

Version	Date	Updated by
1.0	6-09-23	Cate Tumman
1.1	27-03-24	Cate Tumman
1.2	30-04-24	Julia Whitesides

### Safeguarding & Child Protection Policy

This policy reflects current legislation, accepted best practice, and complies with government guidance: Working Together to Safeguard Children August 2018 and Keeping Children Safe in Education September 2023.

Other policies that may need to be considered are:

- *Anti-bullying*
- *PSHCE*
- *Substance misuse & Drugs*
- *Confidentiality, Privacy & Data protection*
- *Positive behaviour management*
- *Exclusions policy*
- *attendance (including children missing from education)*
- *SEND*
- *health and safety*
- *safer recruitment inc DBS procedure*
- *Online & social media*
- *Management of Allegations*
- *Intimate Care*
- *Physical contact*
- *Acceptable use*
- *Whistleblowing policy*
- *Staff Conduct policy*
- *Visitors' policy*
- *LAC/PLAC*
- *Equality*
- *Therapeutic Education*

Schools (including independent schools, non-maintained special schools, academies, and free schools) and Further Education (FE) institutions should give effect to their duty to safeguard and promote the welfare of their pupils under section 175/157 the Education Act 2002 and where appropriate under the Children Act 1989 by:

- creating and maintaining a safe learning environment for children and young people; and,
- identifying where there are child welfare concerns and taking action to address them, in partnership with other organisations where appropriate.

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Written in line with *Nottingham City Schools Safeguarding and Child Protection Policy Framework – September 2023*

Governing bodies and proprietors should consider how children may be taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum. This may include covering relevant issues through personal, social health and economic education (PSHCE), - through sex and relationship education (RSE).

### What Is Safeguarding?

Safeguarding is the action that is taken to protect the welfare of children and protect them from harm.

Safeguarding means:

- protecting children from abuse or maltreatment
- preventing harm to children’s health or development
- ensuring children grow up with provision for safe and effective care.
- taking action to ensure all children and young people have the best outcomes.

Child protection is part of the safeguarding process. It focusses on individual children identified as suffering or likely to suffer significant harm. This includes child protection which details how to respond to concerns about a child.

### Working Together to Safeguard Children 2020 & Keeping Children Safe in Education 2023

Schools should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children, including:

- ensuring that the school contributes to inter-agency working in line with statutory guidance *Working Together to Safeguard Children 2020*. This includes providing a coordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans to provide additional support to, for example, children subject to child protection plans and children looked after and previously looked after,
- a clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children
- a senior member of staff to take leadership responsibility for the school’s safeguarding arrangements.
- a culture of listening to children and taking account of their wishes and feelings and ensuring there are systems in place for children to express their views and give feedback.
- ensuring there are procedures in place to respond robustly to allegations, including those relating to children harming, or allegedly harming other children (including sexual violence and sexual harassment) and allegations against staff and volunteers.
- arrangements which set out clearly the processes for sharing information, with other professionals and with the local Safeguarding Partners
- a designated professional lead for safeguarding. Their role is to support other members of staff, to recognise the needs of children, including recognising and responding to possible abuse or neglect. Designated leads should be a member of the school's senior leadership team and their roles should always be explicitly defined in any job description. They should be given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively.
- safer recruitment practices for individuals whom the organisation will permit to work regularly

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with children (Part 3 Keeping Children Safe in Education 2023) including policies on when to obtain a relevant Disclosure and Barring Scheme (DBS) check.

- schools must keep a single central record of DBS checks and training undertaken (p.57 Keeping Children Safe in Education 2023). The record must cover the following people:
  - all staff (including supply staff) who work in the school, this means those providing education to children.
  - all others who work in regular contact with children in the school including volunteers
  - for independent schools, including academies and free schools, all members of the proprietary body.
- It is the school’s responsibility to ensure that all the staff they employ in specified early or later years childcare have had the appropriate checks. This includes ensuring that staff working in early and later years settings are suitable to do so. The DfE issued updated guidance for schools in August 2018, entitled Disqualification Under the Childcare Act 2006 of teachers and other school staff working in early or later years provision, or those who are directly concerned with the management of such provision.
- Relevant staff are those working in childcare, or in a management role because they are: working with reception age children at any time; or working with children older than reception until age eight, outside school hours.
- Keeping Children Safe in Education (DfE, 2023) paragraph 266 also refers to disqualification: “For staff who work in childcare provision, or who are directly concerned with the management of such provision, employers need to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2018”
- Employers are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role
- Staff should be given a mandatory safeguarding training at the point of induction, which includes familiarization with safeguarding responsibilities and procedures to be followed if anyone has any concerns about a child’s safety or welfare as well as how to manage a disclosure. Staff in schools should ensure that all staff read and understand at least part one of Keeping Children Safe in Education 2023.
- There should then be an ongoing programme of refresher training and updates to staff/volunteers about key safeguarding issues at least annual (Keeping Children Safe in Education 2023), with suggested three yearly ‘Introduction to Safeguarding and Child Protection’ training for all staff (Nottingham City Safeguarding Children’s Partnership recommendation)
- Ensure there is an effective child safeguarding policy in place together with a school behaviour policy, schools' response to children who go missing from education, staff behaviour policy (code of conduct) and a whistleblowing policy. These should be provided to all staff - including temporary staff and volunteers at point of induction
- all professionals should have regular reviews of their own practice to ensure they improve over time
- The designated lead for safeguarding should maintain comprehensive records, which should be used to inform a review of the support and level of concern about a child’s circumstances whenever new information arises
- All schools must be compliant with the requirements of the LSCP in Nottingham and this includes engagement in the Serious Case Review process
- Nottingham City Safeguarding Partners require all schools to complete an annual safeguarding audit (Section 175/157 see footer\*) and be engaged in multiagency processes and Serious Case

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Reviews (See Working Together to Safeguard Children 2018 (Chapter 2 p59 & chapter 3 p77), to be read in conjunction with DfE Keeping Children Safe in Education 2023);

- Clear policies in line with those from the Safeguarding Partners for dealing with allegations against people who work with children, in either a paid or voluntary capacity. An allegation may relate to a person who works with children who has:
    - behaved in a way that has harmed a child, or may have harmed a child and/or
    - possibly committed a criminal offence against or related to a child and/or
    - behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children
- and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

In addition:

The Local Authority Designated Officer may also be involved in the management and oversight of individual cases where there are allegations made against people who work with children.

The Designated Officer will provide advice and guidance to schools, liaising with the police and other agencies, and monitoring the progress of cases to ensure that they are dealt with as quickly as possible, and are consistent with a thorough and fair process:

- any allegation should be reported immediately to the Headteacher or the Principal of the school. Where the allegation relates to the Headteacher or Principal it should be reported to the Chair of Governance or equivalent. The Local Authority Designated Officer should be informed within one working day of all allegations that come to an employer’s attention or that are made directly to the police; and
- if an organisation removes an individual (paid worker or unpaid volunteer) from regulated activity (working with children) or would have removed, had the person not left first, because of a safeguarding concern that the person may have posed a risk of harm to children, the organisation must make a referral to the Disclosure and Barring Service. It is an offence to fail to make a referral without good reason.
- Section 2 of Keeping Children Safe in Education ‘concerns and or allegations that do not meet the harm threshold’ advises a close focus on record keeping of such concerns and early intervention is expected to be included in safeguarding training for all staff.

In addition to these duties, which apply to schools, further safeguarding duties are also placed on them through other statutes. The key duties that fall on schools are set out below.

