level required. For this we use the Department for Education's (DfE) separate statutory guidance on supervision and regulated activity.

This school is committed to keeping an up to date Single Central Record (SCR) which covers the following people:

- all staff (including supply staff) who work at the school;
- all members of the school Governing body
- all others who work in regular contact with children in the school, including volunteers

The Single Central Record (SCR) records the safer recruitment checks and states whether the checks have been carried out or certificates obtained, the date on which the checks were completed and by whom.

If we have staff from an agency or third-party organisation, we will obtain written notification from that agency or organisation that they have carried out the checks, and we will ensure that we check the identification of the person presenting themselves for work and that this is the same person on whom the checks have been made.

Karen Smith (Head teacher)

Glenys Phillips (School Governor) and

Jo Swallow (Head of Infant School) and

Amanda Jocelyn (Deputy head of Junior School) and

Elaine Stollery (Business Manager of Junior School)

The above people have undertaken Safer Recruitment Training within the last 3 years, and at least one of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

### **Home-stays (Exchange Visits)**

Where children from overseas are staying with UK parents as part of an exchange organised by the school, those parents will be deemed to be in 'Regulated Activity' for the duration of the stay and as such will require to submit to an enhanced DBS check including barring check. As a volunteer, all checks will be processed free of charge by the DBS. Where additional people in the host family are aged over 16 (i.e. elder siblings) the school will consider on a case by case risk assessment basis whether such checks are necessary.



## 2.2 Safe Working Practice

The Teaching Standards (March 2013) state that teachers, including head teachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties. All staff who work within our school are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

In accordance with the Safer Working Practice Consortium's 'Guidance for Safer Working Practice for those with Children and Young People in Education Settings' (May 2019) and linked to our Staff Behaviour Policy (Code of Conduct) and Whistleblowing Policy; safe working practices in our school ensure that pupils are safe and that all staff:

- work in an open and transparent way;
- discuss and/or take advice from school management over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender, sexuality or disability
- comply and are aware of the confidentiality policy
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them, and they could be referred to the Local Authority Designated Officer (LADO)

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion.

No disciplinary action will be taken against any member of staff who acts in good faith in reporting concerns about a colleague. If the staff member or volunteer feels unable to raise a concern within school, or feels that their genuine concerns are not being addressed or taken seriously they can contact the NSPCC Whistleblowing Helpline (0800 028 0285: 8.00am – 8.00pm Mon to Fri; email address: [help@nspcc.org.uk](mailto:help@nspcc.org.uk) ).

## 2.3 Risk Assessments

Risk assessments are taken seriously and used to good effect to promote safety. Risk assessments are available for all aspects of the school's work, (*such as premises and equipment, on-site activities, off-site activities, venues used, transport*) . Where relevant, risk assessments are carried out for individual pupils, and supported by action plans identifying how potential risks would be managed. EVOLVE*visits* is an online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.

Individual risk assessments are also used when deciding a response to a child demonstrating potentially harmful behaviour such as sexually harmful behaviour or when identifying whether a child who may be particularly vulnerable, such as a child at risk of Child Sexual Exploitation.

## 2.4 Safeguarding Information for pupils

All pupils in our school are aware of a number of staff whom they can talk to. The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. We aim for all pupils to know that we have a Designated Safeguarding Lead (DSL), who is a senior member of staff with responsibility for child protection. Likewise pupils are informed that there is a Deputy DSL who they would talk to if the DSL was not in school. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm.

Pupils in our school are treated with dignity and respect and their views are listened to. School's arrangements for consulting with and listening to pupils are by having regular meetings with the Learning Mentor, worry boxes in each classroom, befrienders in the playground and school council meetings.

We make pupils aware of these arrangements by sharing when school council meetings are in whole school worship, worry boxes or worry monsters are signposted in each classroom, Learning Mentor is in the playground before school each day, children are signposted to a Learning Mentor as an extra adult to talk to in school.

Safeguarding is a priority which is reflected in the curriculum, which is used to promote safeguarding and is tailored to local concerns.

## **2.5 Partnership with Parents**

The school shares a purpose with parents to educate and keep children safe from harm.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission to do so, or it is necessary to do so, in order to protect a child.

St. Andrew's CE (VA) Infant and Junior Schools will share with parents or those persons with parental responsibility, any concerns we may have about their child unless to do so may place a child at increased risk of harm.

The schools' DSLs may consult with Calderdale Children's Social Care, Multi-Agency Screening Team (MAST) where safeguarding concerns arise that require the advice or guidance from other safeguarding professionals.

We encourage parents to discuss any concerns they may have with *their class teacher, the Learning Mentor or a member of the Senior Leadership Team* and we encourage parental feedback to the school on safeguarding concerns. We make parents aware of our policy and parents know that this policy and others are accessible at all times via the school website. Posters and displays also ensure that Safeguarding has a high profile within the whole school community.

We keep parents up to date with our safeguarding curriculum by *informing parents through our newsletter, sending out safeguarding updates and ensuring our website is up to date with relevant safeguarding information.*

## **2.6 Partnerships with others**

Our school recognises that it is essential to establish positive and effective working relationships with other agencies. We work alongside *the Local Authority, Multi-Agency Screening Team (MAST), CAMHS, Police, Health, NSPCC and other external agencies* There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children which is coordinated by the Calderdale Safeguarding Children Partnership

As a school we will cooperate with Social Care where they are conducting child protection enquiries. Furthermore, school will endeavour to attend appropriate multi-agency meetings such as Early Intervention Panels, Early Help Pathways, Team Around the Child meetings, Child In Need reviews, Initial and Review Child Protection Case Conferences, and Children Looked After (CLA) reviews. We will provide written reports as required for these meetings and, wherever possible, these reports will be shared with parents prior to the meetings. We appreciate that attendance and contribution to these meetings may require key members of staff to be contactable and available during school holidays.

## **2.7 School Training and Staff Induction**

The school's Designated Safeguarding Lead and any person undertaking the role of Deputy Designated Safeguarding Lead undertakes refresher training at 2 yearly intervals, provided by Calderdale Council's Schools Safeguarding Service. The DSL's also attend other opportunities such as *DSL Network events and Multi-Agency Training* to ensure that they are up to date with current practices and procedures and in order to further their continuous professional development.

The Head teacher and all other school staff, including non teaching staff and volunteers, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training in Basic/Foundation Safeguarding Awareness on an annual basis. The *DSL provides annual updates through face-to-face delivery.*

All staff (including temporary staff and volunteers) are provided with a copy of the school's safeguarding policy and child protection procedures and are informed of school's child protection arrangements on induction. All staff sign a register to say that they have received, read and understood the policy.

In line with KCSIE 2020, all staff upon induction will also receive:

- Copy of the school's behaviour policy
- Copy of the school's procedures for managing children who are missing education
- Copy of the staff code of conduct/staff handbook
- Copy of KCSIE Part One (including Annex A)

## **2.8 Support, Guidance and Supervision for Staff**

Staff will be supported by *The DSL and deputy DSLs at St. Andrew's CE (VA) Junior and Infant Schools*, the Local Authority and professional associations. The designated safeguarding lead for Safeguarding/Child Protection will be supported by *The Deputy DSLs*. Advice is available from the Schools Safeguarding Advisor from the Local Authority.

It is recognised that staff should receive regular Safeguarding Supervision and support if they are working directly and regularly with children whose safety and welfare are at risk, and therefore the Deputy Designated Safeguarding Leads receive supervision arrangements with the headteacher on a termly basis within school. The Head of School receives support from the Headteacher. The Senior Learning Mentor supports the two learning mentors across both schools. The Headteacher receives support on a termly basis with a local Executive Headteacher.

## **2.9 Alternative Provision including Work Placements**

This school is committed to safeguarding our children even if they are placed in alternative provision for a period of time within the school day/week. We therefore seek written reassurance that any Alternative Provision provider has acceptable safeguarding practices in place including; their response to concerns about a child; safer recruitment processes; attendance and child

missing education procedures; and appropriate information sharing procedures. The school will also obtain a written statement from the provider that they have completed all the vetting and barring checks that are necessary on their staff.

When organising work placements the school will ensure that the placement provider has policies and procedures in place to safeguard pupils.

### **Section 3 Ensuring that Children are Safe at School and at Home**

#### **3.1 Child Abuse and Neglect**

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

#### **Definitions:**

(‘Working Together’ 2018 and ‘Keeping Children Safe in Education’ 2020)

**A child:** any person under the age of 18 years.

**Harm** means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another.

**Development** means physical, intellectual, emotional, social or behavioural development;

**Health** includes physical and mental health; maltreatment includes sexual abuse and other forms of ill-treatment which are not physical.

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children

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

**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 insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including 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.

**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 can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education.

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

All staff follow the schools Child Protection Procedures which are consistent with 'Working Together to Safeguard Children 2018' and the Calderdale Safeguarding Children Partnership guidance.

It is **not** the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All members of staff however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of pupils will be recorded and discussed with the Designated Safeguarding Lead with responsibility for child protection (or the deputy DSL in the absence of the designated person) prior to any discussion with parents or those with parental responsibility.

