



Aspire - Collaborate - Explore

'Together we learn – United we achieve'

Safeguarding and Child Protection Policy

Date of publication: Sept 2023

Review date: Sept 2024

Contents:

Part A

		Page
1.	<i>Policy statement, principles and terminology</i>	3
2.	<i>Safeguarding legislation and guidance</i>	7
3.	<i>Roles and responsibilities</i>	8
4.	<i>Good practice guidelines for staff code of conduct (Inc. Safer Working Practice)</i>	12
5.	<i>Abuse of position of trust</i>	13
6.	<i>Children Who May Be Particularly Vulnerable</i>	14
7.	<i>Emotional Health and wellbeing; (Inc. suicide/death of a student)</i>	15
8.	<i>Sexual Violence and Sexual Harassment between students and other current issues (Inc. When to report to police)</i>	18
9.	<i>Online Safety (Inc. Filtering and Monitoring)</i>	28
10.	<i>Helping children to keep themselves safe/RSHE</i>	31
11.	<i>Support for those involved in a child protection issue</i>	32
12.	<i>Complaints procedure</i>	33
13.	<i>If you have concerns about a colleague or safeguarding practice</i>	33
14.	<i>Allegations against staff</i>	33
15.	<i>Staff training and induction</i>	35
16.	<i>Safer recruitment</i>	36
17.	<i>Site security</i>	37
18.	<i>Extended school and off-site arrangements</i>	37
19.	<i>Photography and images</i>	38
20.	<i>Physical intervention and the use of force</i>	38
21.	<i>Intimate care</i>	39
22.	<i>First Aid and supporting children at school with medical conditions</i>	39
23.	<i>Changing rooms and other sports issues</i>	39
24.	<i>Special circumstances</i>	39
25.	<i>Remote Learning Safeguarding Considerations</i>	39

PART B CHILD PROTECTION PROCEDURES

Categories and definitions of abuse including grooming, Indicators, Impact, Taking action, Early intervention, Dealing with Disclosures/Allegations, Notifying parents, Recording and monitoring, Referral to social care, Referral to police, Home visits, Confidentiality and Information sharing, Local and National contacts.

.....**p41**

Reviewed by:

Designated Safeguarding Lead/ Prevent LeadDate: September 2023

Deputy Designated Safeguarding LeadDate: September 2023

Headteacher Date: September 2023

Nominated Safeguarding GovernorDate: September 2023

PART A

1. Policy Statement and Principals

This policy is one of a series in the school's integrated safeguarding portfolios and approach.

Related safeguarding portfolio policies/procedures:

The following policies are available on our website at: [Policies | Townville Infants School](#)

- Behaviour Policy
- E-Safety Policy
- Lost child and non-collection policy
- Relationships, Sex and Health education
- Attendance Policy
- Children with health needs who cannot attend school
- Remote Learning Policy
- GDPR
- Complaints procedure

[SEND | Townville Infants School](#)

- SEND Inclusion policy

The following policies are available in school:

- Staff code of conduct inc. low level concerns
- Educational Visits
- Anti-Bullying Policy
- Supporting students with a medical condition
- Intimate care & Toileting
- Governors Statement of Behaviour Principles
- Lone working/photography/transporting students
- Physical Restraint
- First Aid/sick children
- Physical Restraint
- Whistleblowing
- Safer recruitment
- Managing allegations
- Grievance and disciplinary
- Exclusions
- Lock down /invacuation Emergency Planning

It should be considered alongside Health and Safety legislative requirements

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>.

The school's safeguarding arrangements are inspected by Ofsted.

Our core safeguarding principles are:

- *The school's responsibility to safeguard and promote the welfare of children is of paramount*

importance

- *Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play*
- *Safer children make more successful learners*
- *Representatives of the school community will be involved in policy development and review*
- *Policies will be reviewed annually unless an incident or new legislation or guidance suggests the need for an interim review.*
- *The school will work with other agencies and share information appropriately to ensure the safety and wellbeing of our students.*
- *Actions will be taken in the best interests of the child.*

Child protection statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment, maintaining a culture of vigilance and an attitude of 'It could happen here', where children are respected and valued. We will act quickly and follow our procedures to ensure children receive early help and effective support, protection and justice.

Safeguarding is;

- *Protecting children from maltreatment;*
- *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; and*
- *Taking action to enable all children to have the best outcomes.*

Policy principles

- *Welfare of the child is paramount; actions will be taken in the child best interests.*
- *All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection*
- *All staff have an equal responsibility to identify children who may benefit from early help and to act on any suspicion or allegation that may suggest a child is at risk of harm.*
- *There is a culture of vigilance, transparency, openness and, if needed, challenge with regards to maintaining high standards in safeguarding.*
- *Pupils and staff involved in child protection issues will receive appropriate support*

Policy aims

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

The procedures contained in this policy apply to all staff and governors and are consistent with those of the;

West Yorkshire Consortium Procedures <http://westyorkscb.proceduresonline.com/index.htm>

WSCP Wakefield Safeguarding Children Partnership

<https://www.wakefieldscp.org.uk/>

We will engage locally with Wakefield Safeguarding Children Partnership which includes the 3 Key partners

of Police, Local Authority and Health including taking part in the annual safeguarding audit and training offer.

Equality Act 2010

<https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools>

As a school we welcome our duties under the Equality Act 2010. The general duties are to:

- eliminate discrimination,*
- advance equality of opportunity*
- foster good relations*

We will ensure that those with protected characteristics are not discriminated against and are given equality of opportunity. We recognise, welcome and respect diversity.

Guidance for Schools Coronavirus 2020;

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Coronavirus

We recognise that the recent global Covid 19 pandemic and other world events have had a significant and ongoing impact on some of our pupils and increased pressure on our safeguarding staff. It is recognised that Covid lockdowns have been a highly vulnerable time for children and families. We understand that poor behaviour may be a sign of trauma. The school outlines the continued support offered in this policy.

During the pandemic we implemented many protective measures in school and in conjunction with the Local authority services. These measures were proportionate to the need identified within school at the time and were led by a culture of ‘whole child, whole family’ support. Beyond the provision of online education, it included weekly check-ins, well-being support and on-site provision. The school would seek to respond as needed again if required mindful that the offer we delivered during in the COVID-19 pandemic offered a solution to need relevant at that point in time and that we as a school would use this to grow, develop and respond appropriately again in the future to the, likely unique, needs as they arise. Our Remote Learning Policy offers a blueprint for home learning should this be required again in the future.

Research suggests that between 6-19% of school aged children will suffer severe maltreatment, and disabled children are three to four times more likely to be abused. Three children in an average classroom have a diagnosable mental health condition. Due to their day-to-day contact with pupils, school staff are uniquely placed to observe changes in children’s behaviour and the outward signs of abuse and mental health concerns. Children may also turn to a trusted adult in school when they are in distress or at risk. It is vital that school staff are alert to the signs of abuse, both inside (e.g. bullying or staff grooming behaviours) and outside the school and understand the procedures for reporting their concerns. We will create an open transparent culture and environment where staff and students feel safe and can raise any issues. Staff will be supported to be professionally curious with regards to safeguarding matters and to use a restorative approach when working with children, families and other agencies. The school will act on identified concerns and provide early help, or support others to do so, to prevent concerns from escalating.

Terminology

Child/Children includes everyone under the age of 18.

Child protection refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.

Early Help providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years. It is about providing support quickly whenever difficulties emerge to reduce the impact of problems.

Early help Assessment All Early help assessments offer a basis for early identification of children's additional needs, the sharing of this information between organisations and the coordination of service provision. Early help assessments should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989. The findings from early help assessments may give rise to concerns about the child's safety and welfare. In these circumstances, it should be used to support a Referral to Children's Social Care: however this is not a pre-requisite for making a referral in emergency circumstances. **CAF – Common Assessment Framework** is one form of early help inter-agency assessment. Any Early help assessment can be used in Wakefield.

EIP Service – Early Intervention and Prevention Service

TEG – Targeted Early Help

TAC/F/S/EY Team around Child/Family/School/Early Years

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

Parent refers to birth parents and other adults who are in a parenting/carer role, for example step-parents, foster carers and adoptive parents.

LADO – Local Authority Designated Officer/Designated Officer a post in the local authority, to coordinate and manage allegations against staff.

Social Care MASH – Wakefield's children social care/Family services/Front Door/Multi Agency Safeguarding Hub

CAMHS Child and adolescent mental health service

WSCP Wakefield Safeguarding Children Partnership. This has replaced WDSCB Wakefield District Safeguarding Children Board.

Signs Of Safety – an approach to family intervention work, used across the Continuum of Need. This has been incorporated into **Wakefield Families Together – Connecting Practice Approach** now used in Wakefield.

Restorative Approach – using language and skills to reduce conflict and foster relationships in order to help people reach sustainable solutions to problems. This is the overarching aim of any work and training in Wakefield district.

Continuum of Need – outlines the difference levels of support for children and families in Wakefield District.

DSL - Designated Safeguarding Lead. School will have a team or at least two DSL's.

FIM – Future in Mind. Program to help in promoting, protecting and improving our children and young people's mental health and wellbeing

MARF – Multi Agency Referral Form used in Wakefield District

MACE panel Multi Agency Child Exploitation panel.

ACES Adverse Childhood Experiences

CiC Child In Care

2. Safeguarding Legislation and Guidance

The Children Act 1989 and 2004

Provides the overarching framework for care and protection of children.

Education Act 2002

Section 175 of the Education Act 2002 requires local education authorities and the governors of maintained schools and further education (FE) colleges to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.

Education (Independent Schools Standards) Regulations 2014 require independent schools to have arrangements to safeguard and promote the welfare of children who are pupils at the school.