***\*Section 175 of the Education Act 2002 places a duty on local authorities (in relation to their education functions and governing bodies of maintained schools and further education institutions, which include sixth-form colleges) to exercise their functions with a view to safeguarding and promoting the welfare of children who are pupils at a school, or who are students under 18 years of age attending further education institutions. The same duty applies to independent schools (which include Academies and free schools) by virtue of regulations made under section 157 of the same Act.***

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***To fulfil their duty under sections 157 and 175 of the Education Act 2002, all educational settings to whom the duty applies should have in place the arrangements as set out above. In addition, schools should have regard to specific guidance given by the Secretary of State under sections 157 and 175 of the Education Act 2002.***

**Aims and Responsibilities**

Silver Linings School leadership team and staff fully recognise the contribution the school makes to safeguarding children. We recognise that the safety and protection of all pupils is of paramount importance and that all staff, including volunteers, have a full and active part to play in providing early help protecting pupils from harm. We believe that the school should provide a caring, positive, safe and stimulating environment which promotes all pupils’ social, physical, emotional and moral development. In delivering this ambition we will adhere to the principles set out in Nottingham City Safeguarding Partners Policy, Procedures and Practice Guidance.

Effective safeguarding of children can only be achieved by putting children at the centre of the system, and by every individual and agency playing their full part, working together to meet the needs of our most vulnerable children, in line with Working Together 2018 and Keeping Children Safe in Education 2023.

**The aims of this policy are to:**

- confirm that the pupils’ development is supported in ways that will foster security, confidence and independence
- raise the awareness of teachers, non-teaching staff and volunteers of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse
- confirm the structured procedures to be followed by all members of the school community in cases of suspected harm or abuse
- emphasise the need for good levels of communication between all members of staff and those with designated responsibility for child safeguarding, health and safety and other safeguarding responsibilities
- emphasise the importance of maintaining and implementing appropriate safeguarding policies, procedures and arrangements of those service providers who use the school’s premises through extended schools or provide any other before and after school activities
- highlight the connection between the safeguarding Policy and the school’s policy for safe recruitment of staff and volunteers, and for managing allegations
- confirm the working relationship with Nottingham City Safeguarding Partners and other agencies and, where appropriate with similar services in neighboring authorities.

**Responsibilities**

**The School Proprietor and directors:** proprietor is trained in safeguarding practice and will attend full training at least every three years and update training annually and will also receive the regular safeguarding updates

- will ensure a member of the governing body is nominated to liaise with the local authority and/or partner agencies on issues of child protection in relation to safeguarding and in

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the event of allegations of abuse made against the Headteacher, or proprietor or member of governing body of an independent school.

- will ensure that the school has a child safeguarding policy, single central record, staff conduct policy and procedures in place, operates safe recruitment procedures, makes appropriate checks on staff and volunteers and has procedures for dealing with allegations against staff and volunteers that all comply in accordance with Nottingham City Safeguarding Partners.
- will ensure that school create a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might pose a risk to children (Part three: Safer Recruitment, Keeping Children Safe in Education 2023).
- has appointed a member of staff of the school leadership team to the role of designated safeguarding lead.
- will ensure the school keeps an up-to-date single central record of pre-employment checks, specifying when the check was made and when it will be renewed.
- will ensure that they develop a safeguarding culture and facilitate a whole school approach to safeguarding.
- ensuring that the child’s wishes, and feelings are taken in to account when action is determined by school leaders.

**The Company Director:** is trained in safeguarding and will attend training/updates at least every three years and will also receive the regular safeguarding updates.

- monitors the adequacy of resources committed to child safeguarding, and the staff and governor training profile
- recognises that neither it, nor individual governance , have a role in dealing with individual cases or a right to know details of cases (except when exercising their disciplinary functions in respect of allegations against staff)
- ensure that the child safeguarding policy is available to parents and children on request
- will ensure this policy and practice complements other policies e.g., anti-bullying including cyber bullying, health and safety, to ensure an integrated model of safeguarding operates across the school.
- will ensure that all safeguarding processes and policies operate with the best interests of the child.

**i. The Headteacher** will ensure that:

- the policies and procedures adopted by the Governance are followed by all staff
- the policy will be updated annually and be available publicly via the school website
- designated staff review policy when the Nottingham City Safeguarding Partners update their policies and procedures
- sufficient resources and time are allocated to enable the designated persons and other staff to discharge their responsibilities including taking part in strategy discussions and other multiagency meetings, to contribute to the assessment and support of children and young people and be appropriately trained.
- a single central database of all staff and volunteers, and their safeguarding training dates is maintained and that this list confirms that all staff and those volunteers who meet the specified criteria have had a DBS check, when this check was made and when it will be renewed.
- all staff and volunteers feel able to raise their concerns about poor and unsafe practice in regard of pupils, and such concerns are addressed in a timely manner in accordance with agreed policies.

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- all allegations, including those individuals who are not employed by the school, will be dealt with appropriately, inform the relevant parties and support where required. *(See paragraphs 353-446, Keeping Children Safe in Education 2023)*
- school staff are sensitive to signs that may indicate possible safeguarding concerns. This could include, for example, poor or irregular attendance, persistent lateness, children missing from education, particularly where there are concerns regarding the potential for forced marriage or female genital mutilation.
- he/she undergoes child safeguarding training, which is updated regularly, in line with advice from the Nottingham City Safeguarding Partners.

**All DSLs and Deputy DSLs need to ensure multiagency working: see Appendix 2**

The department published Working Together Transitional Statutory Guidance to support Local Safeguarding Children Partnerships (LSCPs), the new safeguarding and child death review partners, and the new Child Safeguarding Practice Review Panel in the transition from LSCBs and serious case reviews (SCRs) to a new system of multiagency arrangements and local and national child safeguarding practice reviews.

Governing bodies, proprietors, management committees and their senior leadership teams, especially their designated safeguarding leads, should be aware of their local arrangements. A list of relevant agencies is available at: [legislation.gov.uk](http://legislation.gov.uk). Schools are included.

Schools have a pivotal role to play in multiagency safeguarding arrangements. Governing bodies and proprietors should ensure that the school contributes to multiagency working in line with statutory guidance Working Together to Safeguard Children. It is especially important that schools understand their role in the new safeguarding partner arrangements.

New safeguarding partners and child death review partner arrangements were established in September 2019. Locally, the three safeguarding partners (the local authority; a clinical commissioning group for an area within the local authority; and the chief officer of police for a police area in the local authority area) will plan together with appropriate relevant agencies to safeguard and promote the welfare of local children, including identifying and responding to their needs.

The three safeguarding partners have a shared and equal duty to work together to safeguard and promote the welfare of children. To fulfil this role, they must set out how they will work together and with any relevant agencies. Relevant agencies are those organisations and agencies whose involvement that the three safeguarding partners consider may be required to safeguard and promote the welfare of children regarding local need. The three safeguarding partners must set out in their published arrangements which organisations and agencies they will be working with, and the expectations placed on any agencies and organisations by the new arrangements.

The three safeguarding partners should enable all schools in the local area to be fully engaged, involved, and included in the new safeguarding arrangements. It is expected that, locally, the three safeguarding partners will name schools as relevant agencies and will reach their own conclusions on how best to achieve the active engagement of individual institutions in a meaningful way.

If named as a relevant agency, schools, in the same way as other relevant agencies, are under a statutory

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duty to co-operate with the published arrangements.

Governing bodies and proprietors should understand the local criteria for action and the local protocol for assessment and ensure they are reflected in their own policies and procedures. They should also be prepared to supply information as requested by the three safeguarding partners.

Schools should work with social care, the police, health services and other services to promote the welfare of children and protect them from harm. This includes providing a coordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans to provide additional support to children subject to child protection plans. All schools should allow access for children’s social care from the host local authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, a section 17 or a section 47 assessment.

NPCC guidance: ‘When to call the police’ is designed to help designated safeguarding leads understand when they should consider calling the police and what to expect when they do.