Where a member of staff is recognising signs or indicators that a child may have unmet needs or welfare concerns these will always be passed on to the Designated Safeguarding Lead to ensure that any appropriate interventions and/or referrals can be actioned. The DSL will use the Calderdale Continuum of Need to determine the threshold of concern and then will determine whether this can be dealt with within school or whether this may require an Early Help Pathway Assessment, Single Assessment, Referral into the Early Intervention Panels or a referral into the Multi Agency Screening Team (MAST) if the child may be at the threshold of Child In Need or there is concern that the child is at risk of significant harm and thus Child Protection Enquires (S47) may be needed. These signs or indicators may be of one of the main four types of abuse or neglect or may relate to other specific safeguarding issues.

### **3.2 Supporting the child and partnership with parents**

School recognises that the child's welfare is paramount, however good child protection practice and outcomes rely on a positive, open and honest working partnership with parents.

Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child.

We will provide a secure, caring, supportive and protective relationship for the child.

Children will be given a proper explanation (appropriate to age and understanding) of what action is being taken on their behalf and why.

We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Safeguarding Lead will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child.

### **3.3 The Prevent Duty**

Children are vulnerable to extremist ideology and radicalisation. Just like any other form of abuse, protecting them is a vital part of the school's approach to safeguarding.

**Extremism** is the vocal or active opposition to our fundamental values including democracy, rule of law, liberty and the mutual respect and tolerance of different faiths and beliefs

**Radicalisation** refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Under section 26 of the Counter-Terrorism and Security Act 2015, the school is aware that we must have due regard to the need to prevent people from being drawn into terrorism, and that this is known as the Prevent Duty.

In order to fulfil the Prevent Duty, staff have received training to help them to identify children who may be vulnerable to radicalisation, and the school is committed to accessing further training to ensure that all staff are up to date and aware of this duty. If staff do identify children for whom this may be a concern, they will apply the usual referral process and Child Protection procedures and pass this information to the Designated Safeguarding Lead (DSL) with immediate effect.

The Designated Safeguarding Lead will contact the Prevent Coordinator should there be concerns about a child or family linked to potential radicalisation or extremism. The Prevent Coordinator will then assist the DSL regarding whether a referral is appropriate and whether this child or family will need to be referred to the Channel Panel.

The Prevent Education Officer is Assia Hussain: [assia.hussain@calderdale.gov.uk](mailto:assia.hussain@calderdale.gov.uk)

The Prevent Team can be contacted as follows: [prevent@calderdale.gov.uk](mailto:prevent@calderdale.gov.uk)

The school will also incorporate the promotion of fundamental British Values into the *Curriculum and whole school worship* in order to help build pupils' resilience and enable them to challenge extremist views. *School will provide a safe space in which children and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments during their PSHE lessons.*

Radicalisation will also be considered within current Online Safety policies, procedures and curriculum in terms of having suitable filtering and monitoring in place and also raising awareness with staff, parents and children about the increased risk of online radicalisation, through the use of the internet, Social Media and Gaming.

### **3.4 Child Sexual Exploitation**

The school is aware that; Child Sexual Exploitation (CSE) is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. (Child sexual exploitation: Definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation (2017)

Staff have been made aware of some of the key indicators of CSE by *training provided by the DSL*. In addition, the school appreciates that it has a role to play in the prevention of CSE within its Safeguarding curriculum eg. *Through PSHE lessons on healthy relationships.*

If staff do identify children for whom CSE may be a concern they will follow normal safeguarding process and Child Protection procedures. Staff must pass this information to the Designated

Safeguarding Lead (DSL) immediately. The DSL will then assess the level of concern and consider referring cases where relevant to MAST and the Child Exploitation (CE) Hub.

The school also appreciates that they have a role to play in sharing intelligence relevant to perpetrators of CSE, and therefore if such information should come to light within school, the DSL will share this appropriately with the police.

### **3.5 Female Genital Mutilation**

The school understands that Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia, and know that FGM is illegal in the UK, is a form of child abuse and has long-lasting harmful consequences. The school is aware that Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers to report to the police where they discover that FGM appears to have been carried out on a girl under 18 years of age. This mandatory duty commenced in October 2015.

Staff are trained in the awareness of the indicators of FGM. If they were to directly observe (if involved in intimate care) or indirectly become aware of other potential indicators, they must follow the normal safeguarding process and Child Protection procedures, passing this information to the Designated Safeguarding Lead (DSL) immediately. The DSL will then assess this information and make appropriate referrals to MAST and the Police as per their mandatory reporting duty.

### **3.6 Domestic Abuse (DA)**

The school understands that the cross-government definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, 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.

The abuse can encompass, but is not limited to: psychological, physical, sexual, financial, emotional harm.

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

If staff do identify children for whom domestic abuse (DA) may be a concern, they must follow the normal safeguarding process and Child Protection procedures, passing this information to the Designated Safeguarding Lead (DSL) immediately. The DSL will then refer cases where relevant to Early Intervention Panels or MAST and share information where necessary with the Domestic Abuse Hub within the context of the daily MARAC meetings. Where DA Notifications are received from the Domestic Abuse Hub, this information will be added to a child's chronology and child protection record to ensure that appropriate support can be provided where necessary.

#### **Operation Encompass.**

Operation Encompass is an initiative that directly connects the police with schools to ensure better outcomes for children who are subject or witness to police-attended incidents of domestic abuse.

One of the principles of Operation Encompass is that all incidents of domestic abuse are shared with schools, not just those where an offence can be identified.

It is a system that provides rapid support within the school environment meaning children are better safeguarded against the short, medium and long term effects of domestic abuse.

Operation Encompass provides an efficient, confidential channel of communication between the police, via the Domestic Abuse Hub to the Designated Safeguarding Leads. This enables the immediate and discrete recognition of the child's situation by key school staff, ensuring a secure and sympathetic environment is provided and the broader effects of abuse are addressed.

This information is shared by the Police with schools regardless of whether parental permission to share the information has been provided at the time of Police attendance at the domestic incident. All records are managed at Child Protection level and are recorded securely and directly onto the individual child safeguarding record in school in full accordance with General Data Protection Regulations (GDPR 2018) and the Data Protection Act 2018.

### **3.7 Forced Marriage**

A forced marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. It is an appalling and indefensible practice and is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights.

Staff at the school understand that likewise this is a potential Safeguarding issue and they must follow the normal safeguarding process and Child Protection procedures passing this information to the Designated Safeguarding Lead (DSL) immediately. The DSL will then assess this information and where necessary make appropriate referrals to MAST.

### **3.8 Peer on Peer Abuse**

Children can and sometimes do abuse other children. Sometimes safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to: bullying (including cyber bullying), gender-based violence/sexual assaults, sexting and initiation type violence. Staff are clear that whilst these may be responded to through behaviour management processes, there is also a need for this information to be shared with the DSL in order to address the underlying safeguarding concerns.

'Upskirting' is also recognised as a form of peer on peer abuse.

'Upskirting' typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.'

It is a criminal offence and may also constitute sexual harassment.

School staff are particularly vigilant of students with identified Special Educational Needs and/or Disabilities who may be particularly vulnerable to peer on peer abuse.

Such behaviour should never be considered as 'banter' or part of growing up. Peer on peer abuse often meets the threshold for the recording and investigation of criminal offences by the Police.

Staff becoming aware of any incident of peer on peer abuse must follow the normal safeguarding process and Child Protection procedures, passing this information to the Designated Safeguarding Lead (DSL) immediately. The DSL will then assess this information and where necessary make appropriate referrals to MAST and potentially the Police should criminal offences be identified.

Peer on peer allegations that do not meet the threshold for police investigation will be subject of internal school investigation by the Designated Safeguarding Lead and/or senior leaders at the school. This will involve speaking to the victim and any witnesses to secure accounts of the allegation. All findings including any additional information secured, will be considered when making decisions around resolution of the allegation. Outcomes may involve application of the school behaviour policy.



School recognise that victims of peer on peer abuse need to be supported and with parental consent, may secure external agency support where this is deemed appropriate.

School recognise that perpetrators of peer on peer abuse may have identified un-met needs of their own and with parental consultation, may secure external agency support where this is deemed appropriate.

### **3.9 Youth Produced Sexual Imagery**

Where there is a disclosure or the school becomes aware that a child may have been involved in sending 'youth produced sexual imagery' which is sometimes referred to as 'sexting' it will refer to the guidance in the document 'Sexting in Schools and Colleges, Responding to incidents and Safeguarding young people' published by the UK Council for Child Internet Safety (2017). [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/759007/6\\_2939\\_SP\\_NCA\\_Sexting\\_In\\_Schools\\_FINAL\\_Update\\_Jan17.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/759007/6_2939_SP_NCA_Sexting_In_Schools_FINAL_Update_Jan17.pdf)

Staff understand that when an incident involving youth produced sexual imagery comes to their attention:

- The incident must be referred to the DSL immediately
- The DSL should hold an initial review meeting with appropriate school staff
- There should be subsequent interviews with the young people involved (if appropriate)
- Parents should be informed at an early stage and involved in the process unless there is good reason to believe that involving parents would put the young person at risk of harm
- At any point in the process if there is a concern a young person has been harmed or is at risk of harm a referral should be made to children's social care and/or the police immediately.