The same applies through the Non Maintained Special Schools (England) Regulations 2015 and the Apprenticeships, Skills, Children and Learning Act 2009

Working Together to Safeguarding Children (2018) covers the legislative requirements and expectations on all services working with children to safeguard and promote the welfare of Children. The three safeguarding Partners of Health, Police and Local Authority will make arrangements for education to be fully engaged in their local area arrangements.

<https://www.gov.uk/government/publications/working-together-to-secure-children-2>

Keeping Children Safe in Education (2022)

Schools and colleges must have regard to this guidance when carrying out their duties to safeguard and promote the welfare of children. This publication now includes guidance on Sexual Violence and Sexual Harassment between children in schools and colleges;

[Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education)

All staff should read Part One and Annex B of this guidance (Option - annex A for those not working directly with students) and staff can find a copy on the safeguarding notice board located in our staffroom.

Prevent Duty Guidance – England and Wales

Covers the duty of schools and other providers in section 29 Counter Terrorism and Security Act 2015, to have due regard to the need to prevent people being drawn into terrorism.

[Prevent duty guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/prevent-duty-guidance)

[Protecting children from radicalisation: the prevent duty - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty)

Teaching Standards

The Teacher Standards 2012 state that teachers, including head teachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

Counter Terrorism and Security Act 2015

Section 26 Applies to schools and other providers;

To have due regard to the need to prevent people being drawn into terrorism.

Serious Crime Act 2015

Includes the mandatory reporting of FGM.

Equality Act 2010

Schools/Colleges must not unlawfully discriminate against pupils because of their sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity or sexual orientation (protected characteristics) and within this the Public Sector Equality Duty (PSED) – for state funded schools/colleges. [Equality Act 2010: advice for schools - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Early Years Foundation Stage

Statutory Framework for Early Years Foundations stage:

[Statutory framework for the early years foundation stage \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

3. Roles and Responsibilities

Key personnel

- The designated safeguarding lead (DSL) for child protection (member of senior management) is:

Mrs Caroline Burden (headteacher)

Contact details: email: headteacher@townville.wakefield.sch.uk

Tel: 01977554185

The deputy DSL's are

Ms Tracy Godber (Welfare officer)

Contact details: email: tgodber@townville.wakefield.sch.uk

Tel: 01977554185

Mrs Joanne Cooper (Deputy Head and SENCO)

Contact details: email: jcooper@townville.wakefield.sch.uk

Tel: 01977554185

The senior mental health lead is Mrs Joanne Cooper (Deputy Head)

Contact details: email: jcooper@townville.wakefield.sch.uk

Tel: 01977554185

The nominated child protection governor is Mrs Sadie Welford

Contact details: email: swelford@townville.wakefield.sch.uk

Tel: 01977554185

Chair of Governors is Mr Paul Birdsall

Contact details: email: pbirdsall@townville.wakefield.sch.uk

Tel: 01977554185

The headteacher is Mrs Caroline Burden

Contact details: email: headteacher@townville.wakefield.sch.uk

Tel: 01977554185

All staff have a responsibility for Safeguarding no matter what their role. These are outlined clearly in Part One of Keeping Children Safe in Education 2020 which will be issued to all staff.

*We will ensure that an appropriate **senior member** of staff, from the school or college **leadership team**, is appointed to the role of designated safeguarding lead. The designated safeguarding lead will take **lead responsibility** for safeguarding and child protection (including online safety). This will be explicit in the role holder's job description. This person will have the appropriate status and authority within the school to*

carry out the duties of the post. They will be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings, and/or to support other staff to do so, and to contribute to the assessment of children.

Voice of the child

We will always seek and record on CPOMs the voice of the child and take this into consideration when taking decisions. However, there may be circumstances where we override the students wishes and feelings to act in their best interests.

Equality and Diversity

All members of the school staff and governing body will uphold the ethos of the Equality Act and any prejudicial related incidents will be recorded and actioned immediately.

Deputy designated safeguarding leads

- Any deputies will be trained to the same standard as the designated safeguarding lead and the role will be explicit in their job description.
- Whilst the activities of the designated safeguarding lead can be delegated to appropriately trained deputies, the ultimate **lead responsibility** for child protection, as set out, remains with the designated safeguarding lead, this **lead responsibility** should not be delegated.

Availability

During term time the 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. Whilst we aim for a designated safeguarding lead (or deputy) to be available in person, in exceptional circumstances their availability may be via phone and or Teams.

Out of hours/out of term time the main point of contact will be our Senior DSL, however where required, this role may be delegated to deputy DSLs.

DSL responsibilities.

For a full description of the role of the DSL please see [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education) Annex C

• To 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.

• To work 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” (as per Part four) and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member
- liaise with staff (especially teachers, pastoral support staff, school nurses, IT technicians, senior mental health leads and special educational needs coordinators (SENCO’s), or the named person with oversight for SEND in a college and senior mental health leads) on matters of safety and safeguarding and welfare (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies so that children’s needs are considered holistically
- liaise with the senior mental health lead and, where available, the mental health support team, where safeguarding concerns are linked to mental health 166
- 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 relevant strategic leads, 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 or college¹⁵⁴. This includes:
 - ensuring that the school or college 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.

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 or college (including in year transfers) the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained. Receiving schools and colleges should ensure key staff such as designated safeguarding leads and special educational needs coordinators (SENCO’s) or the named person with oversight for SEND in colleges, are aware as required.
- Lack of information about their circumstances can impact on the child’s safety, welfare and educational outcomes. In addition to the child protection file, the designated safeguarding lead should also consider if it would be appropriate to share any additional information with the new school or college in advance of a child leaving to help them put in place the right support to

safeguard this child and to help the child thrive in the school or college. For example, information that would allow the new school or college to continue supporting children who have had a social worker and been victims of abuse and have that support in place for when the child arrives.

- **Raising Awareness:**

- *ensure each member of staff has access to, and understands, the school's or college's child protection policy and procedures, especially new and part-time staff*
- *ensure the school's or college's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this*
- *ensure the child protection policy is available publicly and parents know that referrals about suspected abuse or neglect may be made and the role of the school or college in this*
- *link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements, and*
- *help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing with teachers and school and college leadership 168 staff.*

- **Training, knowledge and skills**

The DSL (and any deputies) will undergo training to provide them with the knowledge and skills required to carry out the role. This training will be updated at least every two years. The designated safeguarding lead and any deputies will 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, particularly local authority children's social care, so they:

- *understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements*
- *have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so*
- *understand the importance of the role the designated safeguarding lead has in providing information and support to local authority children social care in order to safeguard and promote the welfare of children*
- *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*
- *are alert to the specific needs of children in need, those with special educational needs and disabilities (SEND), those with relevant health conditions and young carers¹⁵⁶*
- *understand the importance of information sharing, both within the school and college, and with the safeguarding partners, other agencies, organisations and practitioners*
- *understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation*
- *are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college*
- *can recognise the additional risks that children with special educational needs and disabilities (SEND) face online, for example, from bullying, grooming and radicalisation and are confident they have the capability to support children with SEND to stay safe online*
- *obtain access to resources and attend any relevant or refresher training courses, and*

- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role.

- **Providing support to staff**

Training should support the designated safeguarding lead in developing expertise, so they can support and advise staff and help them feel confident on welfare, safeguarding and child protection matters. This includes specifically to:

- ensure that staff are supported during the referrals processes, and
- support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support

- **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 or college 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.

- **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 the KCSIE document, and therefore the designated safeguarding lead should be equipped to:

- understand the importance of information sharing, both within the school and college, and with other schools and colleges 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.

Supervision support for DSLs.

Our DSL team work closely together to provide supervision and emotional support to each other recognising that dealing with safeguarding concerns may have an emotional impact on an individual. The team meet at least once a week to discuss the schools pupils and open cases. During this time DSLs check-in with each other to offer support, monitor the number of active cases held and to offer opportunity for targeted reflection or processing.

Full responsibilities of governors and senior leaders are set out in Part 2 of KCSIE [KCSIE Keeping children safe in education](https://www.gov.uk/government/publications/keeping-children-safe-in-education) - GOV.UK (www.gov.uk)

The Governing Body and Headteacher ensures that the school complies by addressing all aspects of KCSIE 2023

Governors will receive a safeguarding report from the DSL each term and will sign off the full self-assessment safeguarding audit annually.

