



# Ashby C of E Primary School

## **Whole School Safeguarding & Child Protection Policy**

***September 2024/2025***

### **INTRODUCTION**

Ashby C of E Primary School

#### **Policy statement and principles**

At Ashby C of E Primary School, there is a strong culture for safeguarding and promoting welfare for all children – we are professionally curious and have a shared understanding that ‘it could happen here’. All staff at Ashby C of E Primary School understand their responsibilities and are committed to keeping children safe. This is achieved through high-quality training and Senior Leaders & the Governing Body ensuring appropriate policies and procedures are in place which reflect and detail our safeguarding arrangements, ensuring all staff know how to take action in a timely manner to safeguard and promote children’s welfare and ensuring all staff remain up-to-date through ongoing training and the sharing of key resources, reading and viewing.

This policy also links to wider statutory policies: Staff Code of Conduct, safer recruitment policy, allegations against staff, complaints, pupil behaviour, children missing education, online safety, child on child abuse and sexual violence and sexual harassment between children policy and procedures.

This Child Protection Policy will be reviewed by the Senior Designated Safeguarding Leads Jo Trahearn and Shelly Geeson (Co-Headteachers) on a regular basis to ensure it remains current and incorporates all revisions made to local or national safeguarding guidance. This policy will as a minimum be fully reviewed as a minimum once a year during the autumn term provided to the Governing Body for approval and sign off at the first autumn term meeting.

**Signature .....**

**(Chair of Governors)**

**Print Name .....**

**Review Date: September 1<sup>st</sup> 2025**

Role	Name	Contact Details
Headteachers (Co-Heads)	Shelly Geeson Jo Trahearn	07889990015 07870265451
Senior Leader(s) available for contact in the absence of the DSLs	Lynda Brady (AHT) Ruth Butler (SLT),	07985161708 07976772917
Designated Governor for Child Protection/ Safeguarding	Mark Eydman (Chair)	07548917722
Senior Designated Safeguarding Lead	Shelly Geeson Jo Trahearn	07889990015 07870265451
Deputy Safeguarding Lead	Lynda Brady (AHT) Ruth Butler (SLT)	07985161708 07976772917
Names of additional Safeguarding Officers		
<a href="#">Leicester and the Leicestershire and Rutland Safeguarding Children Partnerships Procedures Manual.</a>	<a href="#">Report Your Concerns about a Child or Young Person</a>	<a href="#">LCC report neglect or abuse</a>
LA Safeguarding Children in Education Officer	Charlotte Davis	0116 3057750 <a href="mailto:Charlotte.davis@leics.gov.uk">Charlotte.davis@leics.gov.uk</a>
LA Child Protection Contact/LADO	<a href="mailto:CFS-LADO@leics.gov.uk">CFS-LADO@leics.gov.uk</a> LADO service is available office hours only: Monday-Thursday, 8.30am - 5.00 pm and Friday, 8.30am - 4.30pm	Allegations Line: 0116 3054141 <a href="mailto:CFS-LADO@leics.gov.uk">CFS-LADO@leics.gov.uk</a> emails for referral forms.  Outside of office hours, contact the Leicestershire First Response Children's Duty Team: 0116 305 0005
First Response	For urgent concerns about a child who needs a social	0116 305 0005

	worker or police officer today	
Police (to report a crime and immediate risk of harm or abuse to child)	101	In an emergency 999 (only)
NSPCC help/whistleblowing line	line is available 8.00am to 8.00pm Monday to Friday	0800 028 0285- email: <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>

***School/Academy/College (delete as appropriate)***

**1. Purpose and Aims**

- 1.1 Our policy applies to all staff, governors and volunteers working in the school and any wider organisations using the school premises and takes into account statutory guidance provided by the Department for Education and local guidance issued by the Leicestershire Safeguarding Children Partnership.
- 1.2 We will ensure that all parents/carers are made aware of our responsibilities regarding child protection procedures and how we will safeguard and promote the welfare of their children through the publication of this school child protection policy. These duties and responsibilities, as set out within the Education Act 2002 sec175 and 157, DfE Statutory Guidance Keeping Children Safe in Education 2024 and HM Working Together to Safeguard Children 2023 are incorporated into this policy.

**2. Child Protection and Safeguarding Statement**

- 2.1 We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We will endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of **abuse, neglect and exploitation** and follow our procedures to ensure that children receive effective support, protection, and justice.
- 2.2 The procedures contained in this policy apply to all staff, supply staff, volunteers, and governors and are consistent with those Leicester and the Leicestershire and Rutland Safeguarding Children Partnerships.

**3. Maintaining a child centred and coordinated approach to safeguarding:**

- 3.1 Everyone who works at Ashby C of E Primary School understands they are an important part of the wider safeguarding system for children and accepts safeguarding and promoting the welfare of children is everyone's responsibility and everyone who comes into contact with children and their families has a role to play. To fulfil this responsibility effectively, all our staff, including supply staff and volunteers will ensure their approach is child-centred and will be supported to consider, at all times, what is in the best interests of the child.
- 3.2 We recognise no single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right

time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information, and taking prompt action.

- 3.3 **Safeguarding children is defined as:** The actions we take to promote the welfare of children and protect them from harm are everyone's responsibility. Everyone who comes into contact with children and families has a role to play.

#### 4. **Safeguarding and promoting the welfare of children**

4.1 Defined as:

- Providing help and support to meet the needs of children as soon as problems emerge.
- Protecting children from maltreatment, **whether that is within or outside the home, including online.**
  - Preventing the impairment of children's mental and physical health or development.
  - Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
  - Taking action to enable all children to have the best outcomes.
- **NB Definition:** Children includes everyone under the age of 18.

#### 5. **Whole school approach to safeguarding:**

- 5.1 We understand the importance every member of our staff has through their contact with children in and outside of our school environment and the particular importance of the roles and relationships they have which places them in a position to identify concerns early, provide help for children and promote children's welfare and prevent concerns from escalating.
- 5.2 As a school we have a responsibility to provide a safe environment in which children can learn.
- 5.3 We will make every effort to identify children who may benefit from early help and put in place support as soon as a problem emerges at any point in a child's life.
- 5.4 **Any staff member** who has **any** concerns about a child's welfare should follow the processes set out in this child protection policy and raise concerns with the designated safeguarding lead or deputy without delay.
- 5.5 All our staff should expect to support social workers and other agencies following any referral, especially if they were involved in being alert to or receiving a disclosure of risk, harm or abuse or harassment from a child.
- 5.6 Our senior designated safeguarding lead will provide support to staff to carry out their safeguarding duties and who will liaise closely with other services such as children's social care, police, early help, and health where required, as the designated safeguarding lead (and any deputies) are most likely to have a complete safeguarding picture and be the most appropriate person to advise on the response to safeguarding concerns.

#### 6. **Safeguarding is not just about protecting children from deliberate harm. It also relates to the broader aspects of care and education including:**

- Pupils' health and safety and emotional well-being, and their mental and physical health or development.
- Meeting the needs of children with special educational needs and/or disabilities.
- Meeting the legal duties on the school under the Equality act: will not unlawfully, discriminate against pupils or students based protected characteristics; we will carefully consider how we support pupils/students regarding particular protected characteristics; we will take positive action to deal with particular disadvantages affecting pupils or students (as see paragraphs 86-89)
- Where a child receives elective home education and has an EHCP, the LA should review the plan working with parents and carers.
- The use of reasonable force.
- Meeting the needs of children with medical conditions.
- Providing first aid.
- Educational visits and off- site education.
- Intimate care and emotional wellbeing.
- On-line safety and associated issues including filtering and monitoring in accordance with DfE monitoring standards.
- Appropriate arrangements to ensure school security, considering the local context.
- Keeping children safe from risks, harm, exploitation and sexual violence and sexual harassment between children: KCSiE 2024 Annex A.

## 7. Safeguarding can involve a range of potential issues

### 7.1 Such as:

- Neglect, physical abuse, sexual abuse, emotional abuse and **exploitation**.
- Contextualised also known as extra-familial abuse.
- Bullying, including online bullying (by text message, on social networking sites, and prejudice-based bullying and being aware of the ease of access to mobile phone networks.
- The approach to online safety, including appropriate filtering and monitoring on school devices and school networks for home use.
- Going frequently missing and who are 'absent from education' going 'missing from care or home' and the risks this poses on repeat occasions and for prolonged periods.
- Domestic Abuse including teenage relationship abuse.
- **Domestic Abuse including where they see, hear or experience its effects.**
- Racist, disability- based, homophobic, bi-phobic, or transphobic abuse.
- Gender based violence/violence against women and girls.
- Risk of extremist behaviour and/or radicalisation and susceptible to being at risk of being drawn into terrorism.
- Child sexual exploitation, human trafficking, modern slavery, sexual or criminal exploitation.
- A young carer.
- Has a mental health need and has an effect on school attendance and progress.
- Has special educational needs (whether or not they have a statutory Education Health and Care Plan (EHCP).
- Privately fostered.
- Has returned home to their family from care.
- Has a family member in prison or is affected by parental offending.

- Child-on-Child Abuse (broadened by KCSiE 2024 to include children abusing other children, other varying form of bullying including online and sexually harmful behaviour, sexual violence, and sexual harassment (further defined in KCSiE 2024 Part Five).
  - Harm outside the home extra familial harm.
  - The impact of new technologies, including 'sexting' and accessing pornography.
  - Issues which may be specific to a local area or population, is showing signs of being drawn into anti-social or criminal behaviour, including gang activity or involvement and associations with organised crime groups or county lines.
  - In possession of a knife and or involved in knife crime, youth violence, criminal child exploitation (CCE).
  - Is in family circumstances which present challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse/harm.
  - Is at risk of or from serious violence and violent crime.
  - Persistent absence from education, including persistent absence for part of the school day.
  - At risk of suspension or permanent exclusion
  - Particular issues affecting children including domestic abuse and violence, female genital mutilation, and honour-based abuse.
  - Being subject to any conduct where the purpose is to cause a child to marry before their eighteenth birthday, even if violence, threats, or another form of coercion are not used. As with the existing forced marriage law, this applies to non-binding, unofficial 'marriages' as well as legal marriages (Law change on Forced Marriage, February 2023).
  - 'Upskirting'- The Voyeurism (Offences) Act, which is commonly known as Upskirting Act, came into force on 12 April 2019. Upskirting is a criminal offence and reportable by all teachers (KCSiE Annex A).
- 7.2 All our staff and volunteers are aware of the indicators of **abuse, neglect and exploitation** and know what to look for is vital for the early identification so that support can be put in place. Our staff and volunteers are also aware of the specific safeguarding issues that indicate or inform of concerns or incidents linked to child criminal exploitation and child sexual exploitation and know to report concerns directly to the designated safeguarding or a member of the senior leadership team should the designated safeguarding lead not be available for children who may be in need of help or protection.
- 7.3 Our staff recognise that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. Children may also feel embarrassed, humiliated, or could be being threatened not to tell, so not feel able to share what is happening to them. Alternatively, we recognise children may not want to make a disclosure or talk about what is happening due to their vulnerability, disability and/or sexual orientation or language barriers. This should not prevent staff from having a professional curiosity and speaking to the DSL if they have concerns about a child and agree a way forward to support the child and determine how best to build trusted relationships with children and young people which facilitate good opportunities for communication.
- 7.4 **All staff** should **always** speak to the designated safeguarding lead, or deputy at the earliest opportunity.
- 7.5 As a school we are aware that abuse, neglect, and safeguarding issues are rarely standalone events and cannot be covered by one definition or one label alone.

In most cases, multiple issues will overlap with one another, therefore all staff should always be vigilant and always raise any concerns with the designated safeguarding lead (or deputy).

- 7.6 **All** staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside of our school environment.
- 7.7 All our staff have received information and training regarding the risks that can take place outside the child's family. This is known as extra-familial harm and these can take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, sexual abuse, serious youth violence and county lines.
- 7.8 Our staff are aware that technology offers many opportunities but is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face. Children can also abuse their peers online, this can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography, to those who do not want to receive such content.
- 7.9 All our staff have 'an understanding of the expectations, applicable to their roles and responsibilities in relation to filtering and monitoring' of ICT systems and regular monitoring of school's equipment and networks.

## **8. Online Safety**

- 8.1 Our school/college approach to online safety, including appropriate filtering and monitoring on school devices and school networks is reflected in this Child Protection Policy including awareness of the ease of access to mobile phone networks. (See KCSiE 2023 Paragraph 138).
- 8.2 Our Senior DSL and the DSL team has the lead responsibility in this area, which is overseen and regularly reviewed by the Governing body, along with considering the number of and age range of their children, those who are potentially at greater risk of harm, and how often they access the IT system along with the proportionality of costs versus safeguarding risks.
- 8.3 Our Governing body will ensure they maintain oversight of the Online Safety Policy contained within our main child protection policy, and the arrangements put in place to ensure appropriate filtering and monitoring on school devices and school network. The appropriateness of any filtering and monitoring systems will in part be informed by the risk assessment required by the Prevent Duty as required by KCSiE 2024 paragraph 138 to 148 **140-150**.
- 8.4 This will include:
- identify and assign roles and responsibilities to manage filtering and monitoring systems.
  - review filtering and monitoring provision at least annually.
  - block harmful and inappropriate content without unreasonably impacting teaching and learning.
  - have effective monitoring strategies in place that meet the school safeguarding need.