### **3.10 Attendance and Children Missing from Education**

St. Andrew's CE (VA) Infant and Junior Schools promote good attendance and understand that poor attendance can be an indicator of concern for children with welfare and safeguarding concerns, and thus ensures that information is shared between *school staff, the DSLs and the EWO (Education Welfare Officer) and governors*. Likewise school understands that a parent failing to inform the school that a child has an authorised absence could be a cause for concern and thus will follow the school's 'First Day Calling' procedure in these circumstances in order to try and locate the child and ensure that they are safe.

The school has a duty to investigate unauthorised absences to establish if safeguarding concerns are evident

The school appreciates that the Local Authority has a statutory duty to ensure that all children and young people of compulsory school age receive suitable and appropriate education. The school will therefore support the Authority in ensuring that this duty is carried out effectively. There are specific duties in respect of Children Missing Education (CME) and there are strict guidelines in respect of both the definition of CME and the legalities of deleting a pupil from a school roll.

The Local Authority will be informed when a pupil has been added or removed from the admissions register at non-standard transition times, within five days of them joining.

(DfE Guidance on Children Missing Education - September 2016)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing\\_Education\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)

(School Attendance guidance - August 2020).

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/907535/School\\_attendance\\_guidance\\_for\\_2020\\_to\\_2021\\_academic\\_year.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907535/School_attendance_guidance_for_2020_to_2021_academic_year.pdf)

Where a pupil leaves the School, the Local Authority will be notified as soon as grounds for the deletion are met but no later than when the name is deleted from the register. The grounds for deletion are where a pupil:

- has been taken out of school by their parents and is being educated outside the school system e.g. is in home education
- has ceased to attend school and no longer lives within reasonable distance of the school at which they are registered
- has been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age
- is in custody for a period of more than four months due to a final court order and the School does not reasonably believe they will be returning at the end of that period
- has been permanently excluded

The school understands that it is essential that contact is made with the Education Welfare Service (Duncan Thorpe 01422 266125) as soon as a child or young person is believed to have left the school without suitable education provision being provided. In addition, St. Andrew's CE Junior and Infant Schools will contact the Local Authority to inform them where any pupil has been absent for 10 consecutive days without a reason being provided for the absence.

### **3.11 Child Criminal Exploitation: County Lines**

School recognise that criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns.

Key indicators to identifying potential involvement in child criminal exploitation involve:

- children who appear with unexplained gifts or new possessions;
- children who associate with other young people involved in exploitation;
- children who suffer from changes in emotional well-being;
- children who misuse drugs and alcohol;
- children who go missing for periods of time or regularly come home late; and
- children who regularly miss school or education or do not take part in education.

When identifying missing episodes, the victim may have been trafficked for the purpose of transporting drugs. The school will therefore consider whether a referral to the National Referral Mechanism (NRM) should be undertaken in order to safeguard that child and/or other children. ([hyperlink to NRM guidance doc.](#))

### **3.12 Contextual Safeguarding**

School recognises that safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside the school. This extra-familial harm can take a variety of different forms which can include sexual exploitation, criminal exploitation and serious youth violence. All staff, but especially the designated safeguarding lead will consider the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare. The school will provide as much information as possible to children's social care as part of any referral undertaken.

### **3.13 Children with Family Members in Prison**

School understands that children who have members of their family in prison are more likely to underachieve and fail to reach their potential than their peers and may require specific services and support. Families and children of people in prison will be seen as families first and school will

work to ensure their needs are appropriately met. This will include providing support to ensure the voice of the child is considered when seeking contact with a family member in prison.

### **3.14 Sexual Violence and Sexual Harassment between children**

Sexual violence and sexual harassment involving children at the school is a form of peer on peer abuse. It can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal).

Evidence shows girls, children with SEND and LGBT children are at greater risk. Schools staff are aware of the importance of:

- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”; and
- challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts.

**Sexual violence** involves the criminal sexual offences defined in the Sexual Offences Act 2003.

**Sexual Harassment** is defined as unwanted conduct of a sexual nature and can include online behaviour.

Neither is acceptable and will not be tolerated by the school as dismissing or tolerating such behaviours risks normalising them. School take all such reports seriously and they will receive the same high standard of care that any other safeguarding concern receives.

A multi-agency approach will be undertaken when responding to all such complaints; however, the school will always take immediate action to protect children despite the actions of any other agency. These actions may include an immediate risk assessment in respect of the needs of the child victim and will address any risks identified to any child in respect of an alleged perpetrator of sexual violence or sexual harassment to ensure children are protected from harm. Any risk assessment will be fluid and may change to reflect any developments during the management of the case. All such reports will be managed by the Designated Safeguarding Lead. There are a number of options the school may consider in respect of the management of a report of sexual violence or sexual harassment between children and each case will receive an appropriate bespoke response once all the facts are known.

Irrespective of any potential criminal outcome, the school have a duty to safeguard all children and may deal with any such report on a balance of probability basis when considering the outcomes for the children involved. Should an outcome involve a move to an alternative school for any child then full information sharing of the case will be undertaken with the Designated Safeguarding Lead professional at that school.

### **3.15 Homelessness**

The school are aware that being homeless or being at risk of becoming homeless presents a real risk to the welfare of a child. Indicators that a family may be at risk of becoming homeless include household debt, rent arrears, Domestic Abuse and Anti-Social Behaviour. The school recognise that referrals to Calderdale Housing Options Service may be necessary. Concerns around

homelessness may also require an accompanying referral to Children's Social Care where welfare concerns are identified, or a child has been harmed or is at risk of harm. In some cases, children over the age of 16 could be living independently of their parents or carers for example through exclusion from the family home. Where this situation is identified Children's Social Care will be the lead agency and the Designated Safeguarding Lead at school will ensure that an appropriate referral has been made to the Calderdale Multi-Agency Screening Team in the first instance.

The [Homeless Reduction Act 2017](#) places a legal duty on councils to provide advice and support.

### **3.16 Private Fostering**

A 'privately fostered' child is a child under the age of 16 (18 if disabled) who is cared for and accommodated by someone other than a parent or close relative for more than 28 consecutive days

Any child separated from their parent is potentially vulnerable and thus there is a responsibility to ensure that the alternative care meets their welfare and safety needs.

The parents or those with parental responsibility and the private foster carer have a duty to notify the local authority of this arrangement.

In accordance with Part 9 of The Children Act 1989, where a private fostering arrangement is identified in respect of any child, the school will inform the relevant local authority of such an arrangement in order to ensure the child will be satisfactorily safeguarded and their welfare promoted.

### **3.17 Child Mental Health**

Our staff recognise that 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.

Only trained professionals should attempt to make a diagnosis, however our school staff are well placed to observe children on a day-to-day basis and identify behaviour that might suggest a child is experiencing a mental health problem or be at risk of developing one.

Where children have suffered potentially harmful adverse childhood experiences, this can have a lasting effect throughout childhood and into their adult life.

Calderdale have a number of support services with access to trained professionals that are available to support schools. The support available is coordinated through the Open Minds programme and can be accessed through the following link: [www.openmindscalderdale.org.uk](http://www.openmindscalderdale.org.uk)

All concerns identified about child mental health problems identified by a member of staff will be referred to the DSL so the most appropriate follow up action can be taken.

## **Section 4 Managing Allegations**

### **4.1**

Where an allegation is made against any person working in or on behalf of the school the procedures detailed in Keeping Children Safe in Education 2020 (Part 4) and the Calderdale Managing Allegations procedures will be followed.

Whilst we acknowledge such allegations may be false, malicious or misplaced, we also

acknowledge that they may be founded and shall therefore be treated with respectful uncertainty, investigated properly and in line with agreed procedures of the Local Authority Designated Officer (LADO) for Calderdale.

Allegations made against a member of staff will be dealt with by the Head Teacher.

Where an allegation is made against the Head Teacher the matter will be dealt with by the Chair of the Governing Body.

The needs of the child or children will remain at the centre of all action taken. With this in mind, any referral to the Local Authority Designated Officer should also be accompanied by consultation with Calderdale MAST. This is to establish from the outset whether the concerns identified meet the threshold for a Section 47 child protection investigation and/or the police in respect of any criminal investigation.

## **Child Protection Procedures**

The aims of these procedures are:

- To clarify roles and responsibilities of everyone within our school in relation to safeguarding
- To have clear procedures that are followed when a child is identified as needing more than universal services can provide

The term “child “or “children” refers to anyone under the age of 18 years.