4. Good Practice Guidelines and Staff Code of Conduct

To meet and maintain our responsibilities towards pupils we need to agree standards of good practice which form a code of conduct for all staff. Good practice includes:

- *treating all pupils with respect*
- *being alerted to changes in pupils' behaviour and to signs of abuse and neglect and recognising that challenging behaviour/Mental Health issues may be an indicator of abuse.*
- *setting a good example by conducting ourselves appropriately, including online.*
- *report any concerns/low level concerns about other staff members or self.*
- *involving pupils in decisions that affect them.*
- *encouraging positive, respectful and safe behaviour among pupils including always challenging inappropriate, sexual or discriminatory language or behaviour.*
- *avoiding behaviour or language which could be seen as favouring pupils or being overly familiar.*
- *avoiding any behaviour which could lead to suspicions of anything other than a professional relationship with pupils.*
- *Avoiding taking photos of pupils on personal mobile phones.*
- *reading and understanding the school's Safeguarding policy and guidance documents on wider safeguarding issues, for example bullying, behaviour, absent from education and appropriate IT/social media use.*
- *asking the pupil's permission before initiating physical contact, such as assisting with dressing, physical support during PE or administering first aid*
- *maintaining appropriate standards of conversation and interaction with and between pupils. Avoiding the use of sexualised or derogatory language, even in joke.*
- *being clear on professional boundaries and conduct with other staff when pupils are present.*
- *being aware that the personal, family circumstances and lifestyles of some pupils lead to an increased risk of abuse.*
- *applying the use of reasonable force only as a last resort and in compliance with school procedures*
- *dealing with student infatuations in an open and transparent way e.g. informing the correct managers and managing the situation in a way which is sensitive to the feelings of the student.*
- *referring all concerns about a pupil's safety and welfare to a DSL, or, if necessary, directly to police or children's social care*
- *following the school's rules about communication with pupils and use of social media, not communicating with students outside of school systems.*
- *avoiding unnecessary time alone with pupils and risk manage any time alone or 1:1 working.*
- *avoiding sharing excessive personal information with pupils.*

Transporting Students

- *In general staff will not transport students in their own vehicles. If it is necessary staff will ensure this is agreed and recorded and that they have business insurance, ensure student is in the back seat wearing a seatbelt and that other staff and parents are informed of departure and estimated arrival times.*

*All of our staff are reminded of codes of conduct and safer working practice **through specific 2 yearly training and regular reminders from the headteacher which incorporates Safer Working Practices in Education guidance 2022***

[Home \(saferrecruitmentconsortium.org\)](http://saferrecruitmentconsortium.org)

5. Abuse of Position of Trust

All school staff are aware that inappropriate behaviour towards pupils is unacceptable and that their conduct towards pupils must be beyond reproach. Disciplinary and, in some cases, legal action can be taken if professional standards are not upheld.

In addition, staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of the school staff and a pupil under 18 may be a criminal offence, even if that pupil is over the age of consent.

6. Children Who May Be Particularly Vulnerable

Some children may have an increased risk of abuse. It is important to understand that this increase in risk is due more to societal attitudes and assumptions, and child protection procedures that fail to acknowledge children's diverse circumstances, rather than the individual child's personality, impairment or circumstances. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur.

To ensure that all of our pupils receive equal protection, we will give special consideration to children who are:

- *disabled or have special educational needs - SEND*
- *Young Carers*
- *Children who need a social worker*
- *Children in Care/ those recently returned to family from care*
- *Children persistently absent from education*
- *Children Missing Education CME and children missing from school.*
- *Electively Home Educated*
- *privately fostered children*
- *LGBT (lesbian gay bisexual trans)*
- *asylum seekers*
- *living transient lifestyles*
- *do not have English as a first language*
- *under 1 years old*
- *affected by domestic abuse*
- *affected by substance misuse/drug use*
- *affected by mental health issues including self-harm and eating disorders.*
- *affected by poor parenting*
- *at risk of Fabricated or Induced Illness or perplexing presentations*
- *taking part in anti-social behaviour*
- *at risk of gang and youth violence.*
- *at risk of exclusions due to behaviour that may be trauma related.*
- *living away from home*
- *vulnerable to being bullied, or engaging in bullying including cyber, homophobic, racist etc.*
- *missing from home or care*
- *living in chaotic and unsupportive home situations*
- *vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, disability or sexuality*

- *vulnerable to extremism or radicalisation.*
- *vulnerable to faith abuse*
- *involved directly or indirectly in child sexual exploitation CSE,CCE or trafficking*
- *at risk of Honour Based Violence/Abuse (HBV/A) including; female genital mutilation (FGM) ,forced marriage, at risk of marriage before 18 (illegal in the UK) and breast ironing.*

This list provides examples of additional vulnerable groups and is not exhaustive.

SEND Pupils

We know disabled children are 3-4 times more likely to suffer abuse than those without disabilities. Our school staff are alert to this and the additional barriers that can exist when recognising abuse and neglect in this group of children:

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

We work to address these additional challenges and consider the extra time and specific support required to allow these children to communicate effectively. Extra consideration will be given if using restraint and the impact this can have for children and young people experiencing abuse

*How Wakefield supports SEND students is outlined on the Wakefield SEND local offer website;
[Homepage \(mylocaloffer.org\)](https://www.wakefield.gov.uk/mylocaloffer)*

[Supporting pupils with medical conditions at school - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/supporting-pupils-with-medical-conditions-at-school)

Children with a social worker

*We recognise these children are highly likely to have suffered trauma. We will promote educational outcomes of this group by DSL's appropriately sharing information about the welfare, safeguarding and child protection issues that this group of children are experiencing, or have experienced, with teachers and school and college leadership staff. DSL's will ensure staff, know who these children are, understand their academic progress **attendance** and attainment and maintain a culture of high aspirations for this cohort; supporting teaching staff to identify the challenges that children in this group might face due to their adverse childhood experiences ACES and the additional academic support and adjustments that they could make to best support these children.*

7. Emotional Health and Wellbeing

Mental health is a state of well-being in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to contribute to her or his community. (World Health Organization)

In an average classroom 5 students will be suffering from a diagnosable mental health condition. In addition to this it is likely that many more pupils will be struggling with their emotional wellbeing.

All staff are aware that mental health problems can, in some cases, be an indicator that a child has suffered or is suffering abuse. Only appropriately trained professionals can diagnose mental health problems but staff in school are well placed to identify behaviour that may suggest an issue.

If staff have concerns about the mental health of a pupil they will speak to relevant staff within the school including, if necessary, the DSL. If a student presents with a medical emergency then this is actioned immediately. Where a CAMHS referral is necessary then this is managed by Mrs Joanne Cooper

Our senior mental health lead is Mrs Joanne Cooper.

We understand the key messages below;

Key Messages

- **Behaviour is communication**
- **A significant trusted adult in school is key. Relationships are vital.**
- **Students need to feel safe to learn and thrive**
- **Interaction can be an intervention**
- **Staff wellbeing is essential as a priority to supporting students, parents, carers and colleagues**



If individual care plans are required this will be drawn up involving the pupil, the parents and relevant health professionals. This can include:

- *Details of a pupil's condition*
- *Special requirements and precautions*
- *Medication and any side effects*
- *What to do and who to contact in an emergency*
- *The role the school can play*

We understand the impact that the global pandemic of coronavirus and other national and world events, will have on our staff and students. At our school, we aim to promote positive mental health for every member of our staff and student body as well as respond to mental ill health. We will ensure emotional support is provided especially during stressful time e.g. exams.

Possible warning signs of mental health issues and indicators to explore can include:

- *Physical signs of harm that are repeated or appear non-accidental*
- *Changes in eating or sleeping habits*
- *Increased isolation from friends or family, becoming socially withdrawn*
- *Changes in activity and mood*
- *Unexplained changes in academic achievement*
- *Discussing or joking about self-harm or suicide*
- *Substance misuse and/or engaging in risk taking behaviour*

- *Expressing feelings of failure and/or hopelessness*
- *Changes in clothing – e.g. long sleeves in warm weather, wearing baggy clothes, looking unkempt or spending a disproportionate amount of time on appearance.*
- *Secretive behaviour*
- *Avoiding PE and /or communal changing*
- *Repeated lateness or absence from school without obvious explanation*
- *Repeated physical pain, nausea and other physical symptoms with no evident cause*

This list is not exhaustive which is why as a school we invest in relationships with our students so we are able to recognise, even small changes, in their individual behaviour and presentations.

We understand that taking a listening and empathetic approach is important when talking to students about their mental health issues and we have a school culture that follows a whole school approach to mental health and wellbeing.

Listening and better understanding the circumstances and student's view may be initially what is needed rather than immediate advice or direction. If there are safeguarding concerns a discussion with the DSL and the Mental Health Support Lead/Designated Mental Health lead and appropriate next steps will be taken to ensure safeguarding of the student.

We do this by;

- *Ensuring that all staff are vigilant to the signs of mental health.*
- *Offering opportunities for children to name, discuss and learn about their emotions.*
- *Ensuring children recognise the role all staff play in supporting them and as a listening ear.*
- *Fostering strong, caring and professional relationships.*
- *Sharing books and resources linked to mental health, feelings and emotions.*
- *Regular meetings as a DSL team, discussing concerns raised by staff through CPOMs.*
- *The provision of nurture groups where necessary.*
- *Creating an open and honest culture.*
- *Following a robust curriculum for PSHE and RSE in which a focus on building resilience is woven.*
- *Linking with external agencies such as Future in Mind and CAMHS.*
- *Ensuring all staff know and understand the Resilience Framework embedding this within our school ethos, teaching and learning.*
- *Ensuring or ELSA has time dedicated to her role and receives regular supervision and updates.*
- *Building strong links with Future-in-Mind and our schools link worker.*

Our website also offers a wealth of resources and advice on this topic. [Wellbeing | Townville Infants School](#)

*Students are encouraged to access local support via WF-I-Can website.
[Homepage - WF-I-Can](#)*

*We use Wakefield Resilience framework to build resilience in our students.
<https://www.riskandresilience.org.uk/>*

*As well as embedding the following into our curriculum
[Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK \(www.gov.uk\)](#)*

Suicide (suspected)

We recognise that suicide is one of the biggest killers of children and young people in the UK. Sadly, it is always a possibility that a school or college may have to face dealing with a suspected suicide of a young person or staff member.

We are working towards the national guidance document 'Building a Suicide Safer School/College' by Papyrus; advice on policy, prevention, postvention etc.

[400734-Schools-guide-PAPYRUS.pdf \(papyrus-uk.org\)](#)

Samaritans Step by Step guide responding to a suicide; Step by Step resources / Samaritans

To request support:

Email stepbystep@samaritans.org

Call 0808 168 2528

*The **Step by Step** service will help manage an effective and safe response, support staff and the student community to prepare for, respond to and recover from a suspected suicide.*

We have issued all of our staff with advice on what to do if they are worried about a young person.