- review and discuss the standards with the leadership team, IT staff and service providers to ensure the school/college meets the standard published by the [Department for Education filtering and monitoring standards](#).
- 8.5 Appropriate software is installed and maintained to ensure filtering and monitoring requirements as set out in KCSiE 2023 (paragraphs 124,138,141 and 142) are fulfilled. We ensure all staff understand their role and responsibilities in keeping children safe online, as well as closely monitoring live content children are accessing, all children have their own personal logins. Filtering and monitoring software flags concerns, using a risk rating, which DSLs have been trained on how to use and procedures are set out in this policy of how any concerns are responded to. In addition, keeping children safe online is integral to wider PSHE policy and our E-Safety/PSHE curricular.
  - 8.6 Our Governing body will ensure a review is maintained to ensure standards. They will discuss with IT staff and service providers these standards and whether more needs to be done to support our school in meeting and maintaining these standards and communicating these to staff, our pupils, parents, carers and visitors to the school who provide teaching to children as part of the learning and educational opportunities we provide.
  - 8.7 Our Senior DSL and the DSL team will always act in the 'best interest of the child' and remain mindful of the importance with parents and carers about safeguarding concerns held for children and in particular children's access to online sites when away from school.
  - 8.8 We will support understanding of harmful online challenges and hoaxes and share information with parents and carers and where they can get help and support.
  - 8.9 All forms of abuse or harassment will be reported in accordance with national safeguarding guidance, and we will take a 'zero tolerance' approach to harassment and abuse as informed in KCSiE.
  - 8.10 As a school should an incident or disclosure be made by a child, our staff will always reassure the child (victim) that they are being taken seriously and that they will be supported and kept safe, but we recognise that not every victim will view themselves as such. We will also be mindful of the use of other terminology such as '**alleged perpetrator(s)**' or '**perpetrator(s)**' as in some cases the abusive behaviour will have been harmful to the perpetrator as well.
  - 8.11 We will do our best to ensure children understand the law on child-on-child abuse is there to protect them rather than criminalise them. In doing this we will discuss with relevant statutory safeguarding agencies to ensure all concerns or incidents are addressed fully, and where required different types of assessment and services are put in place where required and in accordance with the Pathway to Provision v 9.1.

## 9. Identifying Concerns

- 9.1 All members of staff, volunteers and governors will be aware of indicators of **abuse, neglect and exploitation** know, will know how to identify pupils who may be being harmed and then how to respond to a pupil who discloses abuse, or where others raise concerns about them. Our staff will be familiar with procedures to be followed and will receive safeguarding and child protection (including online safety) updates.



- 9.2 Staff understand that abuse, neglect, and safeguarding issues are rarely standalone events that can be covered by one definition, and that in most cases multiple issues will overlap with each other. Staff who regularly come into contact with children are aware of the DfE guidance [What to do if you're worried a child is being abused](#)
- 9.3 The four main categories of child abuse are as follows:
1. Physical Abuse
  2. Emotional Abuse
  3. Sexual Abuse
  4. Neglect

## 10. Indicators of **abuse, neglect and exploitation**:

- 10.1 **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. **Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear or experience its effects.**
- 10.2 **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.
- 10.3 **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 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 expectation being imposed on children. These may include interactions that are beyond a child's developmental capability as well as over protection and limitation of exploration and learning or preventing the child from 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 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.
- 10.4 **Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbations, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children to look 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. 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 (also known

as child-on-child abuse) in education and **all** staff should be aware of it and of their school or colleges policy and procedures for dealing with it.

- 10.5 **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, for example, because 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 (the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

- 10.6 **Child Criminal Exploitation: occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual.**

**Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology. Criminal exploitation often happens alongside sexual or other forms of exploitation.**

**Child Criminal exploitation is broader than just county lines and includes for instance children forced to work on cannabis farms, to commit theft, shoplift or pickpocket, or to threaten other young people.**

- 10.7 **Child sexual exploitation (CSE) is a type of sexual abuse. It happens when a child or young person is coerced, manipulated or deceived into sexual activity in exchange for things that they may need or want like gifts, drugs, money, status and affection.**

## 11. **Safeguarding issues:**

- 11.1 All staff should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking and or alcohol misuse, deliberately missing education **unexplainable and/or persistent absences from education** and consensual and non-consensual sharing of nudes and semi-nude images and/or videos can be signs that children are at risk.
- 11.2 We recognise the risk of harm that the digital world can pose to children and work closely with parents, including through e-safety workshops and regular newsletters, to help teach them how to keep their children safe online at home and free from risk, exploitation, grooming or radicalisation.
- 11.3 We ensure through regular training, sharing of resources, opportunities to discuss these and safeguarding updates that all staff have a clear understanding of the expectations and their role and responsibility in relation to filtering and monitoring.
- 11.4 Our school ethos demonstrates that the effective safeguarding of children can only be achieved by putting children at the centre of a system where we listen and hear what they say. Every individual within Ashby C of E Primary School will play their part, including working with professionals from other agencies, particularly social workers, to meet the needs of our most vulnerable children and keep them safe. We will take opportunities to teach children about important safeguarding issues in a way that is age appropriate and utilise key organisations, including visits from the NSPCC, PCSOs and health professionals, to support

this. We also share important information with parents, through newsletters and parent meetings, about safeguarding risks outside the home (such as known criminal activity in our community and risks of exploitation and how to keep their children safe).

- 11.5 Our approach is child centred; we strive to ensure we provide all children with a trusting environment where they feel comfortable and safe to share and discuss these dangers and know they can be heard. Children are able to take part in class-based discussions and, where appropriate, may use 'worry boxes' and 'worry monsters' to alert staff to concerns they have, which they would prefer to talk to a trusted member of staff about. We have spaces in school and provide all children time to talk, encouraging this and with an understanding that not all children will feel able or ready to talk.
- 11.6 Our school is led by senior members of staff and governors whose aims are to provide a safe environment and vigilant culture where children and young people can learn and be safeguarded. If there are safeguarding concerns, we will respond with appropriate action in a timely manner for those children who may need help or who may be suffering, or likely to suffer, significant harm.
- 11.7 Where staff members have concerns about a child (as opposed to a child being in immediate danger) they will decide what action to take in conjunction with the Snr Designated Safeguarding Lead. Although we advocate that any staff member can make a referral to children's social care or First Response, especially where a child is identified as being in immediate danger, they should however ensure that the Designated Safeguarding Lead (DSL), or a member of the senior leadership team is informed as soon as possible.
- 11.8 We also ensure that all our staff are clear that whilst they should discuss and agree with the DSL any actions to be taken, they are able to escalate their concerns and contact First Response, First Response Consultation Line or social care to seek support for the child if despite the discussion with the DSL their concerns remain. Staff are also informed of the school whistle blowing procedures and the contact details for the Local Authority LADO and NSPCC helpline.

## **12. Alternative providers and other agencies**

- 12.1 At Ashby C of E Primary school, we work closely with external agencies to support vulnerable children, proactively seeking out multi-agency meetings to share information, accessing wider training and networks through the local authority and being tenacious in ensuring that external agencies are engaged in supporting children and their families. We routinely invite parents in and strive to create a comfortable and safe environment, where we can work together to promote and safeguard children's welfare. We also operate an open door policy, which enables parents to access support from school at the point of need. We share information about wider services, charities and support families can access through regular newsletters.
- 12.2 Where a school places a pupil with an alternative provision provider, the school continues to be responsible for the safeguarding of that pupil and should be satisfied that the provider can meet the needs of the pupil.
- 12.3 Children who attend alternative education often have complex needs, it is important governing bodies/trusts and designated safeguarding leads ensure

children are fully always supported, and the alternative setting is aware of any additional risks of harm that pupils may be vulnerable to. Information sharing for pupils who receive education provision outside of a mainstream setting is vital to support the child and ensure the learning environment where they are placed has all necessary information for the child before they access the provision. The working together principles are key to keep the child safe and understanding the vulnerabilities needing to be supported. This should include up to date contact details for the professionals working with the child and family.

- 12.4 Schools should also obtain written confirmation from the alternative provision provider that appropriate safeguarding checks have been conducted on individuals working at the establishment, i.e., those checks that the school would otherwise perform in respect of its own staff.
- 12.5 Where children are in attendance of alternative provision, DSLs and SENDCo will meet half termly with the provider to discuss the child's progress and review the provision, taking into account the voice of the child and ensure that the provision continues to meet the needs that have been identified. Furthermore, regular review meetings and visits will ensure that high expectations remain for the child and the provision continues to fulfil its safeguarding duties. In addition to half termly reviews, DSLs and SENDCOs will remain in regular contact to ensure the child has arrived safely at the setting and engaging well and that there are no safeguarding concerns.
- 12.6 The Senior Designated Safeguarding Lead (DSL) or headteacher, who is familiar with national and local guidance, will share concerns, where appropriate, with the relevant agencies.
- 12.7 DSLs undertake multi-agency referrals and access Early Help for parents where we have identified concerns and work closely with family support workers. We proactively arrange meetings and share all information amongst wider professionals. We utilise support from additional agencies, such as Educational Welfare, the Inclusion Service & the Education Effectiveness Team, to both share concerns about a child and seek advice and support on actions we have taken.
- 12.8 Where outside organisations use the school premises, as part of the letting agreement they are informed of the process for raising concerns and managing allegations and are required to agree they have understood their responsibilities in relation to this. Where school is made aware of an allegation related to an incident that happened when an individual or organisation was using the school premises for the purpose of running activities for children (e.g., community groups, sports associations, or service providers that run extra-curricular activities). Confirming as with any safeguarding allegation, the school/college will follow the safeguarding policies and procedures, including informing the LADO.

### **13. CPD, culture and ethos**

- 13.1 All staff receive annual safeguarding training and we ensure that they have read and understood Part One of KCSiE and our safeguarding and child protection policy. They are also asked to read and confirm they have understood our staff code of conduct. Through staff memos and briefings, we ensure staff are kept up-to-date of any changes in policy or practices and safeguarding updates. We have a weekly slot built into our staff meetings to discuss children causing concern and remind staff on key aspects of safeguarding policy and practice, refreshing and checking their knowledge and understanding. We also utilise the Local Authority's services by undertaking a safeguarding audit and our governing

body are asked to undertake regular safeguarding checks as part of their monitoring, where they will talk with staff and pupils and review key policies.

- 13.2 We limit the number of supply staff we use and aim to use internal staff to cover classes. Where it is necessary to use agency staff, full checks are undertaken and we ensure they are clear on our procedures and policies, codes of conduct, how to report concerns and they complete a short induction.

Key staff undertake regular training in 'Safer Recruitment' and we ensure through safeguarding training that we maintain regular vigilance. We are committed to ensuring we foster a culture of belief that 'it could happen here' and staff feel comfortable discussing concerns about other members of staff (their conduct in and out of school, including online, working practice and adherence to procedures and policies). We also reiterate, through training and regular refreshers, that a child centred approach is key and staff should go directly to the LADO to discuss any concerns. We gather staff voice regularly and operate an open-door policy where we encourage staff to talk to us about anything that concerns them, so that we can be responsive in adapting policy and practice to promote and safeguard our children.

#### **14. Responsibilities of the DSL/DSL Team**

- 14.1 The Senior DSL and deputies (DSL team) maintains a key role in raising awareness amongst staff about the needs of children who have or who have had a social worker and the barriers that those children might experience in respect of attendance, engagement and achievement at schools or college.
- 14.2 The Senior DSL along with the Designated Teacher can inform the Governing body and Headteacher the number of children in their cohort who have or who have had a social worker and appropriate information is shared with teachers and staff on individual children's circumstances.
- 14.3 The Designated Teacher and Senior Designated Safeguarding Lead maintain data for children who have looked after status and for children who have been involved in the care system.
- 14.4 The Designated Teacher maintains good links with the Virtual School Head to promote the educational achievement of previously looked after children. The role of virtual school heads was extended in June 2021, to include a non-statutory responsibility for the strategic oversight of the educational attendance, attainment, and progress of children with a social worker. The virtual school head should identify and engage with key professionals, helping them to understand the role they have in improving outcomes for children. This should include Designated Safeguarding Leads, social workers, headteachers, governors, Special Educational Needs Co-ordinators, mental health leads, other local authority officers.
- 14.5 We recognised the increased vulnerability of children with SEND and utilise the SEND Code of Practice and support from wider specialist organisations to work closely with children and families with SEND. Our SENDCo and key staff ensure that the curriculum is fully inclusive in order that all pupils with SEND can access our programme of RSHE and all areas of the curriculum that relate to safeguarding and wellbeing.

We recognise that because of the day-to-day contact our school staff have with children they and we are well placed to observe the outward signs of abuse.

## **15. The seven main elements of our Child Protection Policy**

15.1 There are seven main elements to our policy:

- Providing a safe environment in which children can learn and develop.
- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases of abuse in and outside of school.
- Supporting pupils who have social care involvement in accordance with his/her child in need plan, child protection plan or are subject to Local Authority Care.
- Raising awareness of safeguarding children, child protection processes and equipping children with the skills needed to keep them safe in and outside of school.
- Working in partnership with agencies and safeguarding partners in the 'best interest of the child.'
- Ensuring we have appropriate policies and procedures to deal with child-on-child sexual violence and sexual harassment, including those that have happened outside of the school or college premises and/or online, forms of harassment and harmful sexual behaviour. Filtering and monitoring arrangements for online safety and harms *are included in this policy*.

## **16. Providing a safe environment**

16.1 We recognise that because of the day-to-day contact our school staff have with children they and we are well placed to observe the outward signs of abuse.

16.2 The school will therefore:

- 16.2.1 Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to and heard.
- 16.2.2 Ensure children know that there are trusted adults in the school who they can approach if they are worried.
- 16.2.3 Ensure that every effort is made to establish effective working relationships with parents, carers, and colleagues from other agencies.
- 16.2.4 Include opportunities in the PSHE/RSE curriculum for children to develop the skills they need to recognise and stay safe from abuse by:
- 16.2.5 Recognise and managing risks including online safety, radicalisation and extremism, sexual exploitation, child on child sexual violence and sexual harassment, the sharing of nude and semi -nude images which has replaced what was termed as sexting.
- 16.2.6 Support the development of healthy relationships and awareness of domestic violence and abuse, recognising that Domestic Abuse can encompass a wide range of behaviours and may involve a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical,



sexual, financial, or emotional harm and children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.