### **Section 5 Pupil Information**

#### **5.1 Pupil Information**

In order to keep children safe and provide appropriate care for them, the school requires accurate and up to date information regarding:

- names, contact details and relationship to the child of any persons with whom the child normally lives.
- names and contact details of all persons with parental responsibility (if different from above)
- emergency contact details (if different from above), ensuring that if the person(s) with parental responsibility is unable to collect this person, who could collect the child and keep them safe until either the person(s) with parental responsibility is available or a more suitable arrangement is made. The school encourages all parents and carers to provide more than one emergency contact, providing the school with additional options to make contact with a responsible adult when a child missing education is identified as a welfare and/or safeguarding concern
- details of any persons authorised to collect the child from school (if different from above)
- any relevant court orders in place including those which affect any person’s access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- if the child is or has been subject to a Child Protection Plan
- if the child is or has been subject to the Early Help Pathway or Child In Need (CIN) processes.
- If the child is a Child Looked After (CLA)
- name and contact detail of G.P.

- any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information, ensuring all information held electronically is stored securely with due regard to meeting the requirements of the Data Protection Act 2018 and safeguarding requirements.

Student files are stored electronically on the SIMS database. This is password protected. Safeguarding information is stored electronically on the CPOMS system. This is password protected and information only shared with the relevant members of staff

## **5.2 Transfer of files**

When a child leaves the school their child protection file is transferred to their new school as soon as possible and separately from the main pupil file. This is usually done with a face-to face meeting unless the child moves out of area, if this is the case the file is transferred by recorded delivery and signed for and is clearly marked confidential. A receipt is obtained which states when the file was transferred and who delivered and received the file.

The school retains a copy of the child's chronology and any documents that the school created eg.risk assessment, in an archive file until the child reaches the age of 25 years, or the age of 35 years if the child was subject to Child Protection procedures. The receipt of the transferred file is kept alongside this archive. Any archived files are stored securely in the same way as an active file.

## **Section 6 Roles and Responsibilities**

### **6.1 The Governing Body**

Our Governing Body will ensure that:

- there is a named Safeguarding Governor
- the school has an effective Safeguarding policy and Child Protection procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is available publicly via the school website or other means. The policy will be reviewed and updated on an annual basis;
- the school has a staff behaviour policy or code of conduct and that this is provided to all staff and volunteers on induction. The policy includes acceptable use of technology, staff/pupil relationships and communications including the use of social media;
- the school operates safer recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children; and that any panel involved in the recruitment of staff has at least one member who has undertaken safer recruitment training;
- the school has procedures for dealing with allegations against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- online safety policy and procedures are in place and training and support is provided for staff and pupils to ensure that there is a good understanding of child protection issues related to electronic media;
- the school has in place appropriate electronic filtering and monitoring systems to ensure that children are safeguarded from potentially harmful and inappropriate online material; whilst recognising that "over blocking" should not lead to unreasonable restrictions as to what children can be taught;

- a senior member of the school's leadership team is appointed to the role of DSL who will take lead responsibility for safeguarding and child protection;
- the school has one or more deputy DSL's who are trained to the same standard as the lead DSL;
- that children are taught about safeguarding, including online safety as part of providing a broad and balanced curriculum;
- staff including the head teacher undertake appropriate safeguarding training which is updated annually;
- they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- a governor is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations being made against the head teacher;
- where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place with regard to safeguarding children and liaises with the school on these matters where appropriate;
- they review their safeguarding related policies and procedures annually;
- will ensure the appointment of an appropriately trained designated teacher with responsibility for "promoting the educational achievement of children who have left care through adoption, special guardianship or child arrangement orders or who were adopted from state care outside England and Wales" in addition to Children who are Looked After (CLA);

## **6.2 The Head Teacher**

Our Head Teacher will ensure that:

- the policies and procedures adopted by the Governing Body or Proprietor are fully implemented, and followed by all staff;
- sufficient resources and time are allocated to enable the Designated Safeguarding Lead and other staff to discharge their responsibilities including taking part in strategy discussions and other inter-agency meetings and contributing to the assessments of children;
- there are arrangements in place for safeguarding supervision for the Designated Safeguarding Lead and the deputy Designated Safeguarding Lead(s);
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies;
- the Designated Safeguarding Lead is supported in providing a contact for the school to provide a report and attend Initial Child Protection Case Conferences, Reviews and Children Looked After Reviews out of school term time when needed;
- allegations regarding staff or any other adults in the school are referred to the Local Authority Designated Officer (LADO), as set out in the Managing Allegations procedure;
- individuals are referred to the Disclosure and Barring Service in cases where a person is dismissed or removed due to risk/harm to a child. This is a legal duty placed upon the school.

### 6.3 The Designated Safeguarding Lead

Our Designated Safeguarding Lead (DSL) as stated in Keeping Children Safe in Education (2020) will ensure that they:

#### Manage referrals

- refer cases of suspected abuse to the local authority Multi-Agency Screening Team (MAST);
- support staff who make referrals to MAST;
- refer cases to the Channel programme where there is a radicalisation concern;
- support staff who make referrals to the Channel programme;
- support the Head to refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- refer cases where a crime may have been committed to the Police.

#### Work with others

- liaise with the headteacher to inform them of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- as required, liaise with the “case manager” (as per Part 4 of KCSIE) and the designated officer (LADO) for child protection concerns (all cases which concern a staff member or volunteer); and
- liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.

#### Undertake training

- the DSL (and any deputies) will undergo training to provide them with the knowledge and skills required to carry out the role. This training will be updated at least every two years. They will also undertake Prevent awareness training.

In addition to the formal training, their knowledge and skills will be refreshed at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role (*this will be done by attending the termly DSL Network Meetings and by attending appropriate Calderdale Safeguarding Children Board multi-agency training and other relevant training and/or conference opportunities*) so they:

- understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments;
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- ensure each member of staff, especially new and part time staff has access to and understands the school's or college's safeguarding policy and child protection procedures;
- are alert to the specific needs of children in need, those with special educational needs and young carers;
- are able to keep detailed, accurate, secure written records of concerns and referrals; (written includes by means of electronic recording databases)
- understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;



- obtain access to resources and attend any relevant or refresher training courses; and
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

## **Raise Awareness**

- the DSL will ensure that the school or college's safeguarding policy and child protection procedures are known, understood and used appropriately;
- ensure the school or college's safeguarding policy and child protection procedures is reviewed annually the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
- ensure a copy of the safeguarding policy and child protection procedures is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this; and
- link with the local Safeguarding Children's Partnership to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

## **Availability**

- during term time the designated safeguarding lead (or a deputy) will always be available for staff in the school or college to discuss any safeguarding concerns. (The term 'available' includes by means of communication using a mobile device);
- there will also be a DSL or deputy available to be contacted out of hours/out of term for urgent enquiries such as an Initial Child Protection Case Conference.

*The Head Teacher (Karen Smith) is the DSL who will be available for urgent enquiries out of hours and/ or term time.*

*In the event of the Head Teacher not being available, the Head of School will be available for the Infant School and the Deputy Head Teacher will be available for the Junior School.*

## **6.4 Staff and Volunteers**

All staff and volunteers will:

- read and sign to say that they understand and will fully comply with the school's policies and procedures;
- read and sign to say that they understand Part 1 of 'Keeping Children Safe in Education' (2020) including Annex A and know how to apply the guidance;
- attend annual whole school safeguarding training and other appropriate training identified;
- identify concerns as early as possible and provide help, to prevent concerns from escalating and identify children who may be in need of extra help or who are suffering or are likely to suffer significant harm;
- provide a safe environment in which children can learn;
- be aware that they may be asked to support a Social Worker to take decisions about individual children;
- inform the designated safeguarding lead of any concerns about a child immediately;
- inform the head of any concerns regarding an adult within school at the earliest opportunity;
- inform the Chair of Governors of any concerns regarding the head at the earliest opportunity.

## **Section 7 Responding to concerns and follow up actions**

### **7.1 Concerns that staff must immediately report**

It is **not** the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All members of staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly, all concerns regarding the welfare of pupils will be recorded and discussed with the designated safeguarding lead (or the deputy DSL in the absence of the DSL) prior to any discussion with parents.

**Concerns that staff must immediately report:**

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play;
- any explanation given which appears inconsistent or suspicious;
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play);
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment;
- any concerns that a child is presenting signs or symptoms of abuse or neglect;
- any significant changes in a child's presentation, including non-attendance;
- any hint or disclosure of abuse from any person;
- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present);
- any potential indicators of Child Exploitation (CE);
- any potential indicators of FGM;
- any potential indicators of Radicalisation;
- any potential indicators of living in a household with Domestic Abuse.

**7.2 Responding to Disclosure**

Disclosures or information may be received from pupils, parents or other members of the public. The school recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity.

Posters are displayed around school showing who to go to if children have a safeguarding concern.

Parents are informed in newsletters about who the schools' DSLs are.

The Learning Mentor and/or Head Teacher, Head of School or Deputy Head Teacher is available in the playground before school each day. Parents are encouraged to pass on any concerns they have to them.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated safeguarding lead and make a contemporaneous record.

**Principles:**

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated safeguarding lead in order that s/he can make an informed decision of what to do next.

The Designated Safeguarding Lead will ensure that the child's wishes and feelings are taken into account when determining what action to take and what services to provide. Child protection processes will operate with the best interests of the child at their core.

Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm;
- try to ensure that the person disclosing does not have to speak to another member of school staff;
- clarify the information;
- try to keep questions to a minimum and of an 'open' nature e.g. using TED technique – 'Tell me, Explain to me, Describe to me....';
- try not to show signs of shock, horror or surprise;
- not express feelings or judgements regarding any person alleged to have harmed the child;
- explain sensitively to the person that they have a responsibility to refer the information to the designated safeguarding lead, children need to know that staff may not be able to uphold confidentiality where they are concerns about their safety or someone else's;
- reassure and support the child as far as possible;
- explain that only those who 'need to know' will be told;
- explain what will happen next and who will be involved as appropriate;
- record details including what the child has said, in the child's words on a 'Record of Concern'/'Cause for Concern' form (Example available in Appendix 1) or on electronic system eg. CPOMS and record any visible signs, injuries or bruises on a Body Map (Example available in Appendix 2).
- record the context and content of their involvement, and will distinguish between fact, opinion and hearsay.

### **7.3 Action by the Designated Safeguarding Lead (or deputy DSL in their absence)**

Following any information raising a concern, the designated safeguarding lead will consider:

- any urgent medical needs of the child;
- whether the child is subject to a child protection plan;
- discussing the matter with other agencies involved with the family;
- consulting with appropriate professionals known to the child e.g. Early Help Service Manager, Multi-Agency Screening Team (MAST), medical professional working with the child and/or Safeguarding Advisor for Education;
- the child's wishes.

Then decide:

- to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk;
  - whether to make a child protection referral to the Multi-Agency Screening Team (MAST) because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately;
- OR**
- not to make a referral at this stage;
  - if further monitoring is necessary;
  - if it would be appropriate to undertake an assessment (e.g. Early Help assessment) and/or make a referral to the Early Intervention Panel and/or to other services.

All information and actions taken, including the reasons for any decisions made, will be fully documented and the process depicted in the flowchart in Appendix 3 will be followed. All referrals to Multi-Agency Screening Team (MAST) will be followed up in writing using the Calderdale Request for Service/Referral Form and these referrals will always be kept on file irrespective of the outcome.

If the DSL is of the view that concerns are not being responded to appropriately then these concerns will be escalated appropriately until the DSL feels that some resolution has been achieved. Initial escalation would be to the appropriate Team Manager, however may also involve escalation to the appropriate Service Manager if it is felt necessary to do so.

#### **7.4 Action following a child protection referral**

The designated safeguarding lead or other appropriate member of staff will:

- make regular contact with the social worker involved to stay informed;
- wherever possible, contribute to the strategy discussion;
- provide a report for, attend and contribute to any subsequent child protection conference;
- if the child or children are made the subject of a child protection plan, contribute to the child protection plan and attend core group meetings and review conferences;
- where possible, share all reports with parents prior to meetings;
- where in disagreement with a decision made by Multi-Agency Screening Team (MAST) e.g. not to apply child protection procedures or not to convene a child protection conference, follow the guidance in the West Yorkshire Consortium Safeguarding Children Procedures – 2.8 Resolving Multi Agency Professional Disagreements and Escalation;  
[https://westyorkscb.proceduresonline.com/p\\_res\\_profdisag.html](https://westyorkscb.proceduresonline.com/p_res_profdisag.html)
- where a child subject to a child protection plan moves from the school or goes missing, school will immediately inform the Multi-Agency Screening Team (MAST).

#### **7.5 Recording and monitoring**

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will state who is providing the information, the date and time, information will be recorded in the child's words where possible and a note made of the location and description of any injuries seen, if this is a paper record than this should be signed. An example of how this is done can be found in Appendix 1.

The DSL ensures that the method for other members of staff of volunteers passing on concerns or information is always adhered to as consistency is paramount in ensuring that nothing gets missed. Records will also show what action is being taken as a result of the concern and the outcomes of this action.

All documents will be retained in a 'Child Protection file', separate from the child's school file. This will be locked away and only accessible to the head teacher and the DSL if a paper file. If an electronic file eg. using CPOMS (Child Protection Online Management System), it will be stored securely with appropriate levels of access. The creation, retention and maintenance of all child protection files will meet the requirements of the Data Protection Act 2018 (which includes the General Data Protection Regulations 2018) These records will be transferred to any school or setting the child moves to, clearly marked 'Child Protection, Confidential, for attention of Designated Safeguarding Lead for Child Protection,' and a receipt of this transfer will be retained. The chronology from the file and any key documents generated by the school will then be retained

by the school until the child's 25<sup>th</sup> birthday or for 40 years from the date of birth of the youngest sibling within a family if they are or have been subject to Child Protection procedures.

If the child goes missing from education or is removed from roll to be educated at home, any child protection file will be transferred and sent to the Education Welfare Service.

# Appendix 1

## Child Protection Cause for Concern Form

Date:		Time:	
Name of Child:			
Date of Birth:		UPN Number:	
Reporting Adult:		Role:	
Reporting Adult Signature:		DSL Signature:	

Details of Concern (who, what, where, when):

Facts -

Opinions -

DSL Follow up:

Early Intervention Service Manager Contacted for advice	Yes/No
Early Intervention Panel Referral	Yes/No
MAST Contacted for advice:	Yes/No
MAST Referral:	Yes/No
Time of contact:	
Outcome of contact:	
Child's CASS Number:	
Actions:	
Review Date:	

## Appendix 2

### Body Map Guidance for Schools

Body Maps should be used to document and illustrate visible signs of harm and physical injuries.

Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

**\*At no time should an individual teacher/member of staff or school take photographic evidence of any injuries or marks to a child's person, the body map below should be used. Any concerns should be reported and recorded without delay to the appropriate safeguarding services, e.g. MAST or the child's social worker if already an open case to social care.**

**When you notice an injury to a child, try to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:**

- Exact site of injury on the body, e.g. upper outer arm/left cheek.
- Size of injury - in appropriate centimetres or inches.
- Approximate shape of injury, e.g. round/square or straight line.
- Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child feel hot?
- Does the child feel pain?
- Has the child's body shape changed/are they holding themselves differently?

Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

**Ensure First Aid is provided where required and then recorded appropriately.**

A copy of the body map should be kept on the child's concern/confidential file.



## BODYMAP

(This must be completed at time of observation)

Name of Pupil:

.....

Date of Birth:

.....

Name of Staff:

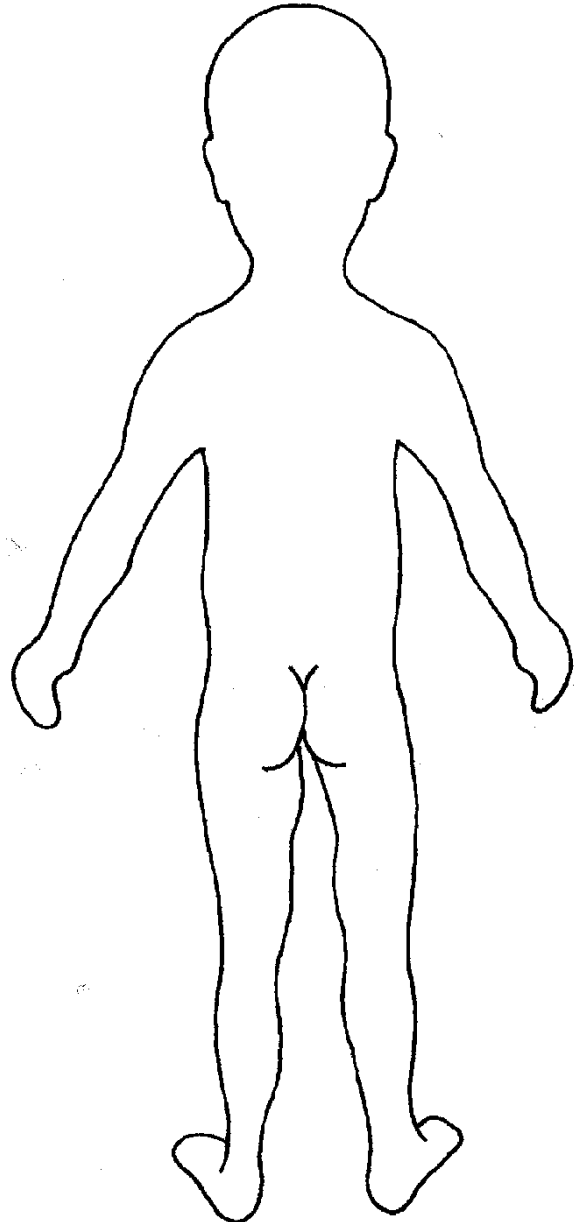
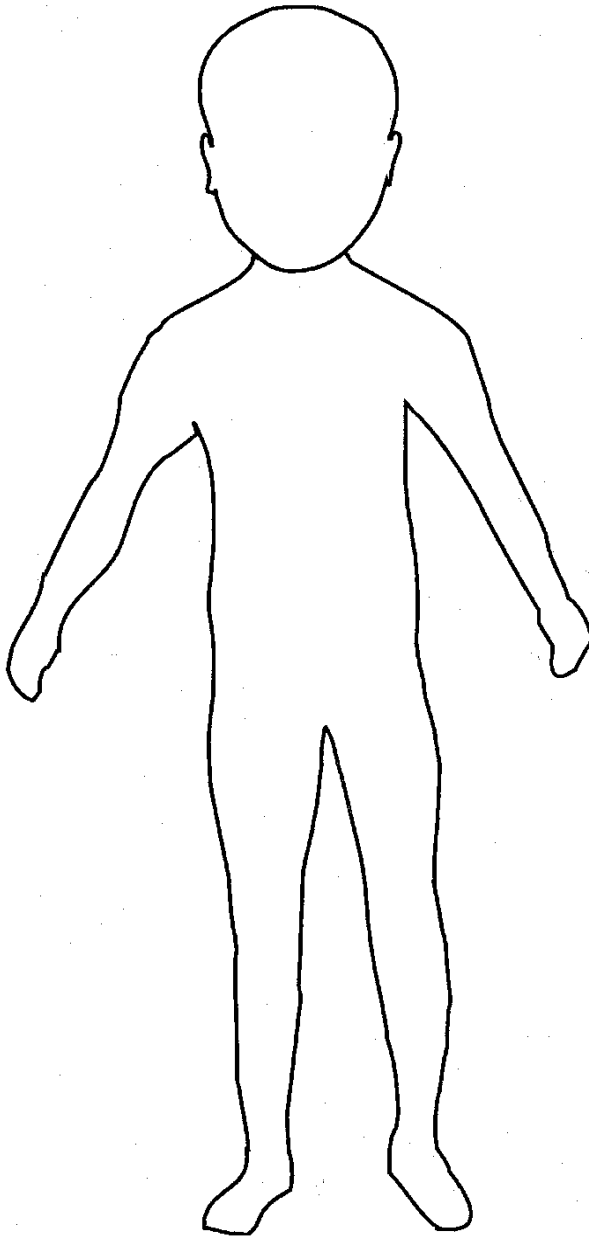
.....