Local support can be found by contacting the Education Psychology service and [Children's mental health - Wakefield Council](#)

If a serious incident happens involving one of our pupils we will immediately inform the Local Authority by contacting social care/MASH.



Bereavement Policy
Sept 22.docx

8. Sexual Violence and Sexual Harassment (SVSH) & other Current Issues

For resources on a wide range of safeguarding topics [locally Schools & Colleges • Wakefield Safeguarding Children \(wakefieldscp.org.uk\)](#)

*There are many issues of concern affecting children today and not all can be listed here. For a guidance and further resources/links list, see **Part 1** and **Annex B** in Keeping Children Safe in Education. [Keeping children safe in education - GOV.UK \(www.gov.uk\)](#) The issues are often complex and overlap.*

We will have a consistent approach of following a robust sequential RSHE program to educate our students about these issues, following our procedures and consulting with other agencies if there are any concerns.

When to report to police the following guidance will be followed.

[2491596 C&YP schools guides.indd \(npcc.police.uk\)](#) this link is also available in KCSIE.

We also understand that if police are talking to a student, because they suspect them of a crime, the child must have an appropriate adult present e.g., parent.

Online safety is exceptionally important and will continue to receive a high priority as an issue, as it is often how issues are facilitated such as sexual harassment, CCE, CSE, radicalisation, bullying etc. Appropriate filters and monitoring are in place, as well as education of staff and pupils. See later section.

Children will often not feel ready or able to tell someone about the abuse, we work hard to build trusting and safe relationships with all our pupils and all staff are encouraged to be professionally curious if they suspect safeguarding issues.

Child on Child Abuse – sharing nudes & semi nudes/bullying/racism/sexual assaults/physical assault/hazing or initiating.

Child on child abuse, will always be taken seriously and swiftly acted upon, under the appropriate policy e.g., safeguarding, behaviour, bullying and a risk assessment completed as required. Students will be encouraged to report any concerns freely. Through our PSHE lessons and our approach to safeguarding; all children are encouraged to share any and all concerns they may have with a trusted adult in school; primarily this will be the child's class teacher, teaching assistant or our Welfare Officer.

It will not be dismissed as 'banter' or 'part of growing up'. All staff are trained to respond to inappropriate comments etc. These issues will be part of PSHE /RSHE lessons and discussions. Victims will be supported through the school's pastoral system and external agencies if required. Both inside and outside school as well as online incidents will be responded to appropriately.

Sexual Violence and Harassment 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.

As with all safeguarding issues our staff will recognise that 'it could happen here' and be vigilant to signs and indicators that a student could be suffering. We know it may be difficult to tell and recognise it is likely to be happening here even if no reports have been made.

Addressing inappropriate behaviour (even if it appears to be relatively innocuous) can be an important intervention that helps prevent problematic, abusive and/or violent behaviour in the future. Girls are especially vulnerable to this type of abuse.

Sexual Violence includes rape, assault by penetration and sexual assault.

Sexual Harassment is unwanted conduct of a sexual nature and can include lewd comments/sexual jokes, physical behaviour e.g., showing sexual pictures, deliberately touching/brushing up against someone, online sexual harassment, up skirting.

We will;

- never tolerate or normalise this behaviour and are very clear it is not an inevitable part of growing up.
- not tolerate or dismiss sexual violence or sexual harassment as "banter", "part of growing up", "just having a laugh" or "boys being boys";
- challenge behaviour (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia and flicking bras/pulling down trousers and lifting up skirts.
- understand that all the above can be driven by wider societal factors beyond the school and college, such as everyday sexist stereotypes and everyday sexist language.

- ensure this is addressed through our sequential RSHE program
- ensure all incidents are recorded and acted upon swiftly.

Consent is about having the freedom and capacity to choose. Consent can be withdrawn at any time.

We recognise children with Special Educational Needs and Disabilities (SEND) are three times more likely to be abused than their peers. Additional barriers can sometimes exist when recognising abuse in SEND children. Therefore, any reports of abuse involving children with SEND will involve liaison with the Designated Safeguarding Lead (or deputy) and the SENCO

Children who are lesbian, gay, bi, or trans (LGBT) can be targeted by their peers. In some cases, a child who is perceived by their peers to be LGBT (whether they are or not) can be just as vulnerable as children who identify as LGBT.

We will follow outlined guidance and risk assessment in any cases of sexual violence and harassment between our students outlined in Part 5 of Keeping Children Safe in Education and consult tools and advice available locally.

Victim's will never be blamed or made to feel ashamed for coming forward. We will ensure support for the alleged perpetrator as well as the alleged victim throughout the process. Support can run alongside any sanctions for perpetrator as we realise perpetrators may be victims themselves. (We are aware that the term victim and perpetrator may not be how children identify themselves and will be considerate of this especially when talking to students/parents)

We will seek advice and support from other agencies such as police or social care if the case is above early help or internal management.

Any incidents of sexual violence will be reported to police. If police then interview a student, we understand the requirement for an Appropriate Adult to be present, parent etc.

We will look to police to support with risk assessments and information sharing, as to how any case of sexual violence investigation is progressing.

National Harmful Sexual Behaviour Support Service

[Harmful Sexual Behaviour Support Service | SWGfL](#)

[Sexual Assault Referral Centre SARC; Professionals - Hazelhurst Centre \(hazlehurstcentre.org\)](#)

[KCRASAC | support for rape and sexual violence age 8 yrs. upwards.](#)

In April 2021 in response to 'Everyone's Invited' website testimonies the NSPCC set up a Report Abuse in Education Helpline 0800 136 663. For children/adults/professionals and parents.

Upskirting

Upskirting is a term used to describe the act of taking a sexually intrusive photograph under a person's clothing without their permission/knowledge with the intention of viewing to obtain sexual gratification or to cause the victim humiliation, distress, or alarm. This is a criminal offence. We will take police advice on any cases of this in school.

Sharing Nudes and Semi Nudes (previously known as Sexting / Youth Produced Sexual Imagery)

This is defined as the sending or posting of nude or semi-nude images, videos or live streams online by young people under the age of 18. This could be via social media, gaming platforms, chat apps or forums. It could also involve sharing between devices via services like Apple's AirDrop which works offline. Alternative terms used by children and young people may include 'dick pics' or 'pics'. The motivations for taking and sharing nude and semi-nude images, videos and live streams are not always sexually or criminally motivated.

This advice does not apply to adults sharing nudes or semi-nudes of under 18-year-olds. This is a form of child sexual abuse and must be referred to the police as a matter of urgency. Nor does it apply to children sharing adult pornography, which depending on its nature and other circumstances, may be handled through the school's behaviour policy.

School will follow the below guidance to define (aggravated or experimental), risk assess and respond to any incident; and staff will avoid viewing, saving, or forwarding any images or videos. Agencies such as police and social care will be involved if required.

The incident will be referred to DSL asap. The DSL team will hold an initial review meeting. Children involved will be spoken to. Parents will be informed to support child (unless this places the child at risk). Referrals will be made to other agencies if necessary.

Sharing nudes and semi nudes guidance for school/college [*Sharing nudes and semi-nudes: advice for education settings working with children and young people - GOV.UK \(www.gov.uk\)*](https://www.gov.uk/guidance/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people)

Remove a nude image online [*Remove a nude image shared online | Childline*](#)

Searching screening and confiscation guidance for schools; [*Searching, screening and confiscation at school - GOV.UK \(www.gov.uk\)*](#)

Children with Harmful Sexual Behaviour HSB/Wakefield HSB panel

Research suggests that up to 40 per cent of child sexual abuse is committed by someone under the age of 18.

Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour which is displayed by children and young people, and which may be harmful or abusive (derived from Hackett, 2014). It may also be referred to as sexually harmful behaviour or sexualised behaviour.

HSB encompasses a range of behaviour, which can be displayed towards younger children, peers, older children, or adults. It is harmful to the children and young people who display it, as well as the people it is directed towards.

The management of children and young people with sexually harmful behaviour is complex and the school will work with other agencies to risk assess and maintain the safety of the whole school community. Young people who display such behaviour may be victims of abuse themselves and the child protection procedures will be followed for both victim and perpetrator. Staff who become concerned about a pupil's sexual behaviour should speak to a DSL as soon as possible. We will consider the Brook Traffic Light tool when making judgements.

Wakefield HSB panel

*The support offered by this panel will be accessed via MASH and **TEH** if necessary. This will ensure a coordinated response for perpetrator as well as victim.*

Panel members include.

- Police
- Social care
- Forensic CAMHS
-

[Forensic child and adolescent mental health services \(CAMHS\) – South-West Yorkshire Partnership NHS Foundation Trust](#)

Bullying

Is usually defined as behaviour that is:

- repeated
- intended to hurt someone either physically or emotionally
- often aimed at certain groups, for example because of race, religion, gender or sexual orientation

It is a very serious issue that can cause considerable anxiety and distress. At its most serious level, bullying can have a disastrous effect on a child's wellbeing and in very rare cases has been a feature in the suicide of some young people.

All incidences of bullying, including cyber-bullying, sexual bullying and prejudice-based bullying will be recorded and reported and will be managed through our behaviour and tackling-bullying procedures. All pupils and parents receive a copy of the procedures on joining the school and the subject of bullying is addressed at regular intervals in PSHE/RSHE education. If the bullying is particularly serious, or the tackling bullying procedures are deemed to be ineffective, the Headteacher and the DSL's will consider implementing child protection procedures.

Bullying incidents including discriminatory and prejudicial behaviour e.g. racist, disability and homophobic bullying and use of derogatory language will be recorded and analysed.