- 16.2.7 Recognising how pressure from others and safeguarding vulnerabilities can affect their behaviour.
  - 16.2.8 Recognising the link between mental health, school attendance and children 'absent from education' and the impact on learning, progress, and educational attainment.
  - 16.2.9 Knowing that as a school we will act swiftly to address any concerns related to serious violence, gang and knife crime or child on child sexual violence or sexual harassment incidents.
  - 16.2.10 Ensuring our behaviour policy includes measures to prevent bullying, including cyberbullying, harmful online challenges, hoaxes, prejudice-based and discriminatory bullying and use of social media platforms and networks.
  - 16.2.11 Maintain an on-line safety policy which address statutory filtering and monitoring standards, which take into account remote learning, and use of mobile and smart technology and is reviewed regularly to take into account any new threats are included within this policy.
- 16.3 The response required by schools and safeguarding agencies to address any 'harm outside the home' also known as 'extra familial harm.' *Schools* are a place of protection and where children and young people can share concerns and seek support and are place of safety and where children and young people can form safe and trusted relationships. Through creating a whole school ethos and sharing excellent communication with safeguarding partners and services, children and young people can feel assured they will be listened to, heard, and offered support to enable them share sensitive information and strengthen their resilience.
- 16.4 Importance of our school ethos of working together with parents, carers, and external services to form strong and trusted partnerships which can advocate trauma informed and trauma aware responses and where trusted relationships can be formed and go on to create safe places and spaces within the community, so children and young people know how to access a place of safety outside of the school/college environment if needed.
- 16.5 **Harm outside the home:** <http://www.childexploitationeastmidlands.org.uk/> requires multi-agency working:
- 16.5.1 Through regular updates from the police, we take a proactive approach to being informed of key risks outside the family or home. We understand, and respond to, young people's experiences of significant harm beyond their families, recognising that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent/child relationships.
  - 16.5.2 We engage closely with organisations such as the police, our local church and children family and wellbeing service who may have a greater contextual understanding of these risks and can support our young people and their parents/carers in accessing wider support.
- 16.6 Ensuring our children are aware of these risks is embedded and explicitly taught as part of our broad and balanced RSHE curriculum.

- 16.7 We will take all reasonable measures to ensure any risk of harm to children's welfare is minimised inside and outside of the school environment.
- 16.8 Take all appropriate actions to address concerns about the welfare of a child, working to local policies and procedures in full working partnership with agencies.
- 16.9 Ensure robust child protection arrangements are in place and embedded in the daily life and practice of the school.
- 16.10 Promote pupil health and safety.
- 16.11 Promote safe practice, and challenge unsafe practice.
- 16.12 Ensure that procedures are in place to deal with allegations of abuse against teachers and other staff including volunteers, supply staff and contractors. KCSiE Part Four has two sections, the second section addresses low-level concerns.
- 16.13 Provide first aid and meet the health needs of children with medical conditions.
- 16.14 Ensure school site security.
- 16.15 Address drugs and substance misuse issues.
- 16.16 Support and plan for young people in custody and their resettlement back into the community.
- 16.17 Work with all agencies regarding missing children, anti-social behaviour/gang activity and violence in the community/knife crime and children at risk of sexual exploitation.
- 16.18 Everyone having a duty to safeguard children inside/outside the school environment including school trips, extended school activities, vocational placements, and alternative education packages.

## **17. Additional measures**

### **17.1 Where children are being educated off site, the following arrangements are in place to keep children safe in specific circumstances including:**

- Ensuring the setting is OfSTED registered for pupils with EHCPs and has appropriate safeguarding policies in place
- A DSL visits the setting and reviews their policy and procedures prior to the child starting and carries out regular (half termly) checks
- Consideration is taken to ensure the safe transport of the child to the setting and we have steps in place to check they have arrived safely (contacting the setting directly to confirm they have arrived safe and well)
- The views of the child and their parents have been taken into account and we check they are feeling safe in the setting and this is regularly checked as part of half termly reviews
- A member of the Local Authority Inclusion Service has been involved in checking our policy and practice to ensure we have taken appropriate steps to safeguard and promote the welfare of the child

17.2 We have two members of staff, including our SENDCO, who are trained mental health leads. They provide CPD and ongoing support and advice to staff to help ensure we are able

to identify indicators that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

We also have three ELSAs in school, who we refer children to where they are showing signs of low self esteem, anxiety or if we have noticed an unexplained change in their behaviour.

17.3 All staff are aware that children who may be LGBT can be targeted, we and that homophobia, biphobia, and transphobia are not phobias, they are not fears; they are forms of discrimination or hate towards LGBT people or those perceived to be LGBT and must not be tolerated. We take proactive steps to ensure children know they can talk about this to a trusted adult. Through PSHE and our wider curriculum, we discuss discrimination and it is made clear to all children and staff that this is not tolerated in our school. We use a range of inclusive and diverse literature to explore these issues and help to promote an environment where all children can 'see themselves' and feel safe. Instances of discrimination, bullying and child-on-child abuse are taken very seriously and this links to our Behaviour Policy. We regularly gather pupil voice to ensure all children feel safe and seek their views on how inclusive our school is. This also forms part of our governor safeguarding monitoring visits.

**Guidance may change as the 'Children who are lesbian, gay, bisexual, or gender questioning' section is currently under review pending the outcome of the gender questioning children guidance consultation (DfE, 2023b).**

17.4 *KCSiE 2023 Annex B page 142 Child abduction and community safety incidents – Child abduction is the unauthorised removal or retention of a minor from a parent or anyone with legal responsibility for the child. Child abduction can be committed by parents or other family members; by people known but not related to the victim (such as neighbours, friends, and acquaintances); and by strangers. Other community safety incidents in the vicinity of a school can raise concerns amongst children and parents, for example, people loitering nearby or unknown adults engaging children in conversation. Add in here information about your school and/or local area protocols.*

*As children get older and are granted more independence (for example, as they start walking to school on their own) it is important they are given practical advice on how to keep themselves safe.*

17.5 Our morning routines ensure the school gate is only open for a period of 10 minutes and a member of staff is always on duty at the gate during this time. When the whistle is blown, teachers and support staff walk their class in and the gate is secured. Visitors are only able to access the school through calling the office and we ensure that the gate is securely closed when we see visitors out.

We keep up-to-date records on who is collecting a child from school and ensure parents inform us if this changes. We do not allow children to go home with anyone else unless we have received written or verbal consent from their parent to inform us otherwise. Teachers see their children out to their designated adult at the end of the school day.

As children move into KS2 and parents give consent for them to walk home alone, we issue ongoing advice to children to ensure they go straight home and check there will be an adult there for them. We also check they are feeling happy to walk home and remind them of how to keep themselves safe. If we have concerns about a child walking home alone and their capacity to keep themselves safe, we will share these with their parent and offer support (such as after school club) if their parents are finding this challenging.

We use our regular newsletter to share any concerns in our local community, such as anti-social behaviour, and also ask that they take steps to ensure their child is safe.

Keeping safe is also a component part of our curriculum and UKS2 children undertake a visit to the warning zone (*Warning Zone* is a Leicester based charity dedicated to teaching life-skills and safeguarding children.)

## **18. Procedures for identifying and reporting cases**

18.1 We will follow the procedures set out by the Leicestershire and Rutland Safeguarding Children Partnership (LRSCP) and take account of guidance issued by the DfE in Keeping Children Safe in Education 2024 to:

18.1.1 Ensure we have a Senior Designated Safeguarding Lead (DSL), who is a member of the school/college leadership team, and a Deputy Safeguarding Lead for child protection/safeguarding who has received appropriate training and support for this role.

18.1.2 The Designated Safeguarding Lead role is written into their job description and clarifies the role and responsibilities including as defined in KCSiE 2024 Annex C.

18.1.3 Ensure we have a nominated governor responsible for child protection/safeguarding.

18.1.4 Ensure that we have a Designated Teacher for Looked After Children (LAC).

18.1.5 Ensure every member of staff (including temporary, supply staff and volunteers) and the governing body knows the name of the Senior Designated Safeguarding Lead, their deputies responsible for child protection, and their role.

18.1.6 Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the Designated Safeguarding Lead, or to children's social care/police if a child is in immediate danger.

18.1.7 Ensure all staff and volunteers are aware of the early help process and understand their role in making referrals or contributing to early help offers and arrangements.

18.1.8 Ensure that there is a whistleblowing policy and culture where staff can raise concerns about unsafe practice, and that these concerns will be taken seriously.

18.1.9 Ensure that there is a complaints system in place for children and families.

18.1.10 Ensure that parents understand the responsibility placed on the school and staff for child protection and safeguarding by setting out its obligations in the school prospectus and on the school's website.

18.1.11 Notify Children's Social Care if there is an unexplained absence for a child who is subject to a child protection plan and where no contact can be established with the child, or a parent or appropriate adult linked to the child.

18.1.12 Develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters, including attendance at child protection conferences.

- 18.1.13 Keep written records of concerns about children, even where there is no need to refer the matter immediately; documenting and collating information on individual children to support early identification, referral, and actions to safeguard.
- 18.1.14 Ensure all records are kept securely; any paper files are stored in a locked cupboard (historic) and CPOMs is currently used and managed by DSLs.
- 18.1.15 Ensure that we follow robust processes to respond when children are missing from education or missing from home or care.
- 18.1.16 Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- 18.1.17 Ensure safe recruitment practices are always followed.
- 18.1.18 Apply confidentiality appropriately.
- 18.1.19 Apply the LLRSCB escalation procedures if there are any concerns about the actions or inaction of social care staff or staff from other agencies.

## 19. Supporting children and working in partnership

- 19.1 We recognise that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. For example, children may feel embarrassed, humiliated, or being threatened. This could be due to their vulnerability, disability and/or sexual orientation or language barriers. We recognise that children who are abused or who witness violence may find it difficult to develop a positive sense of self-worth. They may feel helplessness, humiliation, and some sense of blame. The school may be the only stable, secure, and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. This should not prevent staff from having a professional curiosity and speaking to the DSL if they have concerns about a child. It is also important that staff determine how best to build trusted relationships with children and young people which facilitate communication. We also recognise that there are children who are more vulnerable than others, which include children with special educational needs and or disabilities.
- 19.2 All staff including volunteers are advised to maintain the attitude of '**it could happen here**' where safeguarding is a concern, and when concerned about the welfare of the child should always act in the **best** interests of the child.
- 19.3 Our school will endeavour to support the pupil through:
  - 19.3.1 Developing the content of the curriculum to ensure children are taught about safeguarding. The following areas are among those addressed in PSHE and Relationships Education, Relationships and Sex Education and Health Education and in the wider curriculum:-
    - Bullying (including Cyberbullying)
    - Drugs, alcohol and substance misuse (including awareness of County Lines and the Criminal Exploitation of children where appropriate)
    - Online safety
    - The danger of meeting up with strangers
    - Fire and water safety

- Road safety
  - Domestic Abuse
  - Healthy Relationships / Consent
  - (so called) Honour Based Abuse issues e.g. forced marriage, Female Genital Mutilation (FGM) (see Appendix 6),
  - Sexual exploitation of children (CSE), including online
  - Child criminal exploitation (including cybercrime)
- Preventing Extremism and Radicalisation

19.3.2 Maintaining a school ethos which promotes a positive, supportive, and secure environment, and which gives pupils a sense of them being valued.

19.3.3 The school behaviour policy, anti-bullying policy and child-on-child abuse policy which is kept up to date with national and local guidance and which is aimed at supporting vulnerable pupils in our school.

19.3.4 Our school will proactively ensure that all children know that some behaviours are unacceptable and will need to be addressed but as members of our school they are valued and will be supported through the time required to deal with any abuse or harm that has occurred, or outcomes from incidents.

19.3.5 Our school will proactively ensure that all children know that some behaviours are unacceptable and will need to be addressed but as members of our school they are valued and will be supported through the time required to deal with any abuse or harm that has occurred, or outcomes from incidents. This links to our Behaviour Policy. In the event of unacceptable behaviour:

- A separate safe space will be made available for any victims and perpetrators of unacceptable behaviour while the incident is fully investigated.
- The voice of the victim will be integral in what happens next.
- We will put in place additional PSHE to ensure that all children are aware of the unacceptable behaviour.
- Steps will be taken to ensure the perpetrator can understand why this behaviour is unacceptable and where necessary, support from wider agencies will be sought (such as family and wellbeing and the police)
- Parents will be informed
- A clear log of events and actions will be recorded on CPOMS so we can monitor any patterns of behaviour
- Depending on the nature of the unwanted behaviour, an exclusion may be necessary.

19.3.6 Liaison with other agencies that support the pupil such as Children's Social Care (in line with the [Thresholds for access to services](#), updated in September 2021); [Leicestershire Inclusion Service](#) and [Education Psychology Service](#), and the [Children and Family Wellbeing Service](#), etc.

19.3.7 Ensuring that, where a pupil leaves and is subject to a child protection plan, child in need plan or where there have been wider safeguarding concerns, their information is transferred to the new school immediately or within **5 working days** and that the child's social worker is informed.

19.3.8 Ensuring that the vulnerability of children with special educational needs and or disabilities is recognised and fully supported by our school SENDCo

19.3.9 Where a child discloses a concern or informs of an incident that has involved them in an incident involving sexual violence and or sexual harassment the staff member will ensure the child (victim) is taken seriously, kept safe and



never be made to feel like they are creating a problem for reporting abuse, sexual violence, or sexual harassment.