Job title:

.....

Date and time of observation:

.....

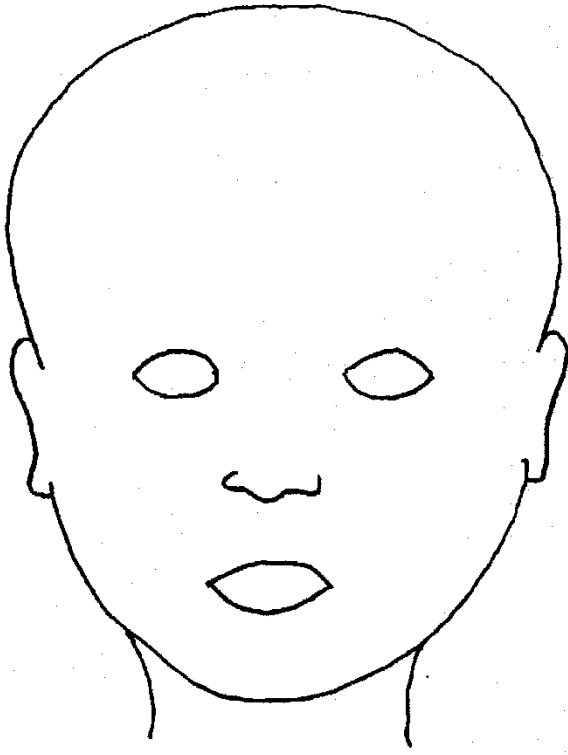


Name of pupil:

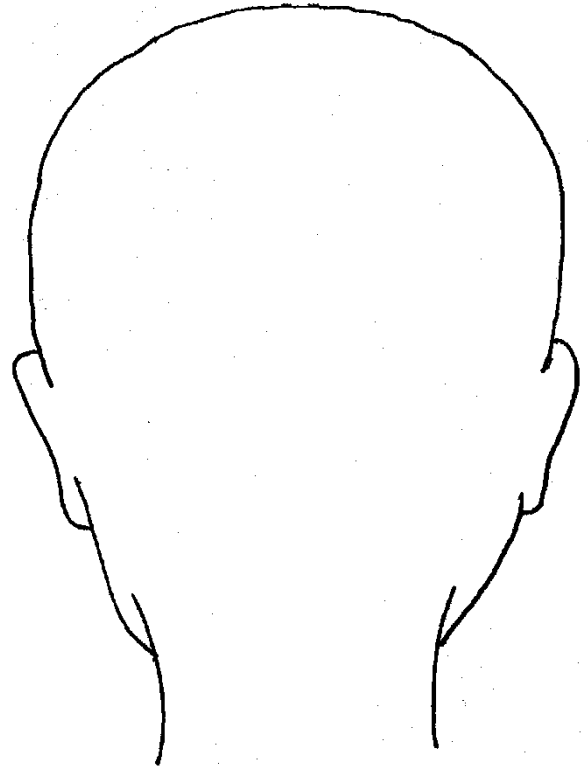
.....

Date and time of observation:

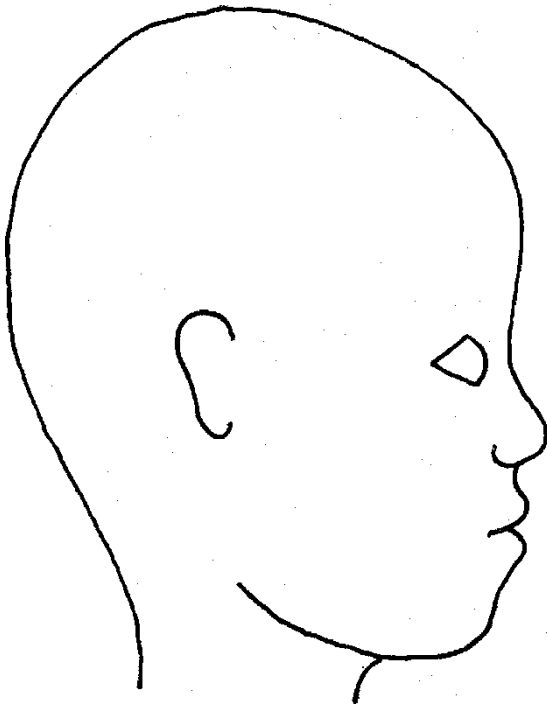
.....