[Preventing bullying - GOV.UK \(www.gov.uk\)](#)

[Sexual and sexist bullying \(anti-bullyingalliance.org.uk\)](#)

[Cyberbullying Guidance | Childnet](#)



Anti-Bullying Policy
Oct 2023.docx



Initial Investigation
into Alleged Behaviour

Contextual Safeguarding/ Extra Familial abuse

Contextual Safeguarding/Extra Familial abuse is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighborhoods, 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. Extra Familial abuse, therefore, expands the objectives of child protection systems in recognition that young people are vulnerable to abuse in a range of social contexts. For example, online safety, drug use, CCE, CSE.

Contextual Safeguarding Network

<https://contextualsafeguarding.org.uk/>

Pol-Ed

A positive force in education | Pol-Ed - A positive force in education

Hate Crime

Any hate crime/incident will be reported through local reporting mechanisms –Hate Crime/incident is any behaviour that anyone thinks was caused by hatred of:

race, sexual orientation, gender identification, disability, religion or faith

A hate crime could be name calling, arson/fire, attacks or violence, damage such as to your house or car, graffiti or writing. Police will be involved if necessary. [Hate crime - Wakefield Council](#)

Children Missing Education CME/Persistent Absent

CME is defined as children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at school e.g. home schooling.

It is important that this is not confused with 'children absent' where the child is on school roll but not attending.

Persistence absence, which includes within the school day, is a potential indicator of abuse and educational neglect, including exploitation, mental health concerns, risk of forced marriage, Fabricated and Induced Illness etc. Unauthorised absences will be monitored and followed up in line with procedures, particularly where children are absent on repeated occasions. All staff will be aware of the signs of risk and individual triggers including travelling to conflict zones, FGM and forced marriage.

We take attendance registers at the start of every day/lesson.

We will collect, where possible, more than one emergency contact number for each pupil. Professional curiosity is key and if appropriate we will contact sibling's schools to share/gather info.

All pupils will be placed and removed from admission and attendance registers as required by law.

We will inform the local authority of any child removed from our admission register. We will inform the local authority of any pupil who fails to attend for a continuous period in line with local Wakefield procedures. Missing Officer – details in appendix.

First Day absence response procedure:

Parents must ring and notify school before 9am. Parents should give clear information as to why their child is absent and when they will be expecting to return to school. Parents must phone school for each day of absence.

If parents fail to contact school by 9am then the school will endeavour to contact parents as part of our 'first day response' measures. If school is unable to contact parents:

- A home visit may be conducted. When carrying out a home visit, calling cards will be left to identify when and why the home was visited. It will also request the family contact school as soon as possible.
- The school may contact social care (where a child has had previous or current social care involvement).
- The school may alert the Education Welfare service for support through home visits.

If following a child's return to school a reason for absence remains unclear. A letter to ascertain the reason for absence may be issued. Where no reason is provided, absence will be marked as unauthorised.

As a school we have responsibility to follow up any absences to ascertain the reason and ensure proper safeguarding action is taken where necessary. As well as to identify whether the absence is approved or not and identify the correct attendance code to use.

Local procedures.

[Children missing education - Wakefield Council](#)

Educational Neglect 7 Point briefing; [Neglect • Wakefield Safeguarding Children \(wakefieldscp.org.uk\)](#)

Child not attending school; One Minute guide; [One Minute Guides • Wakefield Safeguarding Children \(wakefieldscp.org.uk\)](#)

National guidance;

[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](#)

Child Sexual Exploitation CSE

CSE is a form of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child (male or female) into sexual activity (a) in exchange for something the victim wants or needs, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can occur using technology. CSE can affect 16- and 17-year-olds who can legally consent to have sex. It includes contact and non-contact sexual activity e.g., copying images and posting on social media. It can affect both male and females and can include children who have been moved/trafficked for exploitation.

This is a serious crime and is never the victim's fault even if there is some form of exchange. Staff will be careful to use appropriate language that does not victim blame.

[Child Exploitation Language Guide | The Children's Society \(childrenssociety.org.uk\)](#)

[Child sexual exploitation: definition and guide for practitioners - GOV.UK \(www.gov.uk\)](#)

The police and social care will be contacted for referral, extra support and information.

Child Criminal Exploitation CCE / County Lines

In a similar way to sexual exploitation CCE is when there is a power imbalance where children are used by individuals or gangs to take part in criminal activity, this can include drug running, working in cannabis factories, stealing/pickpocketing, vehicle crime, threatening other young people, etc. The child often believes they are in control of the situation. High levels of violence, coercion and intimidation are common.

Where gangs/organised groups often manipulate children and create situations where the child owes them money – debt bonding. Staff will be careful to not use language that blames the victim – see above guidance.

County Lines is a term used to describe gangs supplying drugs to suburban areas and market and coastal towns using dedicated mobile phone lines or “deal lines”. It involves child criminal exploitation (CCE) as gangs use children and vulnerable people to move and store drugs and money. Gangs establish a base in the market location, typically by taking over the homes of local vulnerable adults by force or coercion in a practice referred to as ‘cuckooing’.

County lines is a major, cross-cutting issue involving drugs, violence, gangs, safeguarding, criminal and sexual exploitation, modern slavery, and missing persons; and the response to tackle it involves the police, the National Crime Agency, a wide range of Government departments, local government agencies and VCS (voluntary and community sector) organisations. County lines activity and the associated violence, drug dealing, and exploitation have a devastating impact on young people, vulnerable adults and local communities.

[Criminal exploitation of children and vulnerable adults: county lines - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Local exploitation resources.

[Child Exploitation • Wakefield Safeguarding Children \(wakefieldscp.org.uk\)](https://wakefieldscp.org.uk)

In both CSE and CCE children’s vulnerability as victims is not always recognised by professionals.

Serious Violence

Staff will look out for signs that indicate that a student may be at risk of or involved in serious crime, including criminal networks or gangs and follow the appropriate referral pathways for help and support. We understand that children who are likely to be involved in violence may have previously suffered trauma and abuse and that peak times, for serious violence involving school children, can be just before or just after school hours.

Practical advice for schools / colleges: **[Advice to schools and colleges on gangs and youth violence - GOV.UK \(www.gov.uk\)](https://www.gov.uk)**

Searching screening and confiscation guidance for schools: **[Searching, screening and confiscation at school - GOV.UK \(www.gov.uk\)](https://www.gov.uk)**

Pol- Ed: **[A positive force in education](#) / [Pol-Ed - A positive force in education](#)**

Domestic Abuse

This does not have to include violence to be classed as abuse.

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence, or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse:

- psychological

- physical
- sexual
- financial
- emotional

1:4 women and 1:6 men will experience Domestic abuse at some time in their lifetime. Children are victims in their own right of this type of abuse, i.e., if they are seeing or hearing this abuse it can have a detrimental long-term impact on their health, development and ability to learn.

We are mindful that staff may be victims or perpetrators and we signpost to local and national services.

This school is taking part in Operation Encompass. *Where we receive information, the next day, if police have been called out to a domestic abuse incident and any of our pupils were present. The purpose of this information sharing is to make the next day better for the child.*

[Home : Operation Encompass](#)

[Domestic abuse - Wakefield Council](#)

National Service - Injunctions etc;

[Domestic Violence & Abuse · Emergency Injunction Service \(ncdv.org.uk\)](#)

Resources for children

[The Hide Out](#)

Parental Conflict advice website.

[Home - Relationship Matters](#)

Honour Based Violence/Abuse HBV/A – e.g. FGM/Forced Marriage/Breast Ironing.

Female Genital Mutilation FGM

*This is illegal and a form of child abuse. It involves a procedure to remove all or some of the female genitalia or any other injury to these organs. Staff will be aware of the signs and indicators of this and their legal duty to report **known** cases on under 18's to the police. Reporting form is available on the WSCP website – education- templates.*

Multi agency guidelines;

[Multi-agency statutory guidance on female genital mutilation - GOV.UK \(www.gov.uk\)](#)

[PDF FGM Schools Guidance 18.06.2019 \(nationalfgmcentre.org.uk\)](#)

Forced Marriage

Is illegal and a form of child abuse. A marriage entered into without the full and free consent of one or both parties, where violence, threats or coercion is used.

It is illegal for a child under 18 to marry in the UK.

Multi agency guidelines.

[Handling cases of forced marriage: multi-agency practice guidelines \(English\) - GOV.UK \(www.gov.uk\)](#)

National Charity – Karma Nirvana;

[Karma Nirvana](#)

Breast ironing, also known as breast flattening, is the pounding and massaging of a pubescent girl's breasts, using hard or heated objects, to try to make them stop developing or disappear.

Preventing Radicalisation

This is part of our wider safeguarding duty. We recognise that school plays a significant part in the prevention of this type of harm. We will include education through our PSHE/RSHE curriculum and encourage 'British Values' and critical thinking.

We are aware extremism spans many topics including misogynistic e.g., Incel. However, in Wakefield right wing extremism is most common.

An incel, an abbreviation of "involuntary celibate", is a member of an online subculture of people who define themselves as unable to find a romantic or sexual partner despite desiring one. Discussions in incel forums are often characterised by resentment and hatred, misogyny, self-pity and self-loathing, racism, a sense of entitlement to sex, and the endorsement of violence against women and sexually active people.

We will intervene where possible to prevent vulnerable children being radicalised. The internet has become a major factor in radicalisation and recruitment.

Extremism – vocal or active opposition to our fundamental values, including democracy, rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.

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

Terrorism – an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

As with all other forms of abuse, staff should be confident in identifying pupils at risk and act proportionately.

We will work with other partners including the Channel Panel – a voluntary confidential support program for those who are considered vulnerable to being drawn into terrorism.

The DSL team is appropriately trained and are able to offer advice, support and information to other staff.