- 19.4 Staff have received training on HSB and we use the Brook Traffic Light Tool and NSPCC resources, Harmful Sexual Behaviour Framework to ensure we take immediate and appropriate actions.
- 19.5 All instances of HSB are recorded on CPOMs and risk assessments are put into place. Depending on the nature of the incident, the services of wider agencies may be sought – such as the police, First Response and Family and Wellbeing.
- 19.6 Additional guidance on incidents of HSB will be sought from our Educational Effectiveness Partner and the Police.

## **20. Staff and Safe Recruitment**

- 20.1 The leadership team and governing body of the school will ensure that all safer working practices and recruitment procedures are followed in accordance with the guidance set out in KCSiE 2024 Part Three.
- 20.2 School leaders, staff and members of the governing body will be appropriately trained in safer working practices and access safer recruitment training.
- 20.3 Statutory pre-employment checks and references from previous employers are an essential part of the recruitment process. We will ensure we adopt the appropriate necessary procedures to carry out the checks required and where any concerns arise, we will seek advice and act in accordance with national guidance.
- 20.4 The school has in place recruitment, selection, and vetting procedures in accordance with KCSiE 2024 Part Three and maintains a Single Central Record (SCR), which is reviewed regularly and updated in accordance with KCSiE 2024 Part Three paragraphs 206 to 351.
- 20.5 Staff will have access to advice on the boundaries of appropriate behaviour and will be aware of the School Employee Code of Conduct, which includes contact between staff and pupils outside the work context. Concerns regarding low-level concerns will be included in our Code of Conduct from 1 September 2024 in line with KCSiE Part Four Section two which staff are made aware of during INSET training and can access via our SharePoint.
- 20.6 Any new staff or volunteers are given a full induction prior to having any contact with pupils, which ensure they understand our arrangements for safer working practices.
- 20.7 In the event of any complaint or allegation against a member of staff, the headteacher (or the Designated Safeguarding Lead) if the headteacher is not present, will be notified immediately. If it relates to the headteacher, the chair of governors will be informed without delay. We will respond to all allegations robustly and appropriately in collaboration with the Local Authority Designated Officer (LADO), LADO Allegation Officers or HR Service.
- 20.8 Staff may find some of the issues relating to child protection and the broader areas of safeguarding upsetting and may need support which should be provided by the school and their Human Resources Team. Staff also have access to the School Wellbeing Service where they can access counselling and support.
- 20.9 Advice and support will be made available by the Safeguarding and Compliance Lead (SCL), LADO and LCC HR where appropriate to the leadership team.

- 20.10 *Induction of new staff, supply staff, volunteers, contractors, and visitors (KCSiE 2024 Part Three Safer Recruitment) will be carried out by a DSL and be inclusive of safeguarding training and ensuring they are clear on our staff Code of Conduct.*

***Please Note: KCSiE 2024 Part Three: Alternative Provision – Where a school places a pupil with an alternative provision provider, the school continues to be responsible for the safeguarding of that pupil and should be satisfied that the provider meets the needs of the pupil.***

- 20.11 School will obtain written confirmation from the alternative provision provider that appropriate safeguarding checks have been conducted on individuals working at the establishment, i.e., those checks that the school would otherwise perform in respect of its own staff.
- 20.12 This will be confirmed through onsite visits and the sharing of key documentation prior to the child starting.

## **21. Links to other Local Authority policies**

- 21.1 This policy, together with the following, should be read alongside and in conjunction with other policies and statutory guidance regarding the safety and welfare of children, including those adopted from Leicestershire County Council and the Leicestershire and Rutland Safeguarding Children Partnership (LRSCP).
- 21.2 The above together with the following will make up the suite of policies to safeguard and promote the welfare of children in this school:

Safer Recruitment Policy  
Behaviour Policy  
Code of Conduct for Parent's Policy  
Suspension & Permanent Exclusions Policy  
Positive Handling Policy  
Whistle blowing Policy  
Low Level Concerns Policy  
E-safety Policy  
Staff Induction Policy  
PSHE Policy  
SRE Policy

Leicestershire and Rutland Safeguarding Children Partnership Policy, Procedures and Practice Guidance link: <https://lrschb.proceduresonline.com/index.htm>

## **22. Raising Awareness - Roles and Responsibilities**

- 22.1 All staff and volunteers: Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone in our school who comes into contact with children and their families have a role to play in safeguarding children. All staff in our school consider, always, what is in the best interests of children.
- 22.2 All staff within our school are particularly important as they are able to identify concerns early and provide help to children to prevent concerns from escalating.

- 22.3 All staff contribute to providing a safe environment in which children can learn by having a child-centred approach where the voice of the child is considered paramount, ensuring that all children are treated with dignity and respect.
- 22.4 Staff contribute to enabling a safe environment both in and when out of schools on trips or extended learning opportunities through showing due diligence to risk assessments and following policies and procedures for keeping children safe.
- 22.5 All our staff are aware of the early help process and understand their role in this. This includes being able to identify emerging problems to recognise children who may benefit from early help. Staff know in the first instance to discuss their concerns with the Designated Safeguarding Lead and understand they may be required to support other agencies and professionals in assessments for early help.
- 22.6 Co-Headteachers and our school SENDCo liaise closely with children, families and partner agencies. The class teacher may also be involved in these meetings, to ensure we can provide additional support and advice. We acknowledge the importance of children and social workers meeting during the school day where required and we work closely with social care and safeguarding partners to ensure children subject to child protection, child in need and LAC plans are kept safe, and the child's needs are met. This involves regular communication via telephone, secure email and immediate sharing of any incidents or logs from CPOMS.
- 22.7 Co-Head Teachers operate an open-door policy and parents/carers are encouraged to come in to talk about any worries or concerns, parents/carers can also contact SLT via emails and arrange meetings at times which are convenient, including online. This message is reinforced through regular communication channels, such as the school newsletter and wider support services are also routinely signposted for young people, parents and carers. Regular surveys are sent out to capture parent/carer voice and a number of events throughout the year enable parents/carers to come into school and talk with staff.

## **23. Safeguarding Training**

- 23.1 All our staff are aware of systems within Ashby C od E Primary School and these are explained to them as part of staff induction, which include our child protection policy; the employee code of conduct and the role of the Designated Safeguarding Lead and Keeping Children Safe in Education 2024.
- 23.2 Our school utilises an induction checklist when staff are inducted which includes the above, but also other policy and procedural information.
- 23.3 All our staff receive safeguarding and child protection training which is updated every three years. In addition, to this training all staff members receive child protection and safeguarding updates when required, but at least annually.
- 23.4 Training is undertaken through Leicestershire County Council and staff can also access training to act as part of 'refreshers and reminders' through our subscription to the National College. Staff are kept up-to-date with any local or national guidance through staff briefings, memos, staff meetings and email.
- 23.5 All our staff are aware of the process for making referrals to children's social care and for statutory assessments under the Children Act (1989) and understand the role they may have in these assessments.

- 23.6 As part of our safeguarding training, through regular updates and the establishment of a culture of professional curiosity and a belief 'it could happen here', we make it clear to staff how and why we would make a referral to social services and staff also know how to do this. We also make clear through training, regular reminders and signage in school that the NSPC website provides key resources, guidance and support and is a good place to go for additional help and advice. Staff are also able to access wider training through the Leicestershire Traded Services and all DSLs receive full training every two years, this is staggered so that at least one DSL undertakes full training annually.
- 23.7 All our staff know what to do if a child is raising concerns or makes a disclosure of abuse and/or neglect. Staff will maintain a level of confidentiality whilst liaising with the Designated Safeguarding Lead and children's social care. Our staff will never promise a child that they will not tell anyone about a disclosure or allegation, recognising this may not be in the best interest of the child.

## **24. Staff responsibilities**

- 24.1.1 All staff have a key role to play in identifying concerns and provide early help for children. To achieve this, they will:
- 24.1.2 Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.
- 24.1.3 Ensure children know that there are adults in the school who they can approach if they are worried or have concerns.
- 24.1.4 Plan opportunities within the curriculum for children to develop the skills they need to assess and manage risk appropriately and keep themselves safe.
- 24.1.5 Lead and ensure robust arrangements and procedures are in place to effectively manage and regularly monitor the school online safety, and specifically appropriate filtering and monitoring on school devices and school networks which are reflected in this Child Protection Policy, including awareness of ease of access to mobile phone networks. In agreement with the Governing body.
- 24.1.6 Attend training to be aware of and alert to the signs of abuse.
- 24.1.7 Maintain an attitude of "it could happen here" with regards to safeguarding.
- 24.1.8 Record their concerns if they are worried that a child is being abused and report these to the DSL as soon as practical that day. If the DSL is not contactable immediately a Deputy DSL should be informed.
- 24.1.9 Be prepared to refer directly to social care, and the police if appropriate, if there is a risk of significant harm and the DSL or their Deputy is not available.
- 24.1.10 Follow the allegations procedures if the disclosure is an allegation against a member of staff.
- 24.1.11 Follow the procedures set out by the LRSCP and take account of guidance issued by the DfE KCSiE 2024.
- 24.1.12 Support pupils in line with their child protection plan, child in need plan, LAC Care Plan.
- 24.1.13 Treat information with confidentiality but never promising to "keep a secret."

- 24.1.14 Notify the DSL or their Deputy of any child on a child protection plan or child in need plan who has unexplained absence.
- 24.1.15 Understand early help and be prepared to identify and support children who may benefit from early help, **to include children who are frequently missing/goes missing from education, home or care, has experienced multiple suspensions, is at risk of being permanently excluded from schools, colleges and in alternative provision or a pupil referral unit, has a parent or carer in custody or is affected by parental offending.**
- 24.1.16 Liaise with other agencies that support pupils and provide early help.
- 24.1.17 Ensure they know who the DSL and Deputy DSLs are and know how to contact them.
- 24.1.18 Have an awareness of the Child Protection Policy, the Behaviour Policy, the Staff Behaviour Policy (or Code of Conduct), procedures relating to the safeguarding response for children who go missing from education and the role of the DSL.
- 24.2 As a school we actively seek opportunities to engage in further learning and/or partnership work with organisations such as the NSPCC, Police Community Support Officers (PCSOs), family support workers, educational psychology and wider SEND services.

## **25. Senior Leadership/Management Team responsibilities:**

- 25.1 Contribute to inter-agency working in line with HM Working Together to Safeguard Children 2018 (updated December 2020) guidance.
- 25.2 Provide a co-ordinated offer of early help when additional needs of children are identified.
- 25.3 Ensure all staff, supply staff and volunteers are alert to the definitions of abuse and indicators, and through access to regular training opportunities and updates.
- 25.4 Ensure staff are alert to the various factors that can increase the need for early help.
- 25.5 Working with Children's Social Care, support their assessment and planning processes including the school's attendance at conference and core group meetings as appropriate.
- 25.6 Carry out tasks delegated by the governing body such as training of staff and volunteers, safer recruitment and maintaining of a single central register.
- 25.7 Provide support and advice on all matters pertaining to safeguarding and child protection to all staff regardless of their position within the school.
- 25.8 Treat any information shared by staff or pupils with respect and follow agreed policies and procedures.
- 25.9 Ensure that allegations or concerns against staff including low-level concerns are dealt with in accordance with guidance from Department for Education (DfE) KCSiE 2024 Part Four 'Allegations made against/Concerns raised in relation teachers including supply teachers, other staff, volunteers, and contractors in Sections One and Two.
- 25.10 Leicestershire and Rutland Safeguarding Children Partnership (LRSCP) and Leicestershire County Council (LCC).

*Note: KCSiE 2024 paragraphs 187 to 202, 'Children potentially at greater risk of harm and Children who need a social worker due to safeguarding or welfare needs. Clarify the importance how your school, academy or college will work with social care and agencies to address safeguarding and child protection concerns: .....*

## **26. Teachers (including ECTs) and Headteachers – Professional Duty**

- 26.1 The Teachers Standards 2012 (updated 13 December 2021) remind us that teachers, newly qualified teachers and headteachers should safeguard children and maintain public trust in the teaching profession as part of our professional duties.
- 26.2 The Children and Social Work Act of 2017, places responsibilities for Designated Teacher to have 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.
- 26.3 *Clarify here: what arrangements you have in place for any children or young people who meet these criteria and the arrangements carried out by the designated teacher. Including how you ensure children and young people know who the designated teacher is in your schools/college.*

## **27. Designated Safeguarding Lead**

- 27.1 We have 2 Senior Designated Safeguarding Leads who takes lead responsibility for safeguarding children and child protection who has received appropriate training and support for this role. The Snr Designated Safeguarding Leads are co-headteachers, and their responsibilities are explicit in their job description.
- 27.2 We also have 2 Deputy Safeguarding Lead, who will provide cover for the Senior Designated Safeguarding Lead when they are not available. Our Deputy Safeguarding Leads have received the same training as our Senior Designated Safeguarding Lead. They will provide additional support to ensure the responsibilities for child protection and safeguarding children are fully embedded within the school ethos and that specific duties are discharged. They will assist the Senior Designated Safeguarding Lead in managing referrals, attending child protection conferences, reviews, core group meetings and other meetings of a safeguarding and protection nature to support the child/children.
- 27.5 We acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding pupils. Our Designated Safeguarding Leads will ensure there is a structured procedure within the school, which will be followed by all the members of the school community in cases of suspected abuse.

## **28. The Senior Designated Safeguarding Lead is expected to:**

- 28.1 Manage Referrals:
  - 28.1.1 Refer cases of suspected abuse or allegations to the relevant investigating agencies.
  - 28.1.2 Support staff who make referrals to children's social care and other referral pathways.