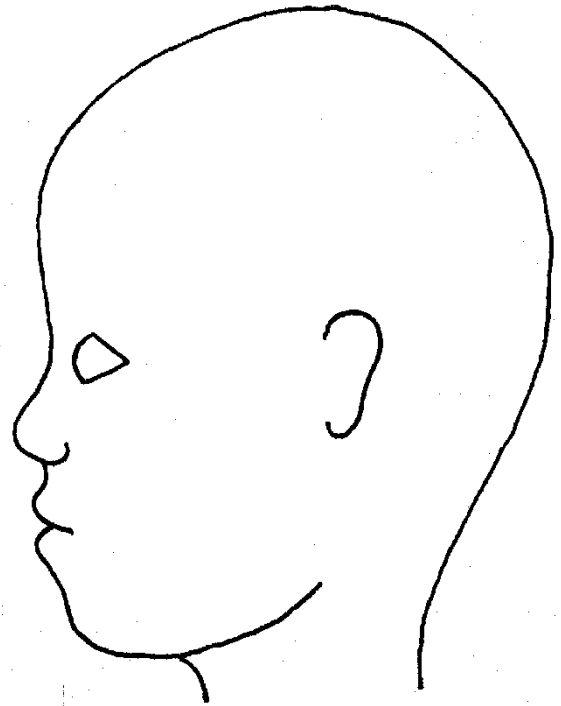
**FRONT**



**BACK**



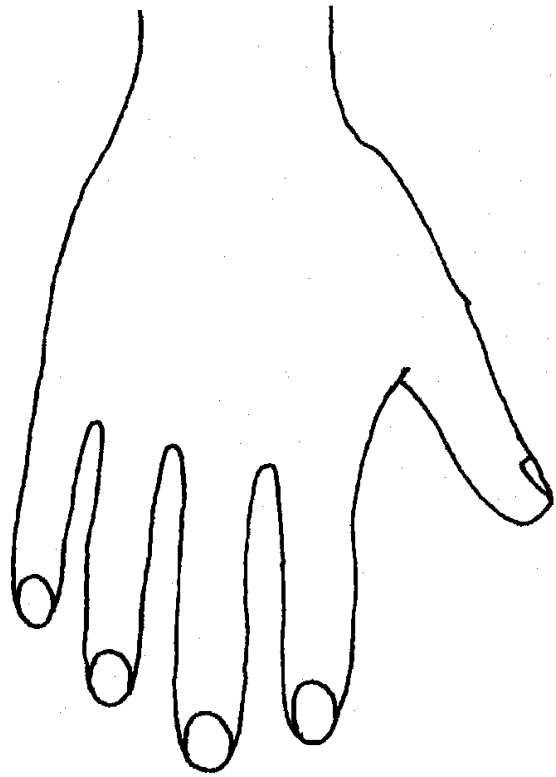
**RIGHT**



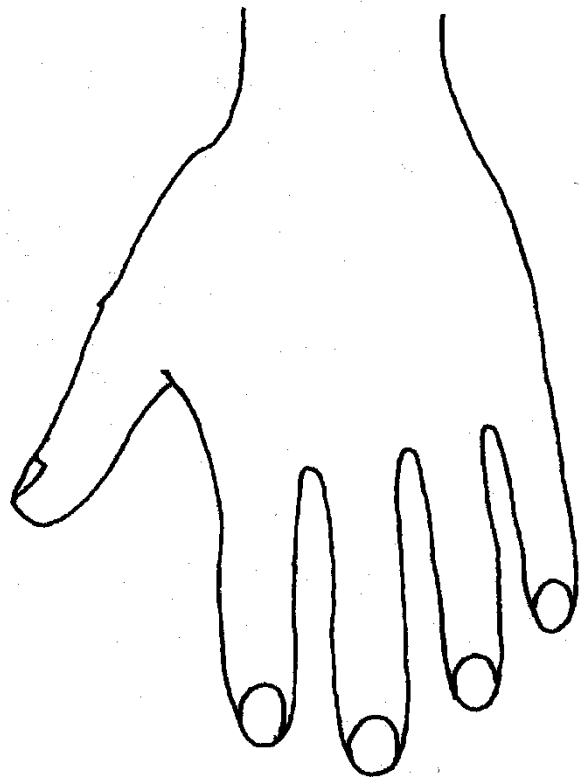
**LEFT**

Name of pupil: \_\_\_\_\_

Date and time of observation: \_\_\_\_\_

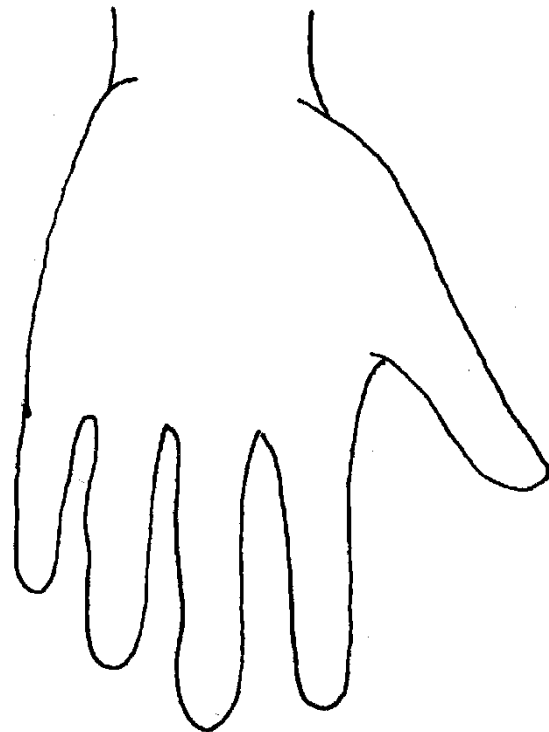


R



L

**BACK**

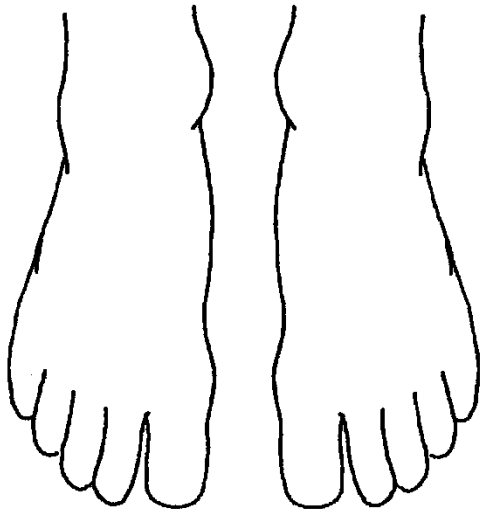


**FRONT**

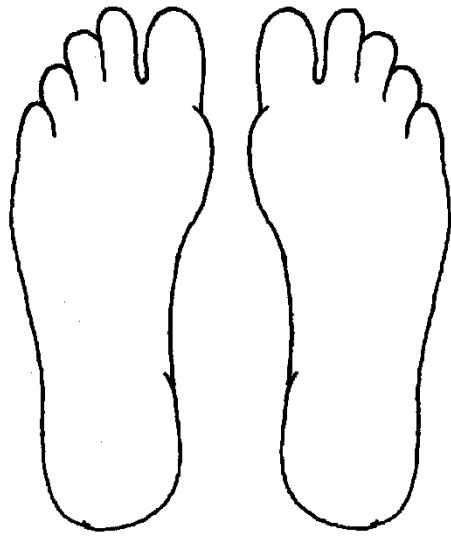
Name of Pupil:

Date and time of  
observation:

.....



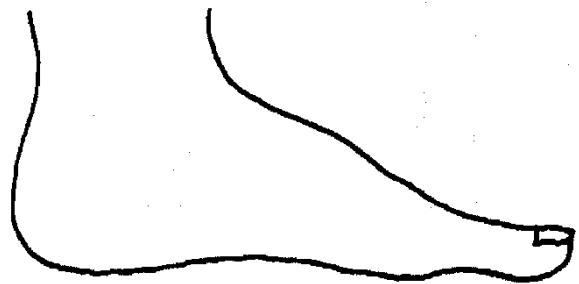
R TOP L



R BOTTOM L



R

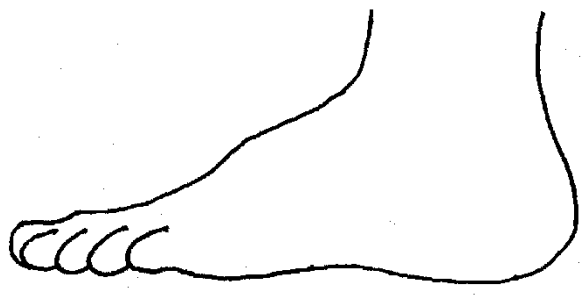


L

INNER



R



L

OUTER

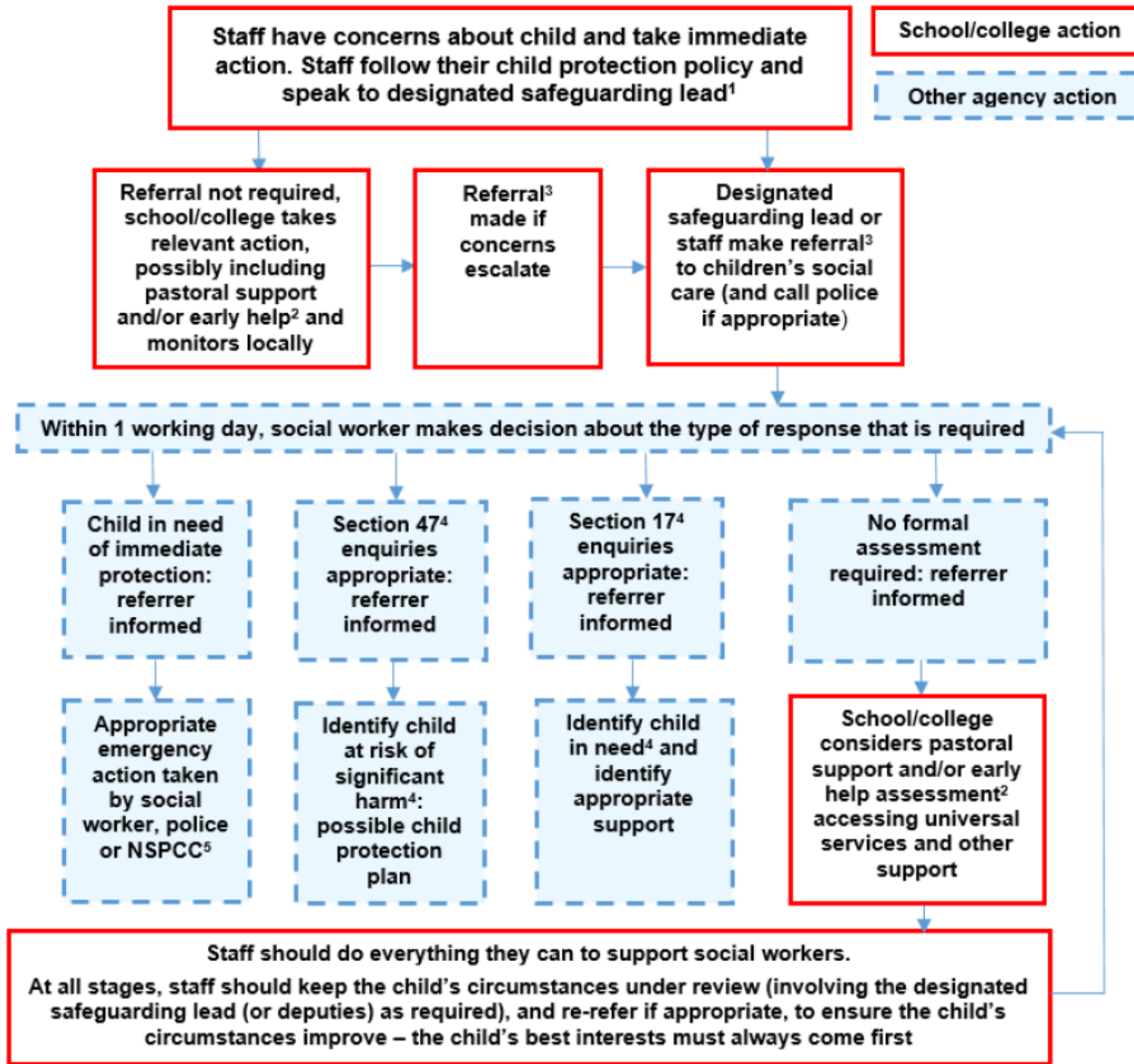
Name:

Signature:

Job title of staff:

## Appendix 3

### Actions where there are concerns about a child



<sup>1</sup> In cases which also involve a concern or an allegation of abuse against a staff member, see Part Four of this guidance.