We will ensure safe internet filters are in place and ensure our pupils are educated in online safety.

Resources to educate pupils; [Educate Against Hate - Prevent Radicalisation & Extremism](#)

[Prevent in Wakefield - Wakefield Council](#)

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. (*Close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and step-parents; it does NOT include great-aunts or uncles, great grandparents or cousins.)*

The school will follow the legal requirements of reporting to the Local Authority as set out by WSCP.

[Private Fostering • Wakefield Safeguarding Children \(wakefieldscp.org.uk\)](http://wakefieldscp.org.uk)

Homelessness

Wakefield procedures and support, including 16 and 17 year olds;

[Accommodation for homeless 16/17-year-olds - Wakefield Council](#)

Drug Use

Local service – Turning Point Inspiring Recovery

[Turning Point | Health & Wellbeing \(turning-point.co.uk\)](http://turning-point.co.uk)

National Drug website

[Honest information about drugs | FRANK \(talktofrank.com\)](http://talktofrank.com)

Dealing with issues relating to Parental Responsibility – Dispute Resolution

[Parental responsibility: guide for schools and local authorities - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[Get help with child arrangements - Get help with child arrangements \(justice.gov.uk\)](http://justice.gov.uk)

Perplexing Presentations and Fabricated Illness

Fabricated or induced illness (FII) is a rare form of child abuse. It occurs when a parent or carer, usually the child's biological mother, exaggerates or deliberately causes symptoms of illness in the child. Perplexing Presentations sits under this where we have concerns but do not have evidence the child is a risk of significant harm. In all these cases we will follow local protocols and seek advice from health colleagues. See protocol below (includes signs and indicators).

Local procedures.

[1.4.22 Perplexing Presentations \(PP\) and Fabricated or Induced Illness \(FII\) in Children \(proceduresonline.com\)](http://proceduresonline.com)

Safe Sleeping/Coping with Crying – for early years

[Safeguarding Babies & Infants • Wakefield Safeguarding Children \(wakefieldscp.org.uk\)](http://wakefieldscp.org.uk)

9. Online Safety

Many of our pupils will use mobile phones, tablets and computers daily. They are a source of fun, entertainment, communication and education. However, we know that some adults and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive communications, to enticing children to engage in sexually harmful conversations, webcam photography, encouraging radicalisation or face-to-face meetings. The school's **online safety policy** [Policies | Townville Infants School](#) explains how we aim to keep pupils safe in school which includes reasonable filters and monitoring. The DSL team are responsible for online safety. Cyberbullying and sexting by pupils, via texts and emails, will be treated as seriously as any other type of bullying and in the absence of a child protection concern will be managed through our anti-bullying and confiscation procedures.

Chatrooms and some social networking sites are the more obvious sources of inappropriate and harmful behaviour and pupils are not allowed to access these sites in school. Navigating the risks of advancing technologies such as Virtual Reality /Metaverse and AI will be considered, and information sent to parents as to how they can help protect their children whilst online and using new technology. Some pupils will undoubtedly be 'chatting' outside school and are informed of the risks of this through PSHE/RSHE. Parents are encouraged to consider measures to keep their children safe when using social media and **Parent Info website link is on our website for parents to access. We promote online safety regularly through our parent communication channels and social media.**

The breadth of issues classified within online safety is considerable, but can be categorised into **four** areas of risk:

- **Content:** being exposed to illegal, inappropriate or harmful material; for example pornography, fake news, racism, misogyny, self harm, suicide, anti semitism or radical and extremist views;
- **Contact:** being subjected to harmful online interaction with other users; for example Child on Child pressure, commercial advertising as well as adults posing as children or young adults with the intention to groom and exploit them for financial, criminal, sexual or other purposes.
- **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example making, sending and receiving explicit images (consensual and non consensual sharing of nudes and semi nudes and 'or pornography, or online bullying and
- **Commerce.** Risks such as online gambling, inappropriate advertising, phishing or other financial scams.

Students will be educated in online safety, and regularly reminded, as an ongoing part of our curriculum.

Acceptable IT use for staff and pupils will be enforced and parents are also informed of expectations. This is contained as an appendix within our e-safety policy.

If required, we will seek advice from local sources and national helplines.

Professionals Online Safety Helpline (POSH)

[Professionals Online Safety Helpline - UK Safer Internet Centre](#)

Acceptable IT use for staff and pupils will be enforced and parents are also informed of expectations.

We continue to self-assess our school's online safety provision using [Online Safety Self-Review Tool for Schools | 360safe | 360safe](#)

If we use any external speaker to add to our curriculum, we will ensure we follow the below advice and checklist;

[Using External Visitors to Support Online Safety Education: Guidance for Educational Settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

We will not respond to individual apps or challenges which may occur, so as not to give more attention to the publicity but will simply reiterate our basic online safety messages as and when required.

[Harmful online challenges and online hoaxes - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

To protect students from mobile technology accessing 3G, 4G and 5G we will have a ban on mobile phones, smart watches and any other comparable device whilst in school. Pupils must not use personal devices at anytime when on the school site or engaged in school organised activities.

See above section for Sharing Nudes and Semi Nudes.

Report harmful content;

[Report Harmful Content - We Help You Remove Content](#)

Teaching Online Safety in Schools

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

Education for a Connected World

[Education for a Connected World - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[ProjectEVOLVE - Education for a Connected World Resources](#)

Filtering and monitoring;

Limiting students' exposure to risk. We understand we cannot eliminate all risk and that a managed system in school is preferable to a completely locked down system. We guide students to manage online risk through our online safety teaching.

The school will follow the standards laid out in the below.

[Meeting digital and technology standards in schools and colleges - Guidance - GOV.UK \(www.gov.uk\)](#)

Including.

- *Identify and assign roles.*
- *Review at least annually and record.*
- *Block harmful and inappropriate content (including community languages in your school community) without over blocking for teaching and learning.*
- *We have effective monitoring strategies to meet needs of our school/college.*

Our Provider is Alamo Business Systems

We have checked them against the UKSIC checklist and tested the filtering ourselves. This was last conducted on the 23rd June 2023.

See [Filtering and Monitoring | SWGfL](#)

Our SLT member is ; Mrs Caroline Burden and has responsibility for;

- *procuring filtering and monitoring systems*
- *documenting decisions on what is blocked or allowed and why.*
- *reviewing the effectiveness of your provision*
- *overseeing reports and ensure staff understand their role and are appropriately trained.*
- *follow policies, processes and procedures*
- *act on reports and concerns*

Our governor is; Mrs Sadie Welford and will support the school using;

[Questions for Governors and Trustees \(d1xsi6mqo67kia.cloudfront.net\)](https://d1xsi6mqo67kia.cloudfront.net)

The DSL team and IT staff member are linked in, and all staff have an awareness to be alert and report, including if teaching topics that could see a spike in reports drugs / sex Ed lesson.

Day to day management of filtering and monitoring systems requires the specialist knowledge of both safeguarding and IT staff to be effective. The DSL will work closely together with IT service providers to meet the needs of our setting. We will ask filtering or monitoring providers for system specific training and support if required.

The DSL role includes overseeing and acting on;

- *filtering and monitoring reports*
- *safeguarding concerns*
- *checks to filtering and monitoring systems, including mobile devices and guest log in.*

[Appropriate Filtering and Monitoring - UK Safer Internet Centre](#)

10.Helping Children to Keep Themselves Safe/RSHE

Children are taught to understand relationships, respect and promote British values and respond to and calculate risk through our personal, social, health and economic (PSHE) Relationships and Sex Education and Health Education (RSHE) lessons and in all aspects of school life. Included in this is the knowledge they need to recognise and to report abuse whilst being clear that it is never the fault of the child who is abused and that victim blaming is always wrong.

Our approach is designed to help children to think about risks they may encounter both on and off line and have help to work out how those risks might be overcome and the support available to them. Discussions about relationships and risk are empowering and enabling for all children and promote sensible behaviour rather than fear or anxiety. Children are taught how to conduct themselves and how to behave in a responsible manner. Children are also reminded regularly about consent, online safety, including sharing nudes/semi nudes and bullying procedures including the legalities and consequences and where to go for help. We mark anti bullying week, children mental health week and internet safety day and respond to local issues such as delivering Water Safety messages to all our students.

The school continually promotes an ethos of respect for children and the emotional health and wellbeing of our students is important to us. Pupils are encouraged to speak to a member of staff in confidence about

any worries they may have. Pupils also have access to a wide range of support both on and offline. This is promoted through posters displayed around school, during PSHE lessons and assemblies. Childline is regularly promoted especially before school holidays or periods of school closure.

However, all our pupils are aware that if they disclose that they are being harmed or that they have, or intend, to harm another that this cannot be kept secret and that information will need to be shared.

Our Deputy DSL is our RSHE lead this helps ensure our vulnerable students are supported during sensitive topics. Our RSHE policy can be found on our website at [Policies | Townville Infants School](#)

We will follow the guidance on RSHE education.

<https://www.gov.uk/government/publications/sex-and-relationship-education>

PSHE association

<https://www.pshe-association.org.uk/>

<http://www.healthy-relationships.co.uk/>

Pol-Ed Police and education designed lesson plans on range of police/safety topics.

A positive force in education | Pol-Ed - A positive force in education

We acknowledge and sign up to Wakefield's Young Peoples Charter and actively promote this across school.

<https://www.wakefieldscp.org.uk/children-and-young-people/young-peoples-charter/>

We use Wakefield Resilience framework to build resilience in our students.

<https://www.riskandresilience.org.uk/>

Students are encouraged to access local support via WF-I-Can website.

<https://wf-i-can.co.uk/>

We use the NSPCC PANTS program and this is regularly referred to throughout each academic year.