- 28.1.3 Refer cases where a person is dismissed or left due to risk/harm to a child and will make a referral to the Disclosure and Barring Service.
- 28.2 Ensure arrangements are in place year-round for all staff and volunteers to seek advice, support and inform of safeguarding concerns, or incidents and disclosures that inform children are at risk of harm, or abuse, harm or bullying or sexual harm or harassment has occurred.
- 28.3 Ensure appropriate systems are in place to manage and address online safety, access to mobile phone networks, especially for those children who are potentially at greater risk of harm, abuse, and **exploitation** and refer concerns where required linked to the PREVENT duty. **Note: This preventing radicalisation section remains under review, following the publication of a new definition of extremism on the 14 March 2024.**
- 28.4 The DSL team meet regularly and also use CPOMS to ensure key actions are undertaken in response to concerns that have been raised about children. CPOMS also enables us to share key information and means all DSLs are clear on who has been assigned specific actions. We also use this electronic system to evidence actions taken, store key contact details for wider agencies involved with the children and family and attached key documents (such as minutes from MAMs, behaviour plans, risk assessments).
- 28.5 All staff know that not all children know how to share that they are being abused, exploited or neglected and they may not recognise their experiences as being harmful, this could be due to a vulnerability (such as SEND or EAL). Staff at Ashby C of E Primary school work hard to build trusting relationships with children and facilitate communication through different ways (1:1 time, ELSA time, nurture breakfast, worry monsters, feelings boards). Staff are clear, through training and regular discussions, that they should be particularly alert to the potential need for Early Help for some children (as outlined in KSCiE Part 1).

### **Work with others**

- 28.5.1 Liaise with the headteacher/principal (where the Senior Designated Safeguarding Lead role is not carried out by the headteacher) to inform him/her of any issues and ongoing investigations.
- 28.5.2 As required, liaise with the 'case manager' (as per Part Four of KCSiE 2024) and the LADO where there are child protection concerns/allegations that relate to a member of staff.
- 28.5.3 Liaise with the case manager and the LADO/LADO Allegation Officer where there are concerns about a staff member.
- 28.5.4 Liaise with staff on matters of safety and safeguarding and deciding when to make a referral by liaising with other agencies and acts as a source of support, advice, and expertise for other staff.
- 28.5.5 Take part in strategy discussions or attend inter-agency meetings and/or support other staff to do so and to contribute to the assessment of children.
- 28.5.6 Liaise with the local authority and other agencies in line with Working Together to Safeguard Children 2023 and the local Leicestershire Safeguarding Children Partnership procedures and practice guidance.
- 28.5.7 The headteacher, designated safeguarding leads and governing body/trust are aware of the local arrangements put in place by Leicestershire and

Rutland Safeguarding Children Partnership (LRSCP) and know how to access the LRSCP website and training.

- 28.6 DSLs feedback to staff weekly during staff meetings, briefings, through emails and safeguarding updates.

Undertake training

- 28.6.1 Formal Designated Safeguarding Lead training will be undertaken at least every two years. Informal training and updating of knowledge and skills will be at regular intervals, undertaken at least annually.
- 28.6.2 The Senior Designated Safeguarding Lead is responsible for their own training and should obtain access to resources or any relevant refresher training.
- 28.6.3 The Senior Designated Safeguarding Lead is also responsible for ensuring all other staff with designated safeguarding responsibilities access up to date and timely safeguarding training and maintains a register or data base to evidence the training.

## **28.12 The training undertaken should enable the Designated Safeguarding Lead to:**

- 28.12.1 Understand the assessment process for providing early help and intervention through the Thresholds to access to services.
- 28.12.2 Have a working knowledge of how the Leicestershire and Rutland Safeguarding Children Partnership operates, the conduct of a child protection conference, and be able to attend and contribute to these effectively when required to do so.
- 28.12.3 Ensure that each member of staff has access to the child protection policy and procedures.
- 28.12.4 Understand the lasting impact that adversity and trauma can have, including on children's behaviour, mental health and wellbeing, and what is needed in responding to this in promoting educational outcomes.
- 28.12.5 Be alert to the specific needs of children in need, including those with special educational needs and or disabilities and young carers.
- 28.12.6 Be able to keep detailed, accurate, secure written records of concerns, **decisions** and referrals.
- 28.12.7 Understand the Prevent Duty and provide advice and support to staff on protecting and preventing children from the risk of radicalisation and being grooming into extremist behaviours and attitudes (KCSiE 2024 Annex A and B).
- 28.12.8 Understand the reporting requirements for FGM.
- 28.12.9 Understand and support children to keep safe when online and when they are learning at home [KCSiE 2022 Part Two – The Management of Safeguarding and page 111 to 116 and 134, 136 142 to 144, 152 and 158].
- 28.12.10 Encourage a culture of protecting children, listening to children and their wishes and feelings.

**28.13 Raise awareness:**

- 28.13.1 Ensure that the child protection policies are known, understood, and used appropriately.
- 28.13.2 Ensure that the child protection policy is reviewed annually in consultation with staff members, and procedures are updated and reviewed regularly and implemented, and that the governing body is kept up to date and actively involved.
- 28.13.3 Work strategically to ensure policies and procedures are up to date and drive and support development work within the school.
- 28.13.4 Ensure that the child protection policy is available to parents and carers and uploaded to the school website and make parents/carers aware that referrals may be made about suspected abuse or neglect.
- 28.13.5 Ensure all staff receive induction training covering child protection before working with children and can recognise and report any concerns immediately as they arise.

**28. Child Protection file - The Senior Designated Safeguarding Lead is responsible:**

- 28.14 for ensuring that when a child leaves the school or college their 'child protection,' 'child in need' file or 'confidential' file is transferred to the new school or college at the same time the child goes on roll of its new school or education provision.
- 28.15 for keeping a record of the number of children open and subject to CP, CiN and LAC concerns is maintained and shared with the governing body annually.
- 28.16 for keeping a record or data on the cohort of children having or have had a social worker and social care involvement will be maintained.
- 28.17 Our school will maintain, keep and storing records, where a concern about a child has been identified in accordance with statutory guidance in KCSiE 2024.
- 28.18 CPOMS is used to log all concerns and incidents reported, record these clearly and factually and outline how they were responded to, including any action, decisions reached and outcomes. If a child moves school, we ensure the transfer of this information within 5 days for an in year transfer or within the first 5 days of the start of a new term. This will be securely sent separate from the pupils file and a follow up phone call will be made by the DSL to confirm receipt of this.
- 28.19 Availability - During term time the Senior Designated Safeguarding Lead (or a Deputy) will always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. In the absence of the Designated Safeguarding Leads a member of the senior leadership team will be nominated to provide cover.

**29. Headteachers**

- 29.1 **The Co-Headteacher of the school will ensure that:**

- 29.1.1 The policies and procedures adopted by the governing body (particularly those concerning referrals of cases of suspected **abuse, neglect and exploitation**), are understood, and followed by **all** staff.
- 29.1.2 The school maintains an up-to-date Single Central Record (SCR) which is reviewed regularly and is compliant with statutory guidance.
- 29.1.3 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 inter-agency meetings, and contributing to the assessment of children.
- 29.1.4 All staff and volunteers feel able to raise concerns about poor or unsafe practice with regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies.
- 29.1.5 The Co-Headteachers will ensure all staff including supply teachers and volunteers have access to and read and understand the requirements placed on them through: - the school Child Protection Policy; the Staff Behaviour Policy/Code of Conduct Policy.
- 29.1.6 The Co-Headteachers will ensure there are mechanisms in place to assist staff to fully understand and discharge their role and responsibilities as set out in KCSiE 2024.
- 29.1.7 Where there is an allegation made against a member of staff (either paid or unpaid, including volunteers) that meets the criteria for a referral to the LADO, then the headteacher or principal will discuss the allegation immediately with the LADO (within 24 hours) and ensure that cases are managed as per Part Four: Allegations made against/Concerns raised in relation to teachers, including supply teachers, other staff, volunteers, and contractors in KCSiE 2022. If the allegation is against the Headteacher/Principal, then the Chair of the Governing Body will manage the allegation – see below.

### **30. Governing Body and Multi- Academy Trust**

- 30.1 We recognise our Governing body has a strategic leadership responsibility for our school's safeguarding arrangements and must ensure they comply with their duties under legislation and must have regarding to KCSiE 2024, ensuring policies, procedures and training in our school are effective and always comply with the law.
- 30.2 The governing body will be collectively responsible for ensuring that safeguarding arrangements are fully embedded within the school's ethos and reflected in the school's day to day safeguarding practices by:
  - 30.2.1 Ensuring there is an individual member of the governing body to take leadership responsibility for safeguarding and champion child protection issues in the school.
  - 30.2.2 Ensuring that the school has effective policies and procedures in line with statutory guidance (Working Together to Safeguard Children 2023) as well as with local LRSCP guidance and monitors the school's compliance with them.
  - 30.2.3 Ensuring that safeguarding policies and procedures are in place for appropriate action to be taken in a timely manner to promote a child's welfare.

- 30.2.4 Recognising the importance of information sharing between agencies through the statutory guidance provided within KCSiE 2024 Annex C page 166 to 170 and paragraphs 56 to 57, 115 to 121, 375, to 390, 476, 540 and 543 and page 158, the additional clarification about GPDR and withholding information.
- 30.2.5 Ensuring cooperation with the local authority and other safeguarding partners.
- 30.2.6 Appointing a Senior Designated Safeguarding Lead from the leadership team to take lead responsibility for child protection/safeguarding and that a Designated Teacher for Looked After Children is appointed and appropriately trained.
- 30.2.7 Ensuring that all staff, supply teachers and governors read and fully understand at least KCSiE 2024 Part One and or Annex A as a minimum and ensure that there are mechanisms in place to assist staff to understand and discharge their role and responsibilities as required within the guidance.
- 30.2.8 Ensuring that the governing body understands it is collectively responsible for the school's safeguarding arrangements, even though a governor will be nominated as the 'Safeguarding Governor' and person who will champion all safeguarding requirements.'
- 30.2.9 All members of the governing body will undertake safeguarding training to ensure they have the knowledge and information needed to equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place are effective and support the delivery of robust 'safeguarding arrangements and act as the 'critical friend'. This training must focus on their strategic role and not on operational procedures.
- 30.2.10 The Chair of Governors and named Safeguarding Governor will access role specific training to enable them to comply and discharge their child protection/ safeguarding responsibilities including should any allegations be made against the Headteacher/ Principal.
- 30.2.11 The Governing body will collectively ensure there is a training strategy in place for all staff, including the headteacher, so that child protection training is undertaken and refreshed in line with KCSiE 2024 and LRSCP guidance.
- 30.2.12 Ensuring that staff undergo safeguarding child protection training at induction and that there are arrangements in place for staff to be regularly updated to ensure that safeguarding remains a priority.
- 30.2.13 Ensuring that temporary staff and volunteers who work with children are made aware of the school's arrangements for child protection and their responsibilities.
- 30.2.14 Ensuring there are procedures in place to manage allegations against staff and exercise disciplinary functions in respect of dealing with a complaint KCSiE 2024 Part Four Section One.
- 30.2.15 Ensuring that arrangements/procedures are in place to manage and provide clarity on the process for sharing 'low level' concerns, which should be referred to within the school/college Staff Code of Conduct, (Allegations and concerns about a staff member that after initial consideration by the 'case manager' do not meet the criteria for a referral to LADO).

- 30.2.16 Ensuring a response if there is an allegation against the headteachers by liaising with the LADO or other appropriate officers within the local authority.
- 30.2.17 Ensuring appropriate responses to children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse, including child sexual exploitation and going missing in future.
- 30.2.18 Be aware of the issues involving the complexity of serious violence and sexual violence and sexual harassment between children and ensure the school has policy, procedures and staff are trained (including the DSL and Senior Leadership) to recognise and respond to incidents and resources to manage actions and support for those involved.
- 30.2.19 Be alert and respond to harmful online challenges and hoaxes, including providing information and advice to parents and carer and informing where to get help and support.
- 30.2.20 Be alert to the growing concerns involving knife crime and ensure the school works closely with the police and safeguarding partners to raise awareness of the impact of such crime and adopt proactive practice to address concerns locally and within the community.
- 30.2.21 Ensuring appropriate filters and monitoring systems are in place to protect children online and children are taught about keeping safe online through the curriculum.
- 30.2.22 Giving staff the opportunities to contribute and shape safeguarding arrangements and child protection policy.
- 30.2.23 When the school's premises are used for non-school/college activities the Governing body/trust will seek assurances that the body concerned has appropriate safeguarding and child protection policies and procedures in place, and inspect them as needed, including liaising with the Headteacher/trust. This will apply regardless of whether or not children who attend the provision are on the school or college roll.
- 30.2.24 Any safeguarding concerns involving outside organisations will be addressed through our school/college safeguarding policies and procedures and in line with Leicestershire Safeguarding Children Partnership procedures.
- 30.2.25 Prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, making decisions about additional checks and ensuring volunteers are supervised as required.
- 30.2.26 Ensure at least one person on an interview panel has completed safer recruitment training.
- 30.2.27 Inform any new prospective employees' candidate that our school will carry out online checks (KCSiE 2024 Part Three Safer Recruitment).
- 30.2.28 Recognising that certain children are more vulnerable than others, such as looked after children and children with special educational needs and disabilities.
- 30.2.29 Be open to accepting that child abuse and incidents can happen within the school and be available to act decisively upon them.