**Nottingham City Schools Agreed Visiting Professionals Guidance September 2022**

- Any professional wishing to undertake work in school with children must be expected and make a formal appointment
- The named professional must be the person who undertakes the intervention
- Professionals must show their organisation ID on arrival
- School, **on production of the organisation ID** must accept that all organisation safeguarding procedures have been followed by the external organisation and that DBS clearance has been obtained for that individual following the specific organisation safeguarding policy

**Schools should not deny access to professionals if they do not have a copy of their DBS certificate with them or if their clearance period is longer than that expected for school. Schools are not permitted to request copies of any personal information and Nottingham City send a DBS verification letter to all settings once a year informing of the expected process.**

**Silver Linings School trained DSL/DSLs for safeguarding:**

1. Julia Whitesides – Headteacher
2. Cate Tumman- Proprietor
3. TBC – Deputy Head/SENCO

**will:**

- have their roles explicitly defined in their job descriptions
- be given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively
- undergo updated child safeguarding training every two years as a minimum
- liaise with relevant agencies in accordance with the Nottingham City Safeguarding Partners procedures when referring a pupil where there are concerns about possible abuse or harm
- where there are concerns about a member of staff’s suitability to work with children, contact the Local Authority Designated Officer (LADO)
- be able to access the contents of the Nottingham City Safeguarding Partners procedures and Personnel procedures and make these accessible to all staff

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- ensure all staff, including supply staff, visiting professionals working with pupils in the school and volunteers are informed of the names and contact details of the designated leads and the school’s procedures for safeguarding children
- support staff who attend strategy meetings, looked after reviews and/or case conferences
- support staff and volunteers who may find safeguarding issues upsetting or stressful by enabling them to talk through their anxieties and to seek further support from the school leadership group or others as appropriate
- ensure involvement of other designated leads e.g., where there are concerns about a pupil who is ‘looked after or previously looked after’
- support staff to reflect on the information they hold about children and provide an alternative perspective on issues to promote a better understanding of what may or may not be concerning
- meet at least each half term to review procedures and case load
- be aware of the requirement for children (investigated by the police) to have an appropriate adult

**Designated leads will ensure that:**

- written records of concerns are kept, even if there is no immediate need for referral, this includes low level concerns (“nagging doubts”).
- all child protection records are marked as such and kept securely locked, and if these are stored electronically, that they are differently password protected from the pupils’ other files, and accessible only by the Head teacher/designated leads
- pupil records are kept separately, and marked as appropriate to indicate other confidential records are being held elsewhere
- all absence letters are dated and clearly signed. Phone calls about absences are similarly logged and dated
- the children missing education- statutory guidance for local authorities 2016 is adhered to
- where a pupil is subject to a Child Protection Plan, and is absent without explanation for two days, the relevant professional in children’s social care is contacted
- records are monitored for patterns, when taking in isolation would appear to be low level concerns, but when viewed together indicate a pattern which requires further action
- where there are existing concerns about a pupil, and they transfer to another school in the same or another authority, information held is transferred securely and confidentially e.g., documents noted confidential, separate from the pupil’s main file to the designated lead for child safeguarding in the receiving school
- transfer of records (once on roll at another school) is 5 working days
- where a pupil has a **child protection plan** or there are ongoing child protection enquiries and transfers to another school;
  - the designated lead for Safeguarding is informed immediately
  - their child protection file is copied for any new school as soon as possible but transferred separately from the main pupil file (recorded delivery)

**The staff**

All staff, teaching and non-teaching, volunteers and others working in school need to:

- read and understand Part 1 of Keeping Children Safe in Education 2023
- be aware that to safeguard children, they have a duty to share information with the designated leads, and through the designated lead, with other agencies
- be aware that despite the requirement to share information with designated leads they can

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make their own referral to Children’s Social Care, e.g., in urgent situations

- be alert to signs and symptoms of harm and abuse. Further information regarding potential indicators of abuse, including specific information about risks such as Female Genital Mutilation and Forced Marriage is available on the Nottingham City Safeguarding Partners webpage
- know how to respond to their duty when they have concerns or when a pupil discloses to them and to act
- know how to record concerns and what additional information may be required including low level concerns (“nagging doubts”).
- undergo child safeguarding training which is updated regularly in line with advice from the Nottingham City Safeguarding Partners and statutory guidance (KCSIE, 2023)
- complete online training during Induction through SSS and update this annually.
- recognise that abuse and neglect can happen in any setting and maintain an attitude of ‘it could happen here’
- familiarise themselves with “What to do if you’re worried that a child is being abused: advice for practitioners’ guidance.” (2015)
- Where an allegation is made against a staff member who is not employed by the school e.g., supply teacher, the [headteacher] will immediately contact both the agency concerned and the LADO. The school will continue to support any investigation that is required. (See paragraph 353 - 446, Keeping Children Safe in Education 2023)

### Allegations against the Headteacher

Where an allegation is made against the Headteacher, Principal or equivalent, the Chair of the Governing Body, or equivalent, must be informed as well as the Local Authority Designated Officer (LADO) **0115 8764762**.

### Reporting concerns to the Designated Safeguarding Lead

Any concern should be discussed in the first instance with *one of the designated leads or in their absence the Headteacher*, as soon as possible. **If at any point, there is a risk of immediate serious harm to a child, a referral should be made to Children’s Social Care or the police immediately. Anybody can make such a referral.**

**All concerns/decisions/actions/outcomes are recorded as per school procedure (including electronic records)**

### Immediate response to the pupil

It is vital that our actions do not harm the pupil further or prejudice further enquiries, for example:

- listen to the pupil, if you are shocked by what is being said, try not to show it
- it is ok to observe bruises but not to ask a pupil to remove their clothing to observe them if a disclosure is made,
  - accept what the pupil says
  - stay calm, the pace should be dictated by the pupil without them being pressed for detail by asking leading questions such as “what did s/he do next?” It is your role to listen - not to investigate
  - use open questions such as ‘is there anything else you want to tell me?’ or ‘yes?’, ‘and?’
  - be careful not to burden the pupil with guilt by asking questions like ‘why didn’t you tell me

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before?’

- acknowledge how hard it was for the pupil to tell you
- do not criticise the perpetrator, the pupil might have a relationship with them
- do not promise confidentiality, reassure the pupil that they have done the right thing, explain whom you will have to tell (the designated lead) and why; and, depending on the pupil’s age, what the next stage will be. It is important that you avoid making promises that you cannot keep such as ‘I’ll stay with you all the time’ or ‘it will be all right now’

**Recording information –**

- At Silver Linings School, staff are expected to complete a concern form at the time of the incident or concern; record the date, time, place and context of disclosure or concern, facts and not assumption or interpretation. Your name and role should be included. This form can be found on Google Drive and paper copies are available from the headteachers office.
- if it is observation of bruising or an injury try to record detail, e.g., ‘right arm above elbow’. Do not take photographs
- note the non-verbal behaviour and the key words in the language used by the pupil (try not to translate into ‘proper terms’)
- verbal conversations should be promptly recorded
- All completed forms should be signed, dated and handed to the DSL who will promptly action and file in individual confidential files.
- All email safeguarding concerns will be printed and logged in the individual confidential files.
- The DSL will make an entry on the electronic safeguarding log of all concerns raised and actions taken.

**Supporting pupils**

- The staff and governance recognise that a child or young person who is abused or witnesses' violence may find it difficult to develop and maintain a sense of self-worth. We recognise that in these circumstances pupils might feel helpless and humiliated, and that they might feel self-blame
- We recognise that this school might provide the only stability in the lives of pupils who have been abused or who are at risk of harm
- We accept that research shows that the behaviour of a pupil in these circumstances might range from that which is perceived to be normal to aggressive or withdrawn.
- Staff have an understanding that pupils with SEND can be more vulnerable to abuse and neglect due to the additional needs that they have and may be less able to speak out if something isn’t right. SEND pupils will receive support from the Inclusion Lead (SENCo) and relevant outside agencies.
- Staff recognise that children with SEND can face additional safeguarding challenges therefore some children may be more vulnerable to abuse because they have additional communication needs, they do not understand that what is happening to them is abuse, they need intimate care or are isolated from others, are dependent on adults for care and are more prone to peer isolation.
- We understand that disabled children at greatest risk of abuse are those with behaviour or conduct disorders as there may be assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child’s disability without further exploration.
- We acknowledge that other high-risk groups include children with learning difficulties/ disabilities, children with speech and language difficulties, children with health-related

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conditions and deaf children.