[PANTS resources for schools and teachers | NSPCC Learning](#)

[Childline | Childline](#)

11.Support for Those Involved in a Child Protection Issue

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

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

- taking all suspicions and disclosures/ allegations seriously
- nominating a link person (DSL) who will keep all parties informed and be the central point of contact.
- where a member of staff is the subject of an allegation made by a pupil, a separate link person will be nominated to avoid any conflict of interest.
- responding sympathetically to any request from pupils or staff for time out to deal with distress or anxiety.
- maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies.

- maintaining and storing records securely
- offering details of helplines, counselling or other avenues of external support
- following the procedures laid down in our whistleblowing, complaints and disciplinary procedures.
- cooperating fully with relevant statutory agencies.

12. Complaints Procedure

Our complaints procedure will be followed where a pupil or parent raises a concern about poor practice towards a pupil that initially does not reach the threshold for child protection action. Poor practice examples include unfairly singling out a pupil, belittling a pupil or discriminating against them in some way. Complaints are managed by senior staff, the Headteacher and governors. An explanation of the complaints procedure can be accessed through the school office and on our school website: [Policies | Townville Infants School](#) contained on our website is also our 'How to complain' Parent Information Leaflet.

Complaints from staff are dealt with under the school's complaints and disciplinary and grievance procedures.

13. If you have Concerns about a Colleague or Safeguarding Practice

Staff who are concerned about the conduct of a colleague or safeguarding practice within the school are undoubtedly placed in a very difficult situation.

All staff must remember that the welfare of the child is paramount and staff should feel able to report all concerns about a colleague or the safeguarding practice within the school. The school's whistleblowing code enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place. This can be found within the schools SharePoint within Policies. It is also located on our Safeguarding board in the staff room and on our internal online 'Staff Information' board. It can also be requested from the school office.

All concerns of poor practice or possible child abuse by colleagues should be reported immediately to the Headteacher. Complaints about the Headteacher should be reported to the chair of governors.

Staff may also report their concerns directly to the Designated Officer/LADO or the police if they believe direct reporting is necessary to secure action or to the NSPCC whistleblowing helpline – see appendix.

All concerns will be recorded.

14. Allegations Against Staff

When an allegation is made against a member of staff, including supply staff and volunteers, set procedures must be followed. See *Keeping Children Safe in Education*. It is important to have a culture of openness and transparency and a consultation with the Designated Officer/LADO will happen if staff have;

- Behaved in a way which has harmed or may have harmed a child.
- Possibly committed a criminal offence against or related to a child or
- Behaved towards a child or children in a way that indicates they would pose a risk of harm to children or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children. (this includes behaviour that may have happened outside of work – transferable risk)

Case Managers.

Allegations and low-level concerns against staff should be immediately reported, in any event within 24hrs of becoming aware, to the Headteacher. Allegations and concerns against the Headteacher should be reported to the Chair of Governors. Staff may also report their concerns directly to Police or LADO or NSPCC Whistle blowing helpline if they believe direct reporting is necessary to secure action.

*The head teacher should do an initial consideration/fact find in order to establish if there is substance to the allegation or concern. **Any agency for supply staff/contractors etc should also be involved/informed.***

In the event of the headteacher being absent the deputy is Mrs Joanne Cooper (Deputy DSL)

In cases of allegations hitting the above criteria

The head teacher should NOT carry out any investigation, other than the initial basic fact find, until consultation with the LADO. Full and accurate records will be made at every stage alongside HR processes.

Referrals must be made to the LADO within one working day. Case managers may then be invited to a meeting coordinated by the LADO.

Depending on outcomes of investigations it may be necessary to report to the DBS/Teaching Regulation Agency as per guidance.

It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen. We recognise that a child may also make an allegation against an innocent party because they are too afraid to name the real perpetrator. However, if a child is found to continually make false allegations this may be a sign of mental health issues and a referral to services such as CAMHS may be required.

An uncomfortable fact is that some professionals do pose a serious risk to pupils and we must act on every allegation and concern. However, staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. Suspension is not the default option and alternatives to suspension will always be considered. In some cases, staff may be suspended where this is deemed to be the best way to ensure that children are protected. Staff will be advised to contact their trade union and will also be given access to a named representative.

The full procedures for dealing with allegations against staff, including supply staff, can be found in Keeping Children Safe in Education part 4.

Staff, parents and governors are reminded that publication of material that may lead to the identification of a teacher who is the subject of an allegation is prohibited by law. Publication includes verbal conversations or writing, including content placed on social media sites. We will communicate this to all parties.

Safer Working Practice training is undertaken every 2 years and headteacher provides regular reminders regarding staff of code of conduct and behaviour expectations. This is important to avoid any culture slippage or erosion of the code of conduct and values we expect from all staff.

In cases of low-level concerns

We will robustly record any low-level concerns that may not reach the above thresholds. We promote a culture of openness and provide a robust structure to handling concerns about behaviour however low level. Sharing of low-level concerns by staff to the headteacher will be viewed as a neutral act.

*These records will be kept in a central low level concerns file kept by the headteacher this will include the details of the concern, the context and the action taken. These records will be reviewed by the head and deputy on a termly basis (or more frequently where concerns are felt to be building) so that patterns can be identified and a record of these reviews will be made. **Records will be kept until the person leaves our employment.***

Staff are encouraged to self-refer any of their own behaviour both inside and outside school which could be constituted as a concern.

The headteacher will speak to the person who raised the concern, witnesses and to the person subject to the concern. Then review the information to determine, if the behaviour is consistent with the code of conduct, the behaviour constitutes a low-level concern or the behaviour is not serious enough to consider a referral to LADO but may merit advice from the LADO or this is a pattern that now hits LADO referral criteria. Robust recording will take place including the rationale for decision and action taken.

This will all be done discreetly and, on a need-to-know basis.

We will use our Low-Level Concern Reporting Form to record all incidents.

15. Staff Training and Induction

It is important that all operational staff, including temporary and volunteers, have regular training to enable them to recognise the possible signs of abuse and neglect and to know what to do if they have a concern, including dealing with Sexual Violence and Sexual harassment, Early Help responsibilities and whistleblowing.

All staff, including site staff, volunteers and the Headteacher, will be inducted in and then regularly trained in Safeguarding, including sexual violence and harassment and online safety, and be given regular updates by the DSL team in the form of weekly minuted meetings, half-termly training and regular briefings. WSCP advice is that all school staff receive Education specific basic safeguarding refresher training once every 2 years with DSL team top ups in between. Alongside Safer Working Practice Training also every 2 years with the headteacher issuing regular code of conduct reminders to all staff in between. All of our staff are aware of and trained in the following; Safer Working Practices in Education guidance 2022 [Home \(saferrecruitmentconsortium.org\)](https://www.saferrecruitmentconsortium.org/)

All staff accessing the IT network and at least one governor will undertake cybersecurity training for Education staff.

New staff and governors will receive an induction in safeguarding which includes the school's child protection policy, appropriate parts of KCSIE, details of the DSL's and their role, reporting and recording arrangements specific to the school, dates of their last training, the staff code of conduct, CME and behaviour policy and the whistleblowing policy. Staff will sign to say they have received this and understood and will be tested to ensure comprehension

Staff are trained to seek and record the voice of the child and take this into consideration when taking decisions. However, there may be circumstances where we override the student's wishes and feelings to act in their best interests e.g. in case of CSE/CCE where, as a result of perpetrator grooming, the student states they do not want any intervention.

Our staff are trained in ACEs Adverse Childhood Experiences, and are trauma aware, they understand and

aim to work towards trauma informed practice.

DSL's will receive face to face training updated every two years. They must also do Prevent training. All DSL's also attend the Wakefield multi-agency Working Together Training – A Shared Responsibility.

DSL's will be supported and encouraged to attend additional training to keep up to date, including DSL forums, sign up to WSCP E-bulletin and other multi-agency training offered by WSCP and the Safeguarding Advisor. Specifically they are encouraged to attend specific Domestic Abuse training, before signing up to Operation Encompass, and specific Online Safety training.

For further info on multi agency free face to face or recorded courses see [Schools, Colleges, Learning & Development • Wakefield Safeguarding Children \(wakefieldscp.org.uk\)](https://www.wakefieldscp.org.uk)

All governors will receive strategic level safeguarding training every 2 years. The DSL team may invite governors to any staff operational training/ include them in staff safeguarding newsletters etc, whilst acknowledging this just for interest/understanding and is in addition to the strategic level training they require.

DSL team also provide governors with regular strategic reports.

Headteacher and Chair of Governors are encouraged to undertake managing allegations against staff training/ or to have read and understood Part 4 of KCSIE. Any member of staff involved in recruitment of staff/interview panels etc is encouraged to read part 3 of KCSIE and undertake the Safer Recruitment training – at least one member of interview panel must be trained.

All training is noted in the training file, including sign in sheets, certificates and test/quiz results and monitored to flag in advance when updates are required. Any training done by third party or independent providers MUST reflect local protocols and training minimum standards; a checklist is available.

The booklet 'What to do if you're worried a child is being abused' 2015 and Part One & Annex B of Keeping Children Safe in Education (is available on the staff safeguarding notice board. Relevant parts of KCSIE are issued and understanding checked at the start of every academic year.

Supply staff and other visitors in contact with students will be given the school's (Visitor Leaflet) with a brief summary of key safeguarding information pertinent to the school.

We will check staff have understood the training received by; Running a half termly quiz and collating the results following up any identified misunderstandings if they arise. Staff will have a safeguarding quiz question as part of every staff briefing.

16. Safer Recruitment

Our school endeavours to ensure that we do our utmost to employ 'safe' staff by following the guidance in Keeping Children Safe in Education, together with WSCP and the school's individual procedures.