## 31. Looked After Children – The Role of Designated Teacher and the Designated Safeguarding Lead

- 31.1 A teacher is appointed who has responsibility for promoting the educational achievement of children who are looked after. They have the appropriate training. The Designated Teacher will work with the Virtual School to ensure that the progress of the child is supported.
- 31.2 The Designated Safeguarding Lead will also have details of the child's social worker and the name of the Assistant Head of the Virtual School. The Designated Safeguarding Lead will work closely with the Designated Teacher, as we recognise that children may have been abused or neglected before becoming looked after. We will ensure their ongoing safety and wellbeing as well as supporting their education, through linking with their social worker, carers, and parents where appropriate.
- 31.3 We also recognise those children who were previously Looked-After potentially remain vulnerable and all staff will be informed of the importance of maintaining support for them through our school. As a school we will continue to recognise the importance of working with agencies and take prompt actions where necessary to safeguard these children, who may remain vulnerable.

## 32. Children with Special Educational Needs

- 32.1 We recognise that children with special educational needs (SEN) and or disabilities can face additional safeguarding challenges on and offline. Children with SEN and or disabilities are especially vulnerable when identifying concerns due to their impaired capacity to resist or avoid abuse. They may have speech, language and communication needs which may make it difficult to tell others what is happening.
- 32.2 All staff are aware that additional barrier can exist when recognising **abuse, neglect and exploitation** for children with SEND and be more prone to peer group isolation or bullying (including prejudice-based bullying) than other children. They may not always show outward signs and may have communications barriers and difficulties in reporting challenges, especially involving exploitation or incidents involving child- on -child harm, abuse, or harassment and particularly where that harassment or harm is of a sexual nature. Our staff's vigilance will be a supporting factor to keeping all children safe.

**Staff should consider extra pastoral support and attention for these children, along with ensuring any appropriate support for communication is in place. Further information can be found in the DfE:**

**• SEND Code of Practice 0 to 25 years, and Supporting Pupils at School with Medical Conditions.**

- 32.3 Our policy reflects the fact that additional barriers can exist when recognising **abuse, neglect, and exploitation** in this group of children which include:
  - 32.3.1 assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration.
  - 32.3.2 children with SEN and disabilities can be disproportionately impacted by things like bullying, without outwardly showing any signs; and communication barriers and difficulties in overcoming their ability to disclose incidents or the risk of harm they feel subject to,

- 32.3.3 addressing individual behaviour concerns and incidents considering the child's SEN and disabilities.
- 32.3.4 recognising and having in place additional support for example to teach, advise, mentor and support children with SEND from online harms, hoaxes, bullying, grooming and radicalisation and enable them to have confidence and the ability to stay safe online, either in schools or outside the school environment.
- 32.3.5 providing SEND children with the option of attending lunchtime club if they are struggling to cope on the main school playground.
- 32.3.6 providing a nurture room where children can attend if they are struggling to regulate in the main classroom environment.
- 32.3.7 Additional policies which link to the child protection policy are as follows;
  - Intimate care Policy
  - Positive Handling Policy
  - Accessibility Plan Policy
  - Supporting children with medical needs Policy
  - Medication Management Policy
  - SEND Policy

### **33. Acting where concerns are identified.**

- 33.1 Our staff recognise the difference between concerns about a child and a child in immediate danger.
- 33.2 If staff have concerns about a child, they will need to decide what action to take. A discussion should take place with the Senior Designated Safeguarding Lead, to agree a course of action.
- 33.3 If a child is in immediate danger or risk of harm a referral will be made immediately to First Response and/or immediately to the police if at imminent risk of harm by the member of staff if required, with the Designated Safeguarding Lead being informed of the referral.
- 33.4 If a child chooses to tell a member of staff about alleged abuse, there are several actions that staff will undertake to support the child:
  - 33.4.1 The key facts will be established in language that the child understands, and the child's words will be used in clarifying/expanding what has been said.
  - 33.4.2 No promises will be made to the child, e.g., to keep secrets.
  - 33.4.3 Staff will stay calm and be available to listen.
  - 33.4.4 Staff will actively listen with the utmost care to what the child is saying.
  - 33.4.5 Where questions are asked, this should be done without pressurising, and only using open questions.
  - 33.4.6 Leading questions should be avoided as much as possible.
  - 33.4.7 Questioning should not be extensive or repetitive.

- 33.4.8 Staff will not/ should not put words in the child's mouth but will subsequently note the main points carefully.
- 33.4.9 A full written record will be kept by the staff duly signed and dated, including the time the conversation with the child took place, outline what was said, comment on the child's body language etc.
- 33.4.10 It is not appropriate for staff to make children write statements about abuse that may have happened to them or get them to sign the staff record.
- 33.4.11 Staff will reassure the child and let them know that they were right to inform them and inform the child that this information will now have to be passed on.
- 33.4.12 The Designated Safeguarding Lead will be immediately informed unless the disclosure has been made to them.
- 33.4.13 Information should be shared with children's social care without delay, either to the child's own social worker or to First Response. Children's Social Care will liaise with the police where required, which will ensure an appropriate police officer response rather than a uniformed response.
- 33.4.14 The Police would only therefore be contacted directly in an emergency or if a child is in immediate risk of harm, abuse, or danger.

**Staff should never attempt to carry out an investigation of suspected child abuse by interviewing the child or any others involved, especially if a criminal act is thought to have occurred. The only people who should investigate child abuse and harm are Social Care, Police, or the NSPCC.**

### **34. Confidentiality**

- 34.1 We recognise that all matters relating to child protection are confidential; however, a member of staff must never guarantee confidentiality to children; children will not be given promises that any information about an allegation will not be shared.
- 34.2 Where there is a child protection concern it will be passed immediately to the Designated Safeguarding Lead and/or to children's social care. When a child is in immediate danger children's social care/the police will be contacted.
- 34.3 The Headteacher or Senior Designated Safeguarding Lead will disclose personal information about a pupil to other members of staff, including the level of involvement of other agencies, only on a 'need to know' basis.
- 34.4 All staff are aware that they have a professional responsibility to share information with other agencies in order to safeguard children. They are aware that the Data Protection Act 1998 should not be a barrier to sharing of information where failure to do so would result in a child being placed at risk of harm. **Staff should refer to the DfE Data Protection guidance for schools (DfE, 2024b).**
- 34.5 We acknowledge further guidance can be found by visiting Leicestershire and Rutland Safeguarding Children Partnership website: <https://lrsb.org.uk/>

### **35. Information Sharing**

- 35.1 Effective sharing of information between practitioners and local organisations and agencies is essential for early identification of need, assessment, and service provision to keep children safe. Serious Case Reviews (SCRs) now known as Rapid Reviews (RRs) have highlighted that missed opportunities to record and

thereby understand the significance of sharing information in a timely manner can have severe consequences for the safety and welfare and well-being of children (Working Together to Safeguard Children, **December 2023**).

35.2 We will adopt the information sharing principles detailed in statutory safeguarding guidance contained within:

35.2.1 DfE KCSiE 2024 has several sections which provide clarity on information sharing processes and GDPR including within Annex C which makes clear the powers to hold and use information when promoting children's welfare.

35.2.2 Working Together to Safeguard Children 2023 paragraphs 28 to 33 and on pages 18 -20.

35.2.3 Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents, and carers (which has been updated to reflect the General Data Protection Regulation (GPDR) and Data Protection Act 2018.

35.2.4 Leicestershire and Rutland Safeguarding Children Partnership (NSCP) Policy and Practice Guidance.

### **36. Records and Monitoring** [*KCSiE 2024 paragraphs 68 to 70, Part Four, Part Five, Annex C*]

36.1 Our school maintains good quality records through the use of CPOMS, with clearly defined categories. Any logged incidents are monitored by DSLs as we are immediately alerted. Information relating to any engagement with statutory agencies, including Social Care, Early Help, Police, CAMHS, Health and other services are logged clearly, with meeting minutes uploaded and all contact details kept up to date in relation to wider professionals working with the family.

36.2 Any concerns about a child will be recorded in writing within 24 hours. All records will provide a factual and evidence-based account and there will be accurate recording of any actions. Records will be signed, dated and, where appropriate, witnessed. Where an opinion or professional judgement is recorded this should be clearly stated as such. **As well as keeping records of concerns, discussions and decisions, designated safeguarding leads should keep record of the rationale for any decisions made.**

36.3 At no time should an individual teacher/member of staff or school be asked to or consider taking photographic evidence of any injuries or marks to a child's person; this type of behaviour could lead to the staff member being taken into managing allegations procedures. The body maps should be used in accordance with recording guidance and to support clarity for example of areas of injury, marks and bruising and or touching.

36.4 Any concerns should be reported and recorded without delay to the appropriate safeguarding services e.g., First Response or the child's social worker if already an open case to social care.

36.5 Our school will ensure all our files will be available for external scrutiny for example by a regulatory agency or because of a serious case review or audit.

### **37. Why recording is important.**

37.1 Our staff will be encouraged to understand why it is important that recording is comprehensive and accurate and what the messages from serious case reviews

are in terms of recording and sharing information. It is often when a chronology of information is pieced together that the level of concern escalates or the whole or wider picture becomes known.

37.2 Our school (Ashby C of E Primary) uses CPOMS, which is robust, secure, and appropriate and has been approved by our Governing Body.

37.3 We acknowledge without information being recorded it can be lost. This could be crucial information, the importance of which is not always necessarily apparent at the time. On occasions, this information could be crucial evidence to safeguard a child or be evidence in future criminal prosecutions.

### **38. The Child Protection (CP), Child in Need (CiN) or Confidential file**

38.1 Child Protection, CiN or Confidential Safeguarding files and information and records of concerns and incidents are stored on CPOMS. The storing and collating information about children on CPOMS relates to either a child protection or safeguarding concern or an accumulation of concerns about a child's welfare which are outside of the usual range of concerns which relate to ordinary life events. It should be borne in mind that what constitutes a 'concern' for one child may not be a 'concern' for another and the child's particular circumstances will need to be taken into account for example if a child is subject to a child protection plan, CiN plan or has looked after status (LAC). Professional judgement will therefore be an important factor when making this decision and will need clear links between pastoral staff and those with Designated Safeguarding Lead responsibilities in school.

#### **38.2 In the event of:**

- A referral to First Response/Children's Social Care.
- A number of minor concerns on the child's main school file.
- Any child open to social care.

All information will be recorded on CPOMS including:

- Scans of any written, drawn or photographic information that relates to the incident/disclosure/concern
- Factual information (log) relating to the incident/disclosure/concern
- The name of the member of staff who has raised the concern/been disclosed to/is recording the incident
- Actions taken by the DSL and any further follow up information that is relevant (including emails/phone calls and meetings and notes with wider professionals involved)

#### **38.3 CPOMS contains the following:**

- A front sheet.
- A chronology.
- A record of concern in more detail and body map, where appropriate.
- A record of concerns and issues shared by others.

38.4 The school keep electronic records of concerns about children even where there is no need to refer the matter to First Response/Children's Social Care (or similar) immediately.

- 38.5 Records will be kept up to date and reviewed regularly by the Snr Designated Safeguarding Lead, to evidence and support actions taken by staff in discharging their safeguarding arrangements. Original notes will be retained (but clearly identified as such) as this is a contemporaneous account; they may be important in any criminal proceedings arising from current or historical allegations of abuse or neglect.
- 38.6 CPOMS records can be active or non-active in terms of monitoring i.e., a child is no longer LAC, subject to a child protection plan or EHAF and this level of activity can be recorded on the front sheet as a start and end date. If future concerns arise, they can be re-activated and indicated as such on the front sheet and will be chronologically recorded as new information arises.

### **39 Transfer of child's child protection file, child in need, LAC, or confidential file (statutory requirement):**

- 39.4 Our school file transfer guidance contained in KCSiE 2024 and ensure when a child moves school/education provision their child protection/confidential file is sent securely to their new educational setting when the child starts/ leaves the school/academy.
- 39.5 For those children subject of social care and safeguarding agency involvement will ensure the file is able to evidence the child's journey and include key information as described in KCSiE 2024 should a child subject to social care involvement transfer schools, college, or education provider we will ensure the child's child protection or confidential file move is transferred within 5 days as required by KCSiE.
- 39.6 Our Senior DSLs will liaise directly with the receiving school, college or alternative placement and hold a discussion to share important information to support the child's transfer to ensure the child remains safeguarded, has any 'reasonable adjustments' agreed, and put in place and to ensure the changes experienced by the child are as smooth as possible to enable a positive integration experience and engagement with new staff and learning.
- 39.7 In accordance with KCSiE 2024 we will maintain information on cohorts of children who have been open to social care, have had a social worker or who are closed to social care and may have returned to the family home. This information will only be considered for sharing 'if appropriate' with the new school or provider in advance of the child leaving to allow for the new school to continue supporting the children who have had a social worker or been victims of abuse, including those who are currently receiving support through the 'Channel' programme.

[KCSiE 2024 paragraph 123 and pages 150 to 152 and Annex C]

### **40 Recording Practice**

- 40.4 Timely and accurate recording will take place when there are any issues regarding a child.
- 40.5 A recording of each and every incident or concern for the child will be made, including any telephone calls to other professionals. These will also be recorded on the chronology and kept within the child protection file for that child, as over time they are likely to help identify any patterns or emerging risks and needs. This will include any contact from other agencies who may wish to discuss

concerns relating to a child. Actions will be agreed, and roles and responsibility of each agency will be clarified, and outcomes recorded.