- Staff understand the potential for children with SEND being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs.
- We are aware that mental health problems can be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Where staff have concerns about a child’s mental health immediate action should be taken in line with safeguarding policy. (Paragraph. 45 – 47. Keeping Children Safe in Education 2023)
- The school will support all pupils by discussing child protection cases with due regard to safeguarding the pupil and his or her family; supporting individuals who are, or are thought to be, in need or at risk in line with Nottingham City Safeguarding Partners procedures; encouraging self-esteem and self-assertiveness; challenging and not condoning aggression, bullying or discriminatory behaviour; promoting a caring, safe and positive environment.
- We recognise that the provision of the right help at the right time is a key element of our wider safeguarding responsibilities. This includes the provision of Early Help either directly through the school or by signposting to other local services, as set out in Nottingham City’s Threshold of Need. Where a child is receiving early help support, we will continue to monitor this to make sure it is having the required impact. Where there is no evidence of this impact, we will consider other alternatives, which may include seeking specialist support

**Communication barriers**

- At Silver Linings School most/all children will have an EHCP in order to meet their additional needs. Children with speech, language and communication needs, learning or physical disability face extra barriers when it comes to sharing worries and concerns.
- Staff will take into account that they may have difficulty understanding a child’s speech so they may not realise when a child is trying to tell them about abuse, therefore extra vigilance is required. They will also be aware that communicating solely with parents or carers may pose a risk if the child is being abused by their parent or carer.

**Empowering Children**

- At Silver Linings School we know that getting to know a child with SEND and finding the best way to communicate with them is a positive way of building a child’s self-esteem. This can show the child that there is someone they can trust and communicate with and help them feel confident about letting someone know if they experience something that makes them feel uncomfortable.
- We will empower children with SEND by providing them with communication support and opportunities to express themselves.
- We will help them to build a supportive relationship with a trusted person and consult them on their views and wishes about their life and care in order to meet their needs.
- We will provide accessible education in accessible formats on topics such as keeping safe, sex and relationships and online safety.
- We will give them opportunities to express themselves creatively through activities and will ensure they have access to advocacy services as required.

**Confidentiality**

- The personal information about all pupils’ families is regarded by those who work in this school as confidential. All staff and volunteers need to be aware of the confidential nature of personal information and will aim to maintain this confidentiality
- Staff understand that they need know only enough to prepare them to act with sensitivity to a

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pupil and to refer concerns appropriately. The designated leads and Headteacher will disclose information about a pupil to other members of staff on a need-to-know basis only. It is inappropriate to provide all staff with detailed information about the pupil, incidents, the family and the consequent actions.

Staff must be aware that:

- they cannot promise a pupil complete confidentiality – instead they must explain that they may need to pass information to other professionals to help keep the pupil or other pupils safe
- Where there are concerns about a pupil’s welfare relevant agencies need to be involved at an early stage. If a member of staff or a volunteer has concerns about a pupil’s welfare, or if a pupil discloses that s/he is suffering abuse or reveals information that gives grounds for concern, the member of staff must speak to their designated lead with a view to passing on the information.

**ii. Pupils:**

**Safe Environment – pupils are safe and feel safe**

All pupils are taught about safeguarding, including online, through various teaching and learning opportunities, as part of providing a broad and balanced curriculum.

Silver Linings School adopts an open and accepting attitude towards pupils as part of our responsibility for pastoral care. Pupils, parents and staff will be free to talk about any concerns and will see the school as a safe place when there are difficulties. Pupils' worries and fears will be taken seriously, and pupils encouraged to seek help from school staff.

Silver Linings School will therefore ensure that:

There is an ethos where pupils feel secure and are encouraged to talk and are listened to, taken seriously, and responded to appropriately is established and maintained

Pupils are involved in the decision-making which affects them

Pupils know that there are adults in the school whom they can approach if they are worried or have difficulties and the school has well developed listening systems

Posters are displayed which detail contact numbers for appropriate support services and child protection helplines e.g., Nottingham City Safeguarding

Partners and Childline

Curriculum activities and opportunities to equip pupils with the skills they need to stay safe from abuse are provided

There is a clear written statement of the standards of behaviour and the boundaries of appropriate behaviour expected of staff and pupils that is understood and endorsed by all. Positive and safe behaviour is encouraged among pupils and staff are alert to changes in a pupil’s behaviour and recognise that challenging behaviour may be an indicator of abuse

Effective working relationships are established with parents and colleagues from partner agencies

There is an awareness that personal and family circumstances and lifestyles of some pupils lead to an increased risk of neglect and/or abuse

**Safeguarding as part of the Curriculum**

Through PSHE, ICT and other curriculum opportunities, pupils are helped to talk about their feelings, know about their rights and responsibilities, understand and respond to risks, to deal assertively with pressures and know who they can turn to for advice and help both in and out of the school and how to

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make a complaint.

The following areas are addressed within PHSE, ICT and in the wider curriculum:

- Bullying (including cyber-bullying)
- Peer on peer abuse
- Up skirting
- Esafety
- Road, fire and water safety
- Inter-personal relationships and domestic abuse
- Child sexual exploitation (CSE), online and offline
- Honour based abuse and forced marriage
- Female genital mutilation (FGM)
- Radicalisation and extremism (Educate Against Hate)

This may include covering relevant issues through Relationships Education and Relationships and Sex Education (formerly known as Sex and Relationship Education), and/or where delivered, through Personal, Social, Health and Economic (PSHE) education. The Government has made regulations which will make the subjects of Relationships Education (for all primary pupils) and Relationships and Sex Education (for all secondary pupils) and Health Education (for all pupils in state-funded schools) mandatory from September 2020.

When children use the school’s network to access the internet, they are protected from inappropriate content by our filtering and monitoring systems. However, many pupils can access the internet using their own data plan.

**Online Safety (Paragraphs 135 – 148 Keeping children Safe in Education 2023)**

It is essential that children are safeguarded from potentially harmful and inappropriate online material. An effective whole school approach to online safety empowers a school to protect and educate pupils, students, and staff in their use of technology and establishes mechanisms to identify, intervene in, and escalate any concerns where appropriate.

Online safety and the school approach to it should be reflected in the child protection policy. The school should have a clear policy on the use of mobile and smart technology. Amongst other things this will reflect the fact many children have unlimited and unrestricted access to the internet via mobile phone networks (i.e., 3G, 4G and 5G). This access means some children, whilst at school, sexually harass their peers via their mobile and smart technology, share indecent images: consensually and non-consensually (often via large chat groups), and view and share pornography and other harmful content. Therefore, at Silver linings School the expectation will be that all mobile phones and technology such as ipads / tablets will be handed in on arrival at school.

Governing bodies and proprietors should ensure their school has appropriate filters and monitoring systems in place and regularly review their effectiveness (Keeping Children Safe in Education 2023; Paragraphs 141 – 142).

**Working with parents/carers**

- Parents and carers play an important role in protecting their children from harm.
- In most cases, the school will discuss concerns about a pupil with the family and, where

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appropriate, seek their agreement to making referrals to Children and Families Direct.

- Where there are any doubts, the designated lead should clarify with Children and Families Direct whether, and if so when and by whom, the parents should be told about the referral. Alternatively, they could ring the Consultation Line in Children’s Duty to discuss this case. The number for this is 07711189544
- The pupil’s views will be considered in deciding whether to inform the family, particularly where the pupil is sufficiently mature to make informed judgments about the issues, and about consenting to that.

- *vigilance: to have adults notice when things are troubling them*
- *understanding and action: to understand what is happening; to be heard and understood; and to have that understanding acted upon*
- *stability: to be able to develop an ongoing stable relationship of trust with those helping them*
- *respect: to be treated with the expectation that they are competent rather than not*
- *information and engagement: to be informed about and involved in procedures, decisions, concerns and plans*
- *explanation: to be informed of the outcome of assessments, decisions, and reasons when their views have not met with a positive response*
- *support: to be provided with support as well as a member of their family*
- *advocacy: to be provided with advocacy to assist them in putting forward their views*
- *protection: to be protected against all forms of abuse and discrimination and the right to special protection and help if a refugee (Working Together to Safeguard children 2018 p 10)*

▪ The school aims to help parents understand that the school, like all others, has a duty to safeguard and promote the welfare of all pupils. The school may need to share information and work in partnership with other agencies when there are concerns about a pupil’s welfare.