<sup>2</sup> Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working Together to Safeguard Children](#) provides detailed guidance on the early help process.

<sup>3</sup> Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of [Working Together to Safeguard Children](#).

<sup>4</sup> Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child's welfare. Full details are in Chapter one of [Working Together to Safeguard Children](#).

<sup>5</sup> This could include applying for an Emergency Protection Order (EPO).

## Appendix 4

## Useful Contacts within the local authority

### Children's Social Care

Multi-Agency Screening Team	<a href="mailto:MAST@calderdale.gov.uk">MAST@calderdale.gov.uk</a>	01422 393336
Disabled Children's Team	<a href="mailto:DisabledChildrensTeam@calderdale.gov.uk">DisabledChildrensTeam@calderdale.gov.uk</a>	01422 394091
Emergency Duty Team (Outside office hours support)	<a href="mailto:EDT@calderdale.gov.uk">EDT@calderdale.gov.uk</a>	01422 288000

### Schools Service

Schools Safeguarding Adviser Steve Barnes	<a href="mailto:steve.barnes@calderdale.gov.uk">steve.barnes@calderdale.gov.uk</a>	01422 288326 07540 672735
Senior School Effectiveness Officer Lesley Bowyer	<a href="mailto:lesley.bowyer@calderdale.gov.uk">lesley.bowyer@calderdale.gov.uk</a>	01422 394102 07545 423453
Senior Education Welfare Officer Duncan Thorpe	<a href="mailto:duncan.thorpe@calderdale.gov.uk">duncan.thorpe@calderdale.gov.uk</a>	01422 266125 07833 049343
Virtual School – Head teacher Rezina Kelly	<a href="mailto:rezina.kelly@calderdale.gov.uk">rezina.kelly@calderdale.gov.uk</a>	01422 394123 07734 460254

### Prevent Team

Prevent Education Officer Assia Hussain	<a href="mailto:assia.hussain@calderdale.gov.uk">assia.hussain@calderdale.gov.uk</a>	07967 837822
Prevent team email	<a href="mailto:prevent@calderdale.gov.uk">prevent@calderdale.gov.uk</a>	

### Managing Allegations

Local Authority Designated Officer (LADO) Cheryl Baxter (Lead)	<a href="mailto:LADOadmin@calderdale.gov.uk">LADOadmin@calderdale.gov.uk</a>	01422 394055
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### Whistleblowing – NSPCC helpline

0800 028 0285 from 8am to 8pm Monday to Friday or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

### Police

West Yorkshire Police Child Safeguarding Unit – Calderdale		01422 337362
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**Child Emotional Health and Wellbeing Support** [www.openmindscalderdale.org.uk](http://www.openmindscalderdale.org.uk)

## Appendix 5



### ST. ANDREW'S CE (VA) JUNIOR SCHOOL

## ATTENDANCE - FIRST DAY CALLING PROCEDURES

### Introduction

These procedures have been introduced in response to the Emergency Contact and First-day Calling Procedures issued by Calderdale Safeguarding Children Board in August 2017.

The aim of these procedures is to ensure that the school is doing everything it can to ensure the safety of any child who is absent from school.

School will aim to ensure that it has at least THREE contacts on file for every child and via regular reminders to parents/carers will do its utmost to ensure that contact details are kept up to date.

### Procedures to be followed by Administrative Assistants:

- 1) As soon as registers are saved – add late children on to registers. Listen to absence calls and check T2P and admin emails for absence messages.
- 2) Send text requesting reason for absence to first name on contact list - **by 9.30am latest.**
- 3) If no response to text start ringing down contact list until reply received - **by 9.45am latest.**
- 4) Produce list of children where no contact has been made and pass to KS/AJ – **by 10.00am latest.**
- 5) In case where both KS and AJ are absent the list should be passed to one of the learning mentors.
- 6) KS/AJ will advise appropriate follow up action for each child on the list. This may consist of further calls, texts, a home visit, or contact with outside agency. The action taken will be based on a risk assessment of the individual circumstances of each child. (Learning mentors to advise if KS/AJ absent).

## Appendix 6



# ST. ANDREW'S CE (VA) INFANT SCHOOL

## ATTENDANCE - FIRST DAY CALLING PROCEDURES

### Introduction

These procedures have been introduced in response to the Emergency Contact and First-day Calling Procedures issued by Calderdale Safeguarding Children Board in August 2017.

The aim of these procedures is to ensure that the school is doing everything it can to ensure the safety of any child who is absent from school.

School will aim to ensure that it has at least THREE contacts on file for every child and via regular reminders to parents/carers will do its utmost to ensure that contact details are kept up to date.

### Procedures to be followed by Administrative Assistants:

1. As soon as registers are saved – add late children on to registers. Listen to absence calls and check T2P and admin emails for absence messages.
2. Send text requesting reason for absence to first name on contact list - **by 9.30am latest.**
3. If no response to text start ringing down contact list until reply received - **by 9.45am latest.**
4. Produce list of children where no contact has been made and pass to JS/DW – **by 10.00am latest.**
5. In case where both JS and DW are absent the list should be passed to the Headteacher.
6. JS/DW will advise appropriate follow up action for each child on the list. This may consist of further calls, texts, a home visit, or contact with outside agency. The action taken will be based on a risk assessment of the individual circumstances of each child. (Headteacher to advise if JS/DW absent).



## Appendix 7

### Infant School

# Child Protection Checklist

#### **If a child tells you something that concerns you:**

- Stay calm, and seek support and advice for yourself.
- Ensure your response is at an appropriate level and professional.
- Listen, believe and take seriously what the child is saying to you.
- Be honest and clear about confidentiality; children need to know that staff may not always be able to uphold confidentiality where there are child welfare concerns and will need to share them with the Designated Safeguarding Lead (DSL).
- Allow children time and space to talk to you, avoid asking leading questions, investigation or examining the child.

#### **If you see a child with an injury:**

- Always ask the child how he/she sustained the injury.
- Seek an explanation from their parents/carers unless you consider, in consultation with the DSL, that the injury is so serious as to warrant immediate medical treatment and/or a referral to Care Services.

#### **Always:**

- Record what the child has said, in their own words, and any parental explanation i.e. explanations for injuries etc. on school Record of Concerns form. Ensure that the record is dated and signed (with your name and position printed underneath)
- Discuss any concerns, however small with the DSL immediately and agree what action if any is to be taken.
- If you have serious child protection concerns, do not delay in seeking advice.

Please remember that our Safeguarding Policy contains much more detail – please refer to it regularly.

**The Designated Safeguarding Lead is:**

**The Head of School: Mrs Jo Swallow  
and in her absence:**

**The Deputy DSL: Mrs Karen Smith and Mrs Dayle Wood**



### **SAFEGUARDING PROCEDURES**

**THE DESIGNATED SAFEGUARDING LEAD FOR OUR SCHOOL IS  
Mrs K Smith (Headteacher)**

**DESIGNATED SAFEGUARDING DEPUTIES ARE  
Mrs A. Jocelyn (Deputy Head), Mrs Moon (Learning Mentor) and Mrs Brearley  
(Learning Mentor)**

#### **Concerns**

If you have any concerns about a child, then please **enter that concern onto the CPOMS system** which will automatically alert all DSLs (Mrs Smith, Mrs Jocelyn, Mrs Moon and Mrs Brearley). If the matter is extremely urgent, inform Mrs Smith or Mrs Jocelyn verbally. Child Protection concerns and issues are confidential and other staff in school will be informed about the content only by Mrs Smith or Mrs Jocelyn on a "need to know" basis.

#### **Concerns may include:**

- Very dirty appearance or dirtier than usual
- Child is very quiet, upset or withdrawn
- Child presents unusual and inexplicable behaviour
- Unexplained injuries

#### **When entering an incident on CPOMS:**

- Report facts not opinions – this is evidence
- Remember individual files can be viewed by individual parents upon request
- This data must be kept for 15 years and passed on to the child's next school
- If the matter is extremely urgent, inform Mrs Smith or Mrs Jocelyn verbally in addition to entering the information on CPOMS.

#### **CHILD ABUSE**

If a child shares information with you about any abuse:

- Do not appear shocked or angry – if you react badly then the child may freeze
- Always believe the child – take the disclosure seriously
- Listen and observe – don't ask leading questions
- Enter the information on CPOMS immediately – remember what is said
- In cases of reported abuse inform Mrs Smith or Mrs Jocelyn verbally