- 40.6 The chronology will be brief and log activity; the full recording will be on the record of concern.
- 40.7 Further detailed recording will be added to the record of concern and will be signed and dated. Records will include an analysis of the event or concerns and will take account of the holistic needs of the child, and any historical information held on the child's file.
- 40.8 Support and advice will be sought from social care, or early help whenever necessary. In this way a picture can emerge, and this will assist in promoting an evidence-based assessment and determining any action(s) that needs to be taken.
- 40.9 This may include no further action, whether an Early Help Assessment should be undertaken, or whether a referral should be made to First Response/Children's Social Care in-line with the Threshold for access to services published September 2021, or any later edition made available by Leicestershire and Rutland Safeguarding Children Partnership.
- 40.10 Such robust practice across child protection and in safeguarding and promoting the welfare of children will assist the school and DSL team in the early identification of any concerns which may require addressing further and the prevention of future harm, risk, or abuse.
- 40.11 The Designated Safeguarding Lead will have a systematic means of monitoring children known or thought to be at risk of harm (through the concern file and through an ongoing dialogue with pastoral staff). They will ensure that we contribute to assessments of need and support multi-agency plans for those children.

#### 41 **Educating Young People – Opportunities to teach safeguarding** *[KCSiE 2024 paragraphs 124 to 140, Annex A & Annex C Online Safety paragraph 140 to 150].*

- 41.1 As a school we will teach children in an age-appropriate way about youth produced imagery, on-line risks associated with social networking to prevent harm by providing them with the skills, attributes, and knowledge to help them navigate risks, including covering online safety, remote learning, filters and monitoring, information security, cyber-crime, reviewing online safety platforms and use of mobile technology. We will ensure appropriate filters and monitoring systems in place and regularly review their effectiveness.
- 41.2 The education we provide for online safety will take into account the need for children to learn using online technologies in a safe environment whether that be in school, in the home or in a community environment. This will also be taught as part of a wider RSHE programme, as well as through other subject areas and ICT.
- 41.3 We will ensure a whole school approach is in place to promote giving children the space to explore key issues in a sensitive way and the confidence to seek the support of adults should they encounter problems or online harms, hoaxes or harassment including involving incidents of sexual violence and sexual harassment between children.



- 41.4 We will carefully consider mobile phone use and the new filtering and monitoring standard required by DfE and how this is managed in school and ensure it is reflected in our mobile and smart technology policy. This will include where children have unlimited and unrestricted access to the internet via mobile phone networks (i.e., 3G, 4G and 5G).
- 41.5 Our arrangements will be regularly reviewed to address this additional area of safeguarding as technologies change on a regular basis and having access to smart technology could mean some children, whilst at school/college, sexually harass, bully, and control others via their mobile and smart technology, share indecent images consensually and non-consensually (via large chat groups) and view and share pornography and other harmful content.
- 41.6 At Ashby Church of England Primary School we aim to develop children's overall holistic health – socially, emotionally, physically, intellectually and spiritually. Our programme of study is designed to equip our children with the skills to thrive under the pressures and demands they may face and how best to navigate the challenges of a diverse modern world. RSE contributes to safeguarding pupils (Children Act 2004) by promoting their emotional wellbeing, and improving their ability to achieve in school. We understand the importance of high quality Relationships Education as we fulfil our statutory safeguarding duties. Relationship Education enables pupils to understand about mutual, consensual and reciprocated relationships in all their forms. Whether the children are learning about friendships, families, relationships in school or the wider community, they will be developing essential skills which underpin their ability to recognise abusive relationships. Teaching about 'Family and Friends' and 'Anti-bullying' enables us to fulfil our statutory duty to prevent 'child on child abuse'. This will be delivered by focusing on boundaries and privacy, ensuring young people understand that they have rights over their own bodies. This will also include understanding boundaries in friendships with peers and also in families and with others, in all contexts, including online. Children will be taught how to report concerns and seek advice when they suspect or know that something is wrong. These subjects complement Health Education and as part of a comprehensive programme and whole. Children have the right to say no, to respect their own body and to speak out and know that someone can help. In the case of RSE and Personal Safety, we recognise that effective teaching may alert children to what is appropriate and inappropriate behaviour (including inappropriate emotional, physical and sexual abuse or behaviour) and that there is an increased possibility that a disclosure relating to abuse may be made. RSE and Personal Safety also enables us to fulfil our duty to prevent Female Genital Mutilation (FGM). When teaching any sensitive issue young people may give cause for concern. All staff are aware of the Safeguarding and Child Protection procedures and will report disclosures or concerns to the Designated Safeguarding Lead (DSL) immediately. Our use of the anatomical terms for body parts helps to ensure that children are able to describe abusive behaviours if they need to. Ground rules at the start of sessions help to establish and maintain a safe and appropriate learning environment; this is important for good learning to take place, and also contributes to effective safeguarding.
- 41.7 As part of both our RSE and PSHE curriculum, pupils are taught how to keep themselves safe online and the full range of potential risk of harm. This is also reinforced and embedded through our Computing curriculum.
- 41.8 Home learning is accessed through the SeeSaw platform and further information on the safety of this platform can be found here: [How Seesaw keeps student data safe – Seesaw Help Center](#)



## 42 Helplines and reporting

- 42.4 Children can talk to a Child Line counsellor 24 hours a day about anything that is worrying them by ringing 0800 11 11 or in an online chat at <https://www.childline.org.uk/get-support/1-2-1-counsellor-chat/> or they may chose to speak to one of our ELSAs, who will make themselves available and a safe and quiet place to talk.
- 42.5 Where staff members feel unable to raise an issue with their employer, or feel they have a genuine concern that is not being addressed we acknowledge they may wish to consider whistleblowing channels. Likewise, if parents and carers are concerned about their child, they can contact the NSPCC Helpline by ringing 0800 028 028 0295, or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- 42.6 Those families who are part of a CiN plan or accessing Early Help, are able to contact a Family Support Worker or in the case of Child Protection or LAC, speak to the family Social Worker. School will work closely with parents/carers and discuss the benefits of Early Help and how the Children Family and Wellbeing Service may be able to support the child/family and make a referral where consent has been gained. A confidential space will be made available in school for wider professionals to meet with children and capture their voice/respond to any concerns.

School also signpost Parents/Carers to a range of organisations that may provide the family/child with further support (such as charities and organisations who can support with addition, domestic violence and CAHMs), support in the community (including through the church). These are regularly signposted on our school newsletter and shared during meetings.

***The following appendices are a part of this policy (delete or amend as appropriate):***

<b>Appendix 1</b>	<i>LCC LA Flow Chart 2024-2025 'What to do if you are worried a child is being abused or at risk of harm, neglect, or online harm.'</i>
<b>Appendix 2</b>	<i>Template: Body Maps Guidance and Body Maps.</i>
<b>Appendix 3</b>	<i>Existing Injuries Form – Tool to support reflection.</i>

## Appendix 1

### Name of School/Academy/AP Child Protection & Safeguarding Flow Chart 'What to do if you are worried a child is being abused, at risk of harm or neglect'

#### Actions where there are concerns about a child's welfare in and outside of school.

- Be alert to signs of abuse, question unusual behaviour or changes to presentation.

#### Where a child discloses abuse, neglect, sexual violence, sexual harassment, online harm, exploitation.

- Listen to what they say, keep calm, reassure they are right to tell, and you will take action to help keep them safe.
- Inform them you need to share the information and what you are going to do next
- Do not promise confidentiality, you will need to share/ report the information to appropriate services.
- **DO NOT DELAY, take any immediate necessary action to protect the child and ensure the Designated Safeguarding Lead is informed or member of SLT in the DSL's absence.**

#### Discuss concerns with the Designated/Named Safeguarding Lead

- The DSL will consider further actions including consultation with First Response (if a new concern).
- Concerns and discussion, decisions and reasons for decision should be recorded in writing and a 'confidential concerns' or a 'child protection' file should be opened, stored in line with the school child protection policy.
- At all stages the child's circumstances should be kept under review and re-refer if concerned to ensure the child's circumstances improve – **the child's best interests must come first.**

#### Still have concerns - Refer to First Response (MARF)

Have child/families' personal details to hand and be clear about concern/allegations. Complete referral form.

#### Safeguarding concern Resolved /no longer held

Support has been agreed, record decisions and any follow up needed. actions.

#### First Response 0116 305 0005

Where safe consider **Early Help Service**

**If the child is at immediate risk dial 101 and ask for assistance**

Record all decisions and actions, working to agreed outcomes and within timescales. Escalate any emerging threats/concerns by adopting Leicestershire and Rutland Safeguarding Children Partnership procedures.

[lrsdp.proceduresonline.com/index.htm](http://lrsdp.proceduresonline.com/index.htm)

#### NSPCC Whistle blowing

Tel: 0800 028 0285

Police Tel:101

#### Unmet needs identified

Decide what actions are needed to support the child.

**Consult with the child young person, family, and relevant agencies:** Agree support, refer to LRSCP guidance Thresholds for access to services (September 2021)

**Contacts:** For any allegations/concerns regarding an adult who works with (in either paid/voluntarily) employment with children contact the LA Designated Officer (LADO) [CFS-LADO@leics.gov.uk](mailto:CFS-LADO@leics.gov.uk) Outside of office hours, contact the First Response Children's Duty Team: 0116 305 0005

LA Safeguarding and Compliance Lead [Charlotte.Davis@leics.gov.uk](mailto:Charlotte.Davis@leics.gov.uk) 0116 305 6314

## **Appendix 2**

### **Body Map Guidance for Schools**

**Medical assistance should be sought where appropriate.**

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 be asked to or consider taking photographic evidence of any injuries or marks to a child's person, this type of behaviour could lead to the staff member being taken into managing allegations procedures, the body map below should be used in accordance with recording guidance. Any concerns should be reported and recorded without delay to the appropriate safeguarding services,**

**e.g., First Response 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.

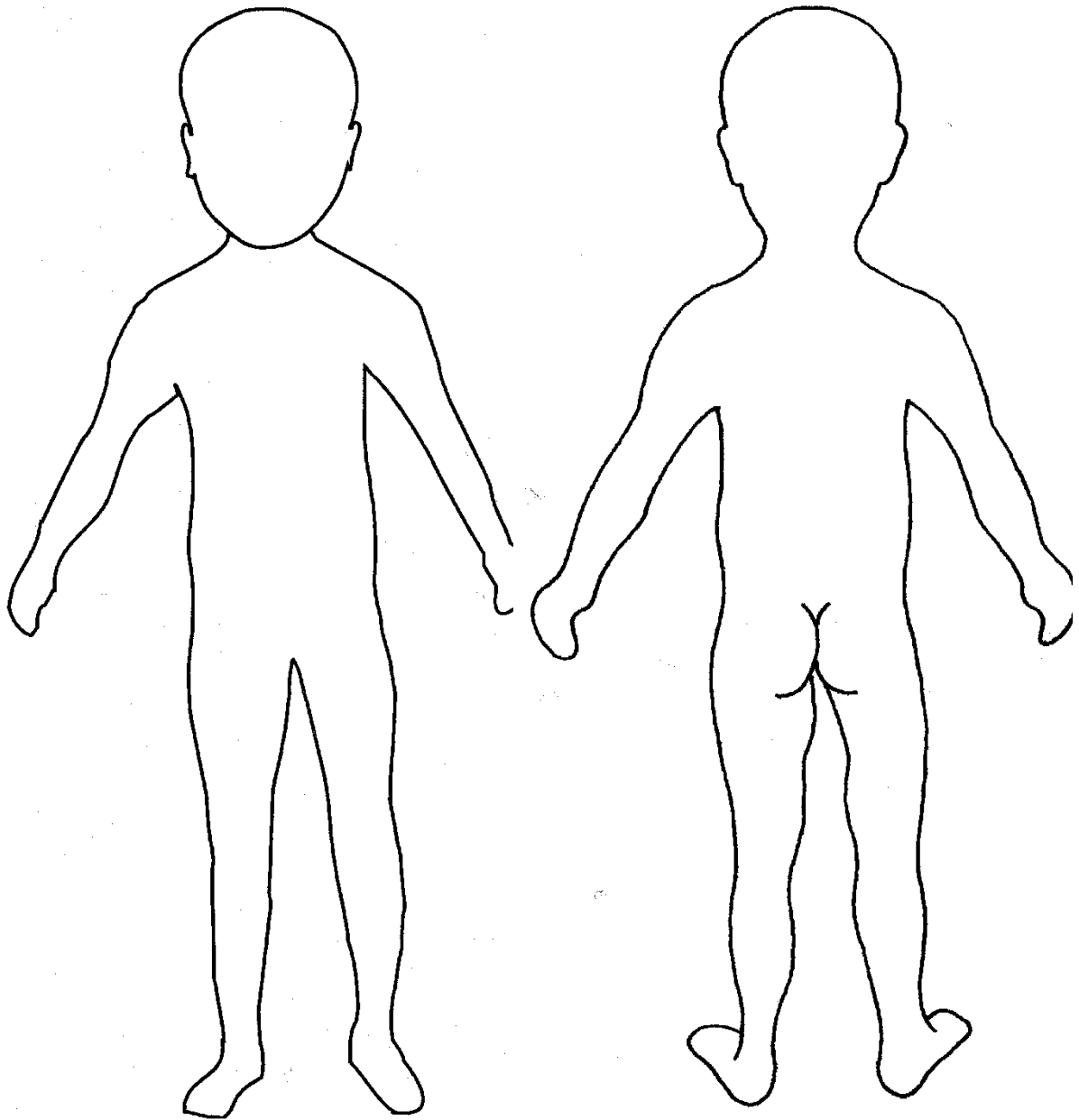
**Ensure First Aid is provided where required and record.**

A copy of the body map should be kept on the child's child protection file.