**Children in Care (previously known as LAC) and Children Previously in Care**

Supporting children in care and children who have been in care is a key priority for our school. We recognise that the needs of this group of children can only be effectively met when all agencies work together.

**Private Fostering**

A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more. A close family relative is defined as a ‘grandparent, brother, sister, uncle or aunt’ and includes half-siblings and stepparents; it does not include great-aunts or uncles, great grandparents or cousins.

Parents and private foster carers both have a legal duty to inform the relevant local authority at least six weeks before the arrangement is due to start; not to do so is a criminal offence.

Whilst most privately fostered children are appropriately supported and looked after, they are a potentially vulnerable group who should be monitored by the local authority, particularly when the child has come from another country. In some cases, privately fostered children are affected by abuse and neglect, or be involved in trafficking, child sexual exploitation or modern-day slavery.

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**Preventing Radicalisation - Page 149 Keeping Children Safe in Education 2023**

Preventing violent extremism by countering the ideology of extremism and by identifying those who are being drawn into radicalism has for some time formed part of our approach to safeguarding. The Counterterrorism and Security Act 2015 now imposes a duty on a wide range of bodies including all schools to respond when they become concerned that a child is being, or is at risk of, becoming radicalised. Compliance will be monitored through various inspection regimes such as Ofsted that will be looking to see that organisations have assessed the level of risk and that staff are appropriately trained to look out for signs of radicalisation. Also, schools will be monitored to ensure they are aware of the process for making referrals to Channel, the panel that reviews and refers individuals to programmes to challenge extremist ideology.

Statutory guidance has been published and is available here:  
<https://www.gov.uk/government/publications/prevent-duty-guidance>

If you have any concerns about individuals who may be being drawn into support for extremist ideology, please contact Nottingham City’s Prevent Education officer, Louise Cox or the Prevent Team [prevent@nottinghamshire.pnn.police.uk](mailto:prevent@nottinghamshire.pnn.police.uk) who will then contact you to discuss whether a referral should be made. Although a police team, their role is to support early intervention so that vulnerable children or adults do not end up facing criminal sanctions.

**Female Genital Mutilation - Page 154 Keeping Children Safe in Education 2023**

Female genital mutilation (FGM) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK.FGM typically takes place between birth and around 15 years old; however, it is believed that many cases happen between the ages of 5 and 8.

Risk factors for FGM include

- low level of integration into UK society
- mother or a sister who has undergone FGM
- girls who are withdrawn from PSHE
- visiting female elder from the country of origin
- being taken on a long holiday to the country of origin
- talk about a ‘special’ procedure to become a woman
- Symptoms of FGM

FGM may be likely if there is a visiting female elder, there is talk of a special procedure or celebration to become a woman, or parents wish to take their daughter out-of-school to visit an ‘at-risk’ country (especially before the summer holidays), or parents who wish to withdraw their children from learning about FGM.

Potential indications that FGM may have already taken place may include:

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- difficulty walking, sitting or standing and may even look uncomfortable.
- spending longer than normal in the bathroom or toilet due to difficulties urinating.
- spending long periods of time away from a classroom during the day with bladder or menstrual problems.
- frequent urinary, menstrual or stomach problems.
- prolonged or repeated absences from school, especially with noticeable behaviour changes (e.g., withdrawal or depression) on the girl's return
- reluctance to undergo normal medical examinations.
- confiding in a professional without being explicit about the problem due to embarrassment or fear.
- talking about pain or discomfort between her legs

The Serious Crime Act 2015 sets out a mandatory duty on professionals (including teachers) to notify police when they discover that FGM appears to have been carried out on a girl under 18. In schools, this will usually come from a disclosure.

Teachers must personally report to the police cases where they discover that an act of FGM appears to have been carried out; and discuss any such cases with the safeguarding lead and Children's Social Care. Although the duty does not apply in relation to at risk or suspected cases nevertheless this is still something that must be reported to social care.

[www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation](http://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation) **Sexual violence and sexual harassment in schools – Page 152 and Part 5, page 103, paragraphs 447 – 459 Keeping Children Safe in Education 2023**

Schools should **respond to all reports and concerns** of child-on-child sexual violence and sexual harassment, including those that have happened outside of the school premises, and or online.

Sexual violence and sexual harassment can occur between two children of **any age and sex**, from primary through to secondary stage and into colleges. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face to face (both physically and verbally) and are never acceptable.

Whilst **any** report of sexual violence or sexual harassment should be taken seriously, staff should be aware it is more likely that girls will be the victims of sexual violence and sexual harassment and more likely it will be perpetrated by boys.

But it is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report

Schools not recognising, acknowledging or understanding the scale of harassment and abuse and/or downplaying some behaviours related to abuse can lead to a culture of unacceptable behaviour, an unsafe environment and in worst case scenarios a culture that normalises abuse leading to children accepting it

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as normal and not coming forward to report it.

Reports of sexual violence and sexual harassment are likely to be complex and require difficult professional decisions to be made, often quickly and under pressure. Governing bodies and proprietors should ensure that the school contributes to multiagency working in line with statutory guidance Working Together to Safeguard Children.

Any decisions are for the school to make on a case-by-case basis, with the designated safeguarding lead (or a deputy) taking a leading role and using their professional judgement, supported by other agencies, such as children’s social care and the police as required.

More information on Harmful Sexual Behaviour (HSB) can be found at paras 18-22 of the detailed advice, [Sexual violence and sexual harassment between children at schools](#)

The NSPCC also provides free and independent advice about HSB: NSPCC [Learning -Protecting children from harmful sexual behaviour](#) and

[NSPCC-Harmful sexual behaviour framework](#)

The Lucy Faithfull Foundation has developed a [HSB toolkit](#), which amongst other things, provides support, advice and information on how to prevent it, links to organisations and helplines, resources about HSB by children, internet safety, sexual development and preventing child sexual abuse.

[Contextual Safeguarding Network–Beyond Referrals \(Schools\)](#) provides a school self-assessment toolkit and guidance for addressing HSB in schools.

Stop It Now -[Preventing harmful sexual behaviour in children -Stop It Now provides a guide for parents, carers and professionals to help everyone do their part in keeping children safe, they also run a free confidential helpline.](#)

It is important that the perpetrator(s)is/are also given the correct support to try to stop them re-offending and to address any underlying trauma that may be causing this behaviour. Addressing inappropriate behaviour **can** be an important intervention that helps prevent problematic, abusive and/or violent behaviour in the future.

**Child-on-Child abuse - Page 139 paragraph 13 - 23 Keeping Children Safe in Education 2023**

Staff should be aware that safeguarding issues can manifest themselves via child-on-child abuse. This is most likely to include, but not limited to: bullying (including cyber bullying), gender-based violence/sexual assaults and sexting.

**All** staff should be aware that children can abuse other children (often referred to as child-on-child abuse). This is most likely to include, but may not be limited to:

- bullying (including cyberbullying).
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm.
- sexual violence, such as rape, assault by penetration and sexual assault.
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or be part of a broader pattern of abuse.
- up skirting, typically involves taking a picture under a person’s clothing without them knowing,

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with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm

- sexting (also known as youth produced sexual imagery)
- initiation/hazing type violence and rituals

At Silver Linings School we believe that all children have a right to attend school and learn in a safe environment. Children should be free from harm by adults in the school and other students. We recognise that some students will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under the school’s Behaviour Policy.

**Neglect – Page 11 paragraph 30 and Annex A, Page 137/138 Keeping Children Safe in Education 2023**

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 involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate 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.

**Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE) – Page 13 paragraph 36 Keeping Children Safe in Education 2023**

Both CCE and CSE are forms of abuse that occur when an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or the facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

Nottinghamshire and Nottingham City Safeguarding Children Partnerships have adapted this toolkit which was initially developed by Jane Wiffin on behalf of Hounslow LSCB and then revised by North Somerset; to offer a ‘Structured Judgement Approach’ to the identification of child neglect and the tools for agencies to work in partnership with families to improve outcomes for the children and young people.

**Child and Young Person’s Neglect Toolkit for assisting in the identification of Child Neglect V1.3 June 2022**

The Toolkit should be used in conjunction with the local Nottinghamshire and Nottingham City Pathway documents which provide guidance on thresholds for services, and the interagency Procedures and Guidance [http://nottinghamshirescb.proceduresonline.com/p\\_neglect.html](http://nottinghamshirescb.proceduresonline.com/p_neglect.html).

- Nottinghamshire: Pathway to Provision  
<http://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-childrens-trust/pathway-to-provision>
- Nottingham City: Family Support Pathway

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powers to share, hold and use information for these purposes.

- ❶ Staff should only discuss concerns with the Designated Safeguarding Lead, Headteacher or school proprietor (depending on who is the subject of the concern). That person will then decide who else needs to have the information and they will disseminate it on a ‘need-to-know’ basis.
- ❷ School staff should be proactive in sharing information as early as possible to help identify, assess, and respond to risks or concerns about the safety and welfare of children, whether this is when problems are first emerging, or where a child is already known to the local authority children’s social care.
- ❸ Wherever possible consent will be sought to share information however where there are safeguarding concerns about a child, information will be shared with the appropriate organisations such as Children’s Social Care. In most cases concerns will be discussed with parents and carers prior to the referral taking place unless doing so would increase risk.
- ❹ Silver Linings School’s policy on confidentiality and information-sharing is available on the school website.
- ❺ ***The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children. (Page 32, paragraph 120 Keeping Children Safe in Education 2023)***
- ❻ Further details on information sharing can be found: Working Together to Safeguard Children 2018, Data protection: toolkit for schools, Information Sharing: Advice for Practitioners providing safeguarding services to Children, Young People, Parents and Carers.

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## Appendix 1

### Further guidance

To support the work around child protection and safeguarding, links to statutory, national and local guidance are below:

- Children who may have been trafficked  
[Safeguarding children who may have been trafficked - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/safeguarding-children-who-may-have-been-trafficked)
- Behaviour and Discipline  
[Behaviour in schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/behaviour-in-schools)
- Attendance  
[Pupil attendance in schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/pupil-attendance-in-schools)
- Bullying  
<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>
- Mental Health  
[Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/promoting-and-supporting-mental-health-and-wellbeing-in-schools-and-colleges)
- Nottingham City Safeguarding Partners (formerly NCSCB) Guidance Children Missing from Home and Care Joint Procedures
- Sexting in Schools and Colleges  
Sexting in Schools and Colleges, responding to incidents and safeguarding young people – UKCCIS (2017)
- [www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006](https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006) (Updated August 2018)

## Appendix 2 Role of the designated safeguarding lead

Proprietors should ensure an appropriate senior member of staff, from the school team, is appointed to the role of designated safeguarding lead and in addition a deputy to stand in when the lead DSL is not available. The designated safeguarding lead should take lead responsibility for safeguarding and child protection (including online safety and understanding the filtering and monitoring systems and processes in place). This should be explicit in the role holder’s job description.

The designated safeguarding lead should have the appropriate status and authority within the school to carry out the duties of the post. Their additional responsibilities include providing advice and support to other staff on child welfare, safeguarding and child protection matters, taking part in strategy discussions and inter-agency meetings, and/or supporting other staff to do so, and contributing to the assessment of children.

### Availability

During term time the designated safeguarding lead (or a deputy) should always be available during school hours for staff in the school to discuss any safeguarding concerns. Ideally this would be in person, however it may be that this is via the telephone or a secure system such as skype.

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## Manage referrals

The designated safeguarding lead is expected to refer cases:

- of suspected abuse and neglect to the local authority children’s social care as required and support staff who make referrals to local authority children’s social care
- to the Channel programme where there is a radicalisation concern as required and support staff who make referrals to the Channel programme
- where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required, and
- where a crime may have been committed to the Police as required. NPCC - When to call the police should help understand when to consider calling the police and what to expect when working with the police.

## Working with others

The designated safeguarding lead is expected to:

- act as a source of support, advice and expertise for all staff
- act as a point of contact with the safeguarding partners
- liaise with the headteacher or principal to inform him or her of issues- especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations. This should include being aware of the

requirement for children to have an Appropriate Adult. Further information can be found in the Statutory guidance - PACE Code C 2019.

- as required, liaise with the “case manager” and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member
- liaise with all school staff on matters of safety and safeguarding and welfare and when deciding whether to make a referral by liaising with relevant agencies so that children’s needs are considered holistically
- promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
- work with the headteacher and SENCO, taking lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on children’s attendance, engagement and achievement at school This includes:
  - ensuring that the school knows who its cohort of children who have or have had a social worker are, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort, and
  - supporting teaching staff to provide additional academic support or reasonable adjustments to help children who have or have had a social worker reach their potential, recognising that even when statutory social care intervention has ended, there is still a lasting impact on children’s educational outcomes.

## Information sharing and managing the child protection file

The designated safeguarding lead is responsible for ensuring that child protection files are kept up to date.

Information should be kept confidential and stored securely. It is good practice to keep concerns and referrals in a separate child protection file for each child.

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Records should include:

- a clear and comprehensive summary of the concern
- details of how the concern was followed up and resolved
- a note of any action taken, decisions reached and the outcome.

They should ensure the file is only accessed by those who need to see it and where the file or content within it is shared, this happens in line with information sharing advice as set out in Part one and Part two of this guidance.

Where children leave the school (including in year transfers) the designated safeguarding lead should ensure their child protection file is transferred to the new school as soon as possible, This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained. Receiving schools should ensure key staff such as designated safeguarding leads and special educational needs co-ordinators (SENCO's) or the named person with oversight for SEND in schools, are aware as required.

The critical importance of recording, holding, using and sharing information effectively is set out in Parts one, two and five of this document (KCSiE 2023), and therefore the designated safeguarding lead should be equipped to:

- understand the importance of information sharing, both within the school, and with other schools on transfer including in-year and between primary and secondary education, and with the safeguarding partners, other agencies, organisations and practitioners
- understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR), and
- be able to keep detailed, accurate, secure written records of concerns and referrals and understand the purpose of this record-keeping.

**Raising awareness**

The designated safeguarding lead should:

- ensure the school's child protection policy is reviewed annually and that all staff have access to /understand it.
  - ensure the child protection policy is available publicly and parents via the school website

**Training, knowledge and skills**

The designated safeguarding lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years. The designated safeguarding lead (and any deputies) should also undertake Prevent awareness training. Training should provide designated safeguarding leads with a good understanding of their own role, how to identify, understand and respond to specific needs that can increase the vulnerability of children, as well as specific harms that can put children at risk, and the processes, procedures and responsibilities of other agencies.

**Understanding the views of children**

It is important that all children feel heard and understood. Therefore, designated safeguarding leads (and deputies) should be supported in developing knowledge and skills to:

- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them, and
- understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication.

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<b>Date reviewed:</b>	April 24	<b>Policy:</b>	Safeguarding & Child Protection



## Holding and sharing information

The critical importance of recording, holding, using and sharing information effectively is set out in Parts one, two and five of this document (KCSiE 2023), and therefore the designated safeguarding lead should be equipped to:

- understand the importance of information sharing, both within the school, and with other schools on transfer including in-year and between primary and secondary education, and with the safeguarding partners, other agencies, organisations and practitioners
- understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR), and
- be able to keep detailed, accurate, secure written records of concerns and referrals and understand the purpose of this record-keeping.

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## Appendix 3

### Case Record/Chronology

# CONFIDENTIAL

Sheet Number:

Complete for all incidents of concern including where a 'logging the concern' sheet has not been completed. If one has been completed, then add a note to this chronology to cross reference (significant information may also be added).