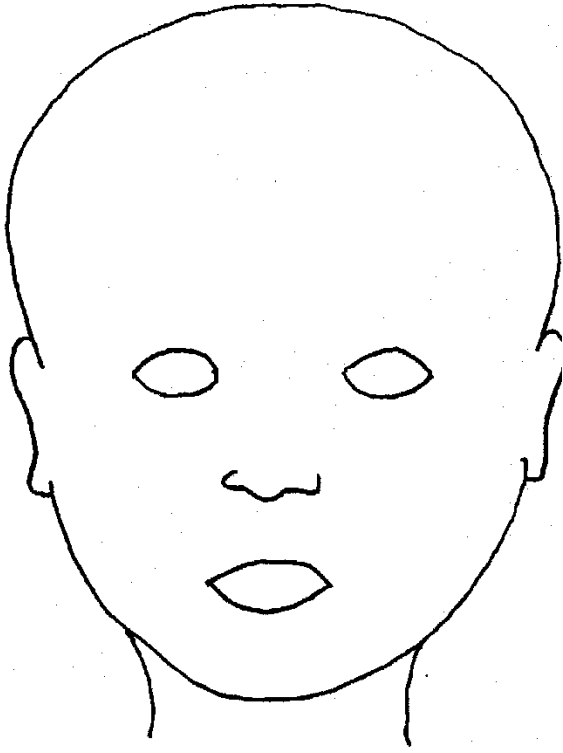
## BODYMAP

**(This must be completed at time of observation)**

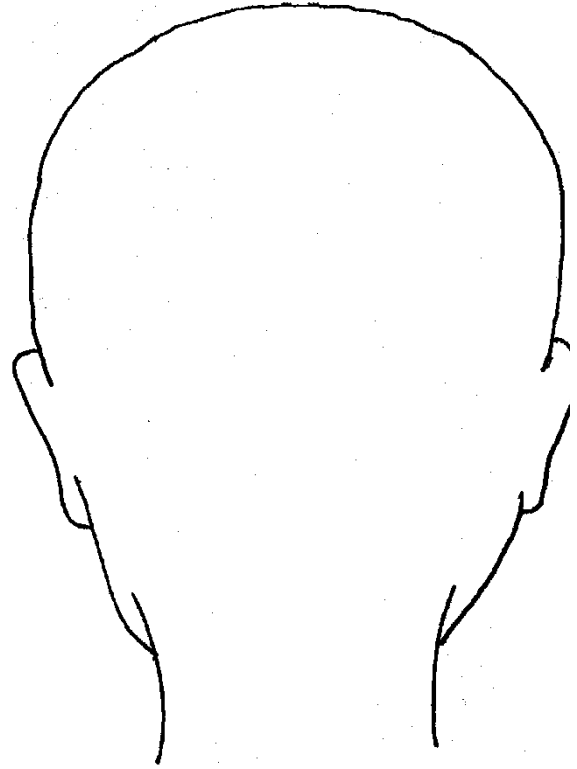
Names	for	Date	of
Child:		Birth:	
.....		.....	
Name	of	Agency:	
Worker:			
.....		.....	
Date	and	time	of
observation:	.....		



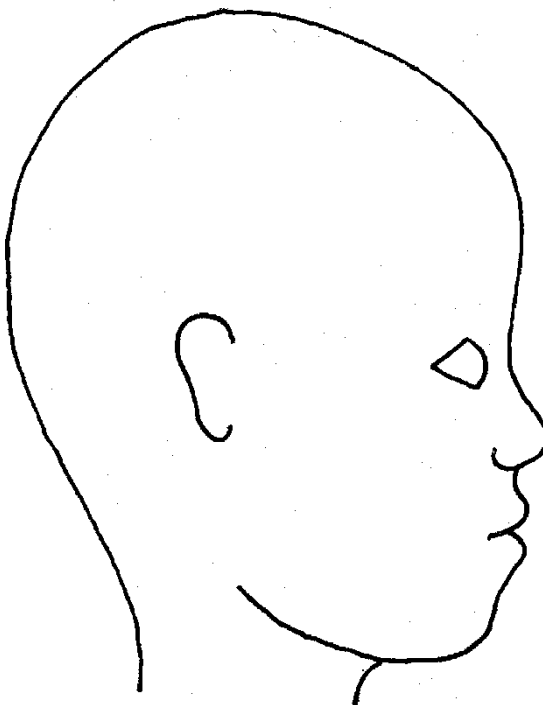
Name of \_\_\_\_\_ Date of \_\_\_\_\_  
Child: \_\_\_\_\_ observation: \_\_\_\_\_



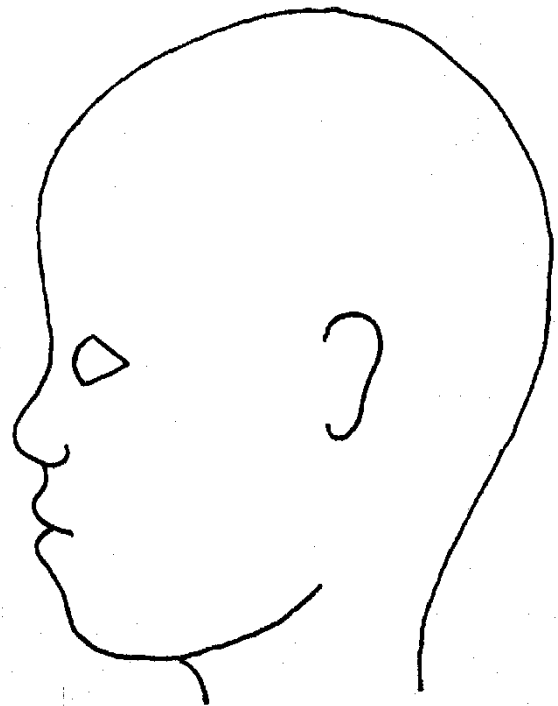
**FRONT**



**BACK**



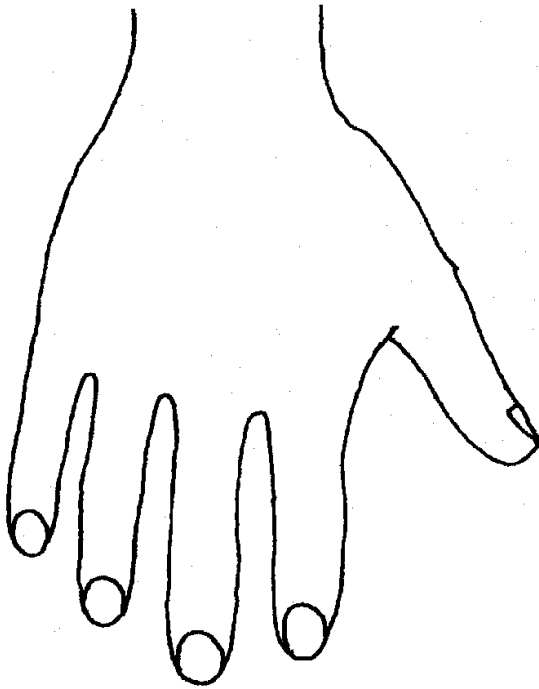
**RIGHT**



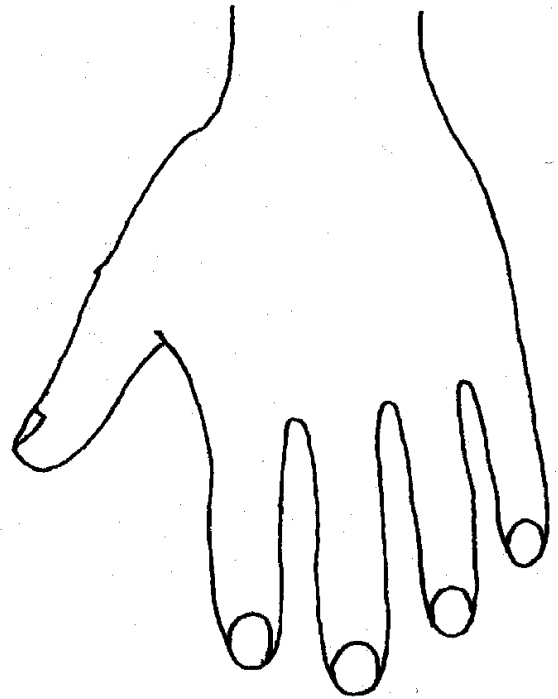
**LEFT**

Name of Child: \_\_\_\_\_

Date \_\_\_\_\_ of \_\_\_\_\_  
observation: \_\_\_\_\_



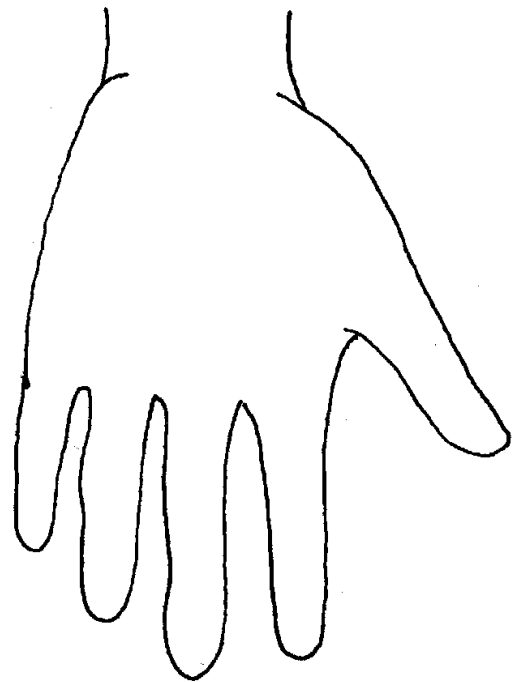
**R**  
**BACK**



**L**



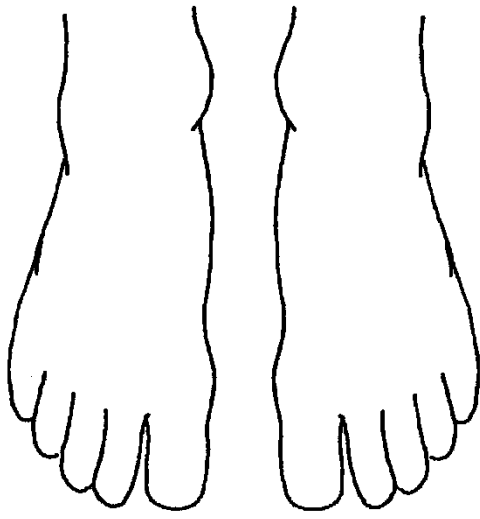
**R**  
**PALM**



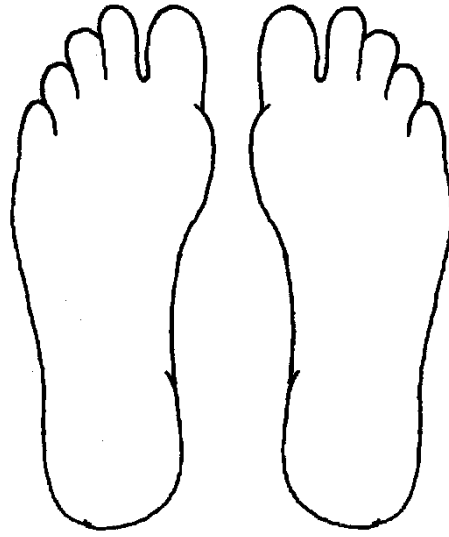
**L**

Name \_\_\_\_\_ of \_\_\_\_\_  
Child: \_\_\_\_\_

Date \_\_\_\_\_ of \_\_\_\_\_  
observation: \_\_\_\_\_



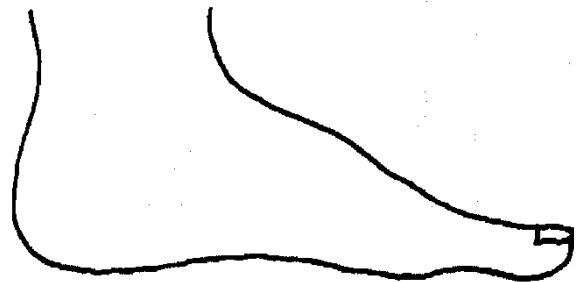
**R TOP L**



**R BOTTOM L**



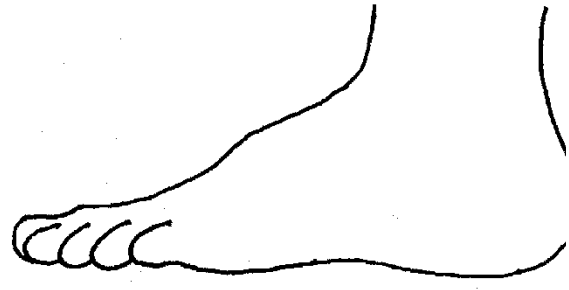
**R  
INNER**



**L**



**R  
OUTER**



**L**



Printed Name and  
Signature of  
worker:

Date:  
Time:

Role of Worker:

Other information:

## Appendix 3

### **Existing Injuries Form – Tool to support reflection.**

The recording of injuries which children have sustained outside of a care or education setting, including the explanation given by the child, their parent or carer, plays a key role in identifying safeguarding concerns. Lessons from Child Safeguarding Practice Reviews tell us that the reflection which takes place alongside the recording is also key, particularly in identifying patterns to injuries.

This tool has been co-designed by practitioners who are dealing with these issues on a day-to-day basis. Whilst it is for each setting to determine how they discharge their safeguarding responsibilities, this tool is being made available to support you in the difficult work you do, with the aim of keeping our children safe.

Are there existing safeguarding concerns or Children's Social Care current or past involvement?	Yes / No  Comments:
When was the last injury(ies)?	Date(s) and injury(ies)
Is this part of a pattern?	Yes / No  Comments:

Is the explanation consistent with the injury?	Yes / No  Comments:
Is the explanation concerning or are there conflicting explanations?	Yes / No  Comments:
Interpretation of level of risk	Low  Medium  High
Actions to be taken, either in response to the injury, or to reduce further risk.  What, By who, By when	

Referral to First Response Y/N	
Signed by....  Role....  Date	Reviewed by (e.g., DSL) ....  Date....