<b>Name:</b>		
<b>DOB:</b>		<b>Form:</b>
<b>Date</b>	<b>Information/Details of concerns or contact</b>	<b>Print Name and Signature</b>
<b>Details (record factually &amp; accurately)</b>		

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## Appendix 4

### Logging a concern about a child's safety and welfare

#### Part 1 (for use by any staff)

<b>Pupil's Name:</b>	<b>Date of Birth:</b>
<b>Date and Time of Incident:</b>	<b>Date and Time (of writing):</b>
<b>Name:</b>  <b>Print</b> <span style="float: right;"><b>Signature</b></span>  <b>Job Title:</b>	
<b>Note the reason(s) for recording the incident.</b>  	
<b>Record the following factually: Who? What (if recording a verbal disclosure by a child use their words)? Where? When (date and time of incident)? Any witnesses?</b>  	
<b>Professional opinion where relevant (how and why might this have happened?)</b>  	
<b>Note actions, including names of anyone to whom your information was passed.</b>  	
<b>Any other relevant information (distinguish between fact and opinion).</b>  	

**Check to make sure your report is clear to someone else reading it.**

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Please give this form to your Designated Safeguarding Lead

Part 2 (for use by the Senior Designated Safeguarding Lead (DSL))

<b>Time and date information received by DSL, and from whom.</b>		
<b>Any advice sought by DSL (date, time, name, role, organisation, and advice given).</b>		
<b>Action taken (referral to MASH/children's social care/monitoring advice given to appropriate staff etc. with reasons.</b>  <b>Note time, date, names, who information shared with and when etc.</b>		
<b>Parent's informed Y/N and reasons.</b>		
<b>Outcome- Record names of individuals/agencies who have given information regarding outcome of any referral (if made).</b>		
<b>Where can additional information regarding child/incident be found (e.g. Pupil file, serious incident book)?</b>		
<b>Should a concern/confidential file be commenced if there is not already one? Why?</b>		
<b>Signed</b>		
<b>Printed Name</b>		

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## Appendix 5

### 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., MASH 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.

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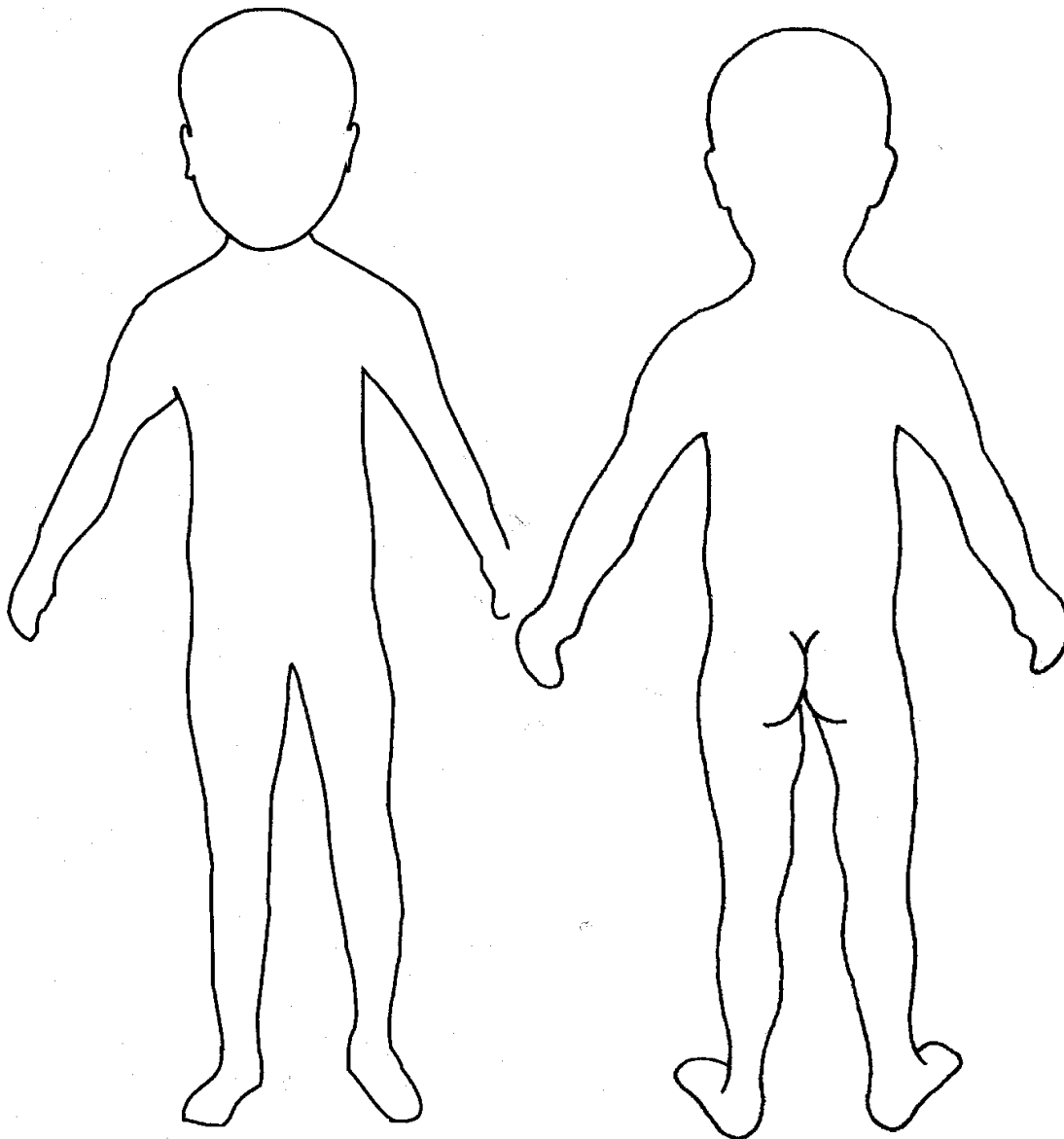
## BODY MAP

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

Names for Child: ..... Date of Birth: .....

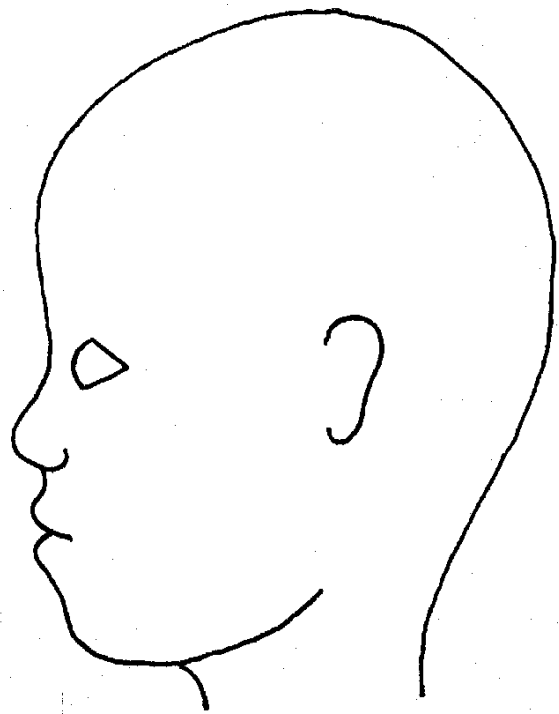
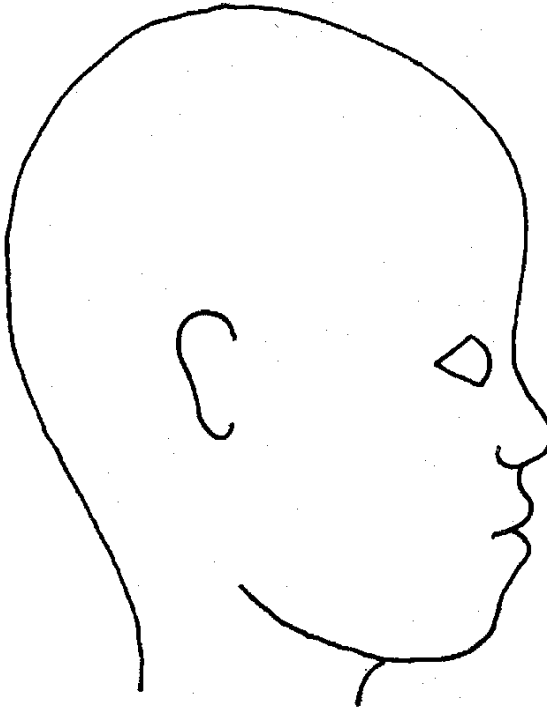
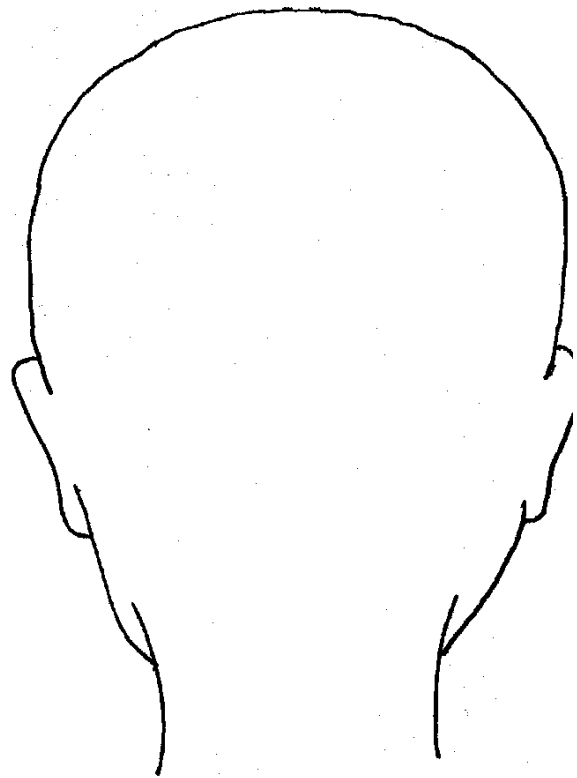
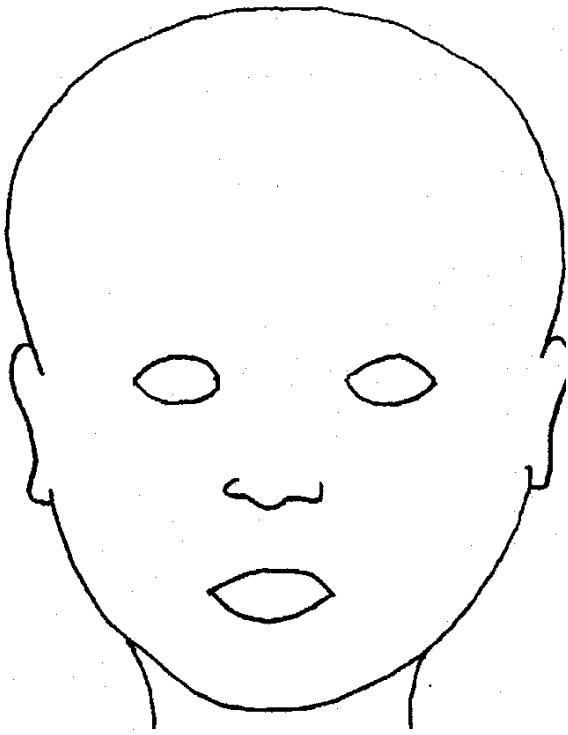
Name of Worker: ..... Agency: .....

Date and time of observation: .....



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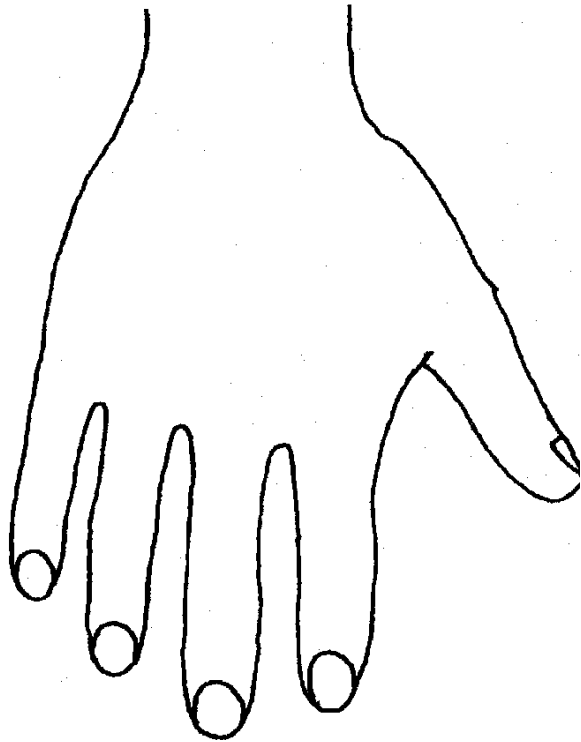
Name of Child:

Date of  
observation:

.....

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R

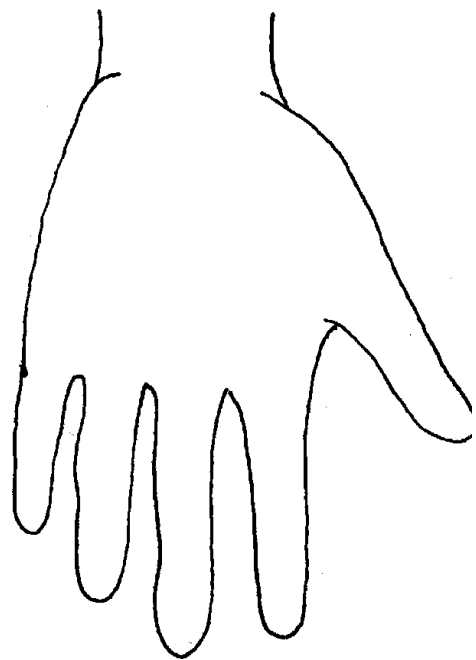


L

**BACK**



R



L

**PALM**

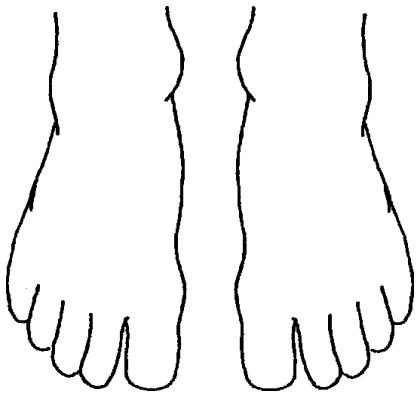
Name of Child: .....

Date of observation: .....

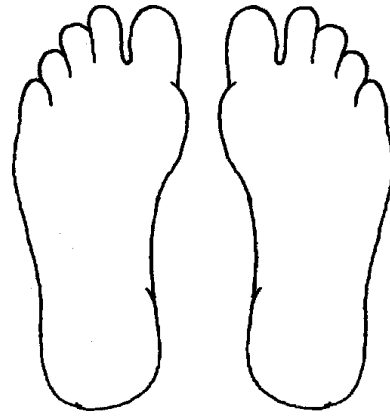
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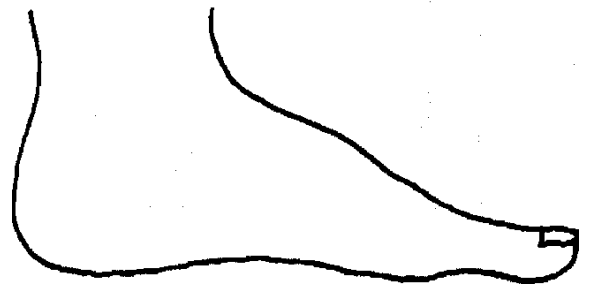
R TOP L



R BOTTOM L



R



L

INNER



R



L

OUTER

Printed Name and  
Signature of worker:

Date:

Time:

Role of Worker

Other information:

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