At least one person on every interview panel will have undertaken Safer Recruitment training run by The Safer Recruitment Consortium which is provided locally and recommended by WSCP.

Recruitment, selection and pre-employment vetting is carried out in accordance with Keeping Children Safe in Education – Part 3. Including.

- *Recruitment and selection process*
- *Pre-appointment and vetting checks, regulated activity and recording information.*

- Other checks that may be necessary for staff volunteers and others including the responsibilities on schools and colleges for children in other settings.
- How to ensure ongoing safeguarding of children and the legal reporting duties on employers

CV's will not be accepted as part of the application process.

Self-disclosure information on applicants obtained prior to shortlisting will not be used as part of the shortlisting process.

Online searches of publicly available information will be carried out as part of the school's due diligence on shortlisted candidates and the candidate will be made aware of this.

References will be sought before interview so any concerns can be explored with the applicant at interview along with any gaps or inconsistencies from their application form.

All offers of employment will be conditional upon satisfactory completion of the pre-employment checks applicable for the role.

To comply with the DBS code of practice and Under GDPR we will not keep the original or copies of DBS certificates.

The Single Central Record is maintained in accordance with Keeping Children Safe in Education Part 3. template available from <https://www.tradedservices.wakefield.gov.uk/Services/5407>

We will obtain written confirmation from supply agencies to ensure that agency and third party staff have been appropriately checked and trained and ensure the correct person arrives in school.

Volunteers

Volunteers, including governors will be risk assessed and undergo checks commensurate with their work in the school and contact with pupils i.e., if they are in regulated activity or not and this will be recorded. volunteer risk assessment available from <https://www.tradedservices.wakefield.gov.uk/Services/5407>

Contractors

We will check the identity of all contractors working on site and request evidence of checks where they work in regulated activity or unsupervised.

Visitors

If they work in regulated activity, we will request identification when they visit and written evidence from their employer that all relevant checks have been carried out. The Headteacher will use their professional judgement regarding escorting visitors in the school. All visitors will be asked to wear a badge identifying them as a visitor.

***Supply staff** and other visiting staff will be given the school's Visitor Leaflet.*

17.Site Security

Visitors to the school are asked to sign in, if necessary, show ID, and are given a badge, which confirms they have permission to be on site. All visitors will be issued with a leaflet informing them of who the DSL's are, the code of conduct expected and what to do if they have a safeguarding concern. Parents who are simply delivering or collecting their children do not need to sign in. All visitors are expected to enter through one entrance and observe the school's safeguarding and health and safety regulations to ensure children in school are kept safe. The Headteacher will exercise professional judgement in determining whether any

visitor should be escorted or supervised while on site. Visitors who attend school regularly and for who we have seen appropriate DBS checks will be issued with green lanyards. Visitors issued with red lanyards will in most instances be accompanied by a member of school staff whilst on site. All staff are expected to be vigilant of visitors at all times in line with their safeguarding duties and holding a 'it could happen here' attitude. All staff are expected to clearly display their ID badges whilst on site.

18. Extended School and Off-Site Arrangements

Where extended school activities are provided by and managed by the school, our own child protection policy and procedures apply and a DSL will be available. If other organisations provide services or activities on our site we will check that they have appropriate procedures in place, including safer recruitment procedures and clarify whose procedure is to be followed if there are concerns. There will be clear communication channels to ensure the DSL is kept appropriately informed. This will form part of our hiring arrangements. Any organisation using our site will be signposted to the below document by the school.

[Keeping children safe in out-of-school settings: code of practice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/keeping-children-safe-in-out-of-school-settings)

When our pupils attend off-site activities, including day and residential visits and work-related activities, we will risk assess and check that effective child protection arrangements are in place. We will clarify whose procedures are to be followed, with the DSL kept appropriately informed. **If external staff have regular contact with our pupils they will be asked to sign up to the schools code of conduct to ensure clarity of expectations e.g. mobile phone use and social media restrictions.**

Alternative Provision

We will obtain written confirmation from any alternative provision that all relevant checks have been carried out as we would with our own staff. We will share any risk assessments and safeguarding issues where relevant and will regularly visit the provision and our students. We will ensure they have effective safeguarding in place and keep the DSL appropriately informed.

19. Photography and Images

The vast majority of people who take or view photographs or videos of children do so for entirely innocent and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place.

To protect pupils, we will:

- seek their consent for photographs to be taken or published (for example, on our website or in newspapers or publications)
- seek parental consent
- not use pupil's full name with an image
- ensure pupils are appropriately dressed
- ensure that personal data is not shared.
- store images appropriately, securely and for no longer than necessary.
- only use school equipment, i.e. not personal devices.
- encourage pupils to tell us if they are worried about any photographs that are taken of them.

20. Physical Intervention and Use of Reasonable Force

All staff are encouraged to use de-escalation techniques and creative alternative strategies that are specific to the child. Restraint will only be used as a last resort and all incidents of this are reviewed, recorded and

monitored. Reasonable force will be used in accordance with government guidance. Safeguarding and welfare concerns will be explicitly taken into account if restraint is used on SEND students.



Physical Restraint
Policy TIS Jan 2023.doc

[Use of reasonable force in schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/reasonable-force-in-schools)

[Reducing the need for restraint and restrictive intervention - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/reducing-the-need-for-restraint-and-restrictive-intervention)

21. Intimate Care

If a child requires regular intimate care on site this is likely to be written into a care plan which staff will adhere to. If an accident occurs and a child needs assistance with intimate care this will be risk managed to afford dignity to the child as well as security to the staff member. Staff will behave in an open and transparent way by informing another member of staff and having the child's consent to help. Parents will be informed and incidents recorded.



Intimate Care Policy
2023.docx



Toileting and
Personal Care Plan (A

22. First Aid and Managing Medical Conditions.

Staff will be trained appropriately in first aid and follow safer working practice guidance of 'saying before touching'.

Section 100 of the Children and Families Act 2014 places a duty on schools to make arrangements for supporting pupils at their school with medical conditions. Individual Health Care Plans may need to be drawn up and multi-agency communication will be essential. Staff will be appropriately trained and responsibilities will be carried on in accordance with government guidance Sept 2014.

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>



Supporting pupils
with Medical needs Po



Children with health
needs Jan 23.docx

23. Changing Rooms and Other Sports Issues

We will take advice from the local Safeguarding Partners as well as national advice from the NSPCC Sports unit.

<https://thecpsu.org.uk/>

24. Special Circumstances

Looked after Children LAC/Children in Care CiC

The most common reason for children becoming looked after is as a result of abuse or neglect. The school

ensures that appropriate staff have information about a child's looked after status and care arrangements, including contact. The designated teacher for Looked After Children and the DSL team have details of the child's social worker. As well as the name and contact details of the local authority's virtual head for children in care. They will work with the virtual head to discuss how funding can be best used to support the progress of LAC/CiC and meet the needs in their PEP (Personal Education Plan)

<https://www.gov.uk/government/publications/promoting-the-education-of-looked-after-children>

[Designated teacher for looked-after and previously looked-after children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/promoting-the-education-of-looked-after-children)

Wakefield Virtual School – virtualschool@wakefield.gov.uk

25. Remote Learning Safeguarding Considerations/Future lockdowns.

During lockdowns we follow government and local arrangements for safeguarding by providing support for vulnerable children in school and support for others via remote learning and home visits if necessary.

During Covid a safeguarding tracker was completed and returned to the Local Authority to allow coordinated support for children and families. We will complete this if required for any further lockdowns.

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans. Those who have a social worker include children on Child Protection CP, those who are Child in Need CIN and those who are Looked After Children LAC or Children in Care CIC in West Yorkshire. Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. Many children and young people with EHC plans can safely remain at home. Vulnerable also includes any other child the DSL deem to need to be in school for any reason.

Attendance will be monitored in accordance with government guidance, with links made to local arrangements.

The basics of this policy will remain unchanged e.g. reporting and recording, DSL availability and safer recruitment arrangements.

Remote education is provided in line with our Remote Education Plan detailed on our website at [Policies | Townville Infants School](#)

Safeguarding considerations will include using local WSCP checklists and government guidance;

[Providing remote education: guidance for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/promoting-the-education-of-looked-after-children)

Part B **Child Protection Procedures**

Categories and Definitions

To ensure that our pupils are protected from harm, we need to understand what types of behaviour constitute abuse and neglect.

For allegations against staff please see earlier section.

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, however it is important that we recognise that students can also be abused by another child or children.

Abuse of a child is never acceptable we will ensure we do not have a culture where low standards are considered acceptable or viewed as 'normal for' a family or community.

For further information on

Certain Safeguarding issues please see- Earlier Current Issues section.

Voice of the Child

We will always seek and record the voice of the child and take this into consideration when taking decisions. However there may be circumstances where we override the students wishes and feelings to act in their best interests e.g. in case of exploitation where, as a result of perpetrator grooming, the student does not want any intervention. We promote support for any alleged victim, including child on child abuse, and will never victim blame.

Contextual Safeguarding/Extra Familial Harm *is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises 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. For example online safety, CSE,CCE, drug use, radicalisation, anti-social behaviour, mental health issues, water safety.*

There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect. However, it is important to remember that children can be abused outside their family home.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. (this used to be called Munchausen's Syndrome by Proxy, but is now more usually referred to as fabricated or induced illness).

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may

include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse

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

Position of Trust

The age of consent for sexual activity is 18 years old if you are in a position of trust over that child. See abuse of position of trust in earlier section.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);*
- protect a child from physical and emotional harm or danger;*
- ensure adequate supervision (including the use of inadequate care-givers); or*
- ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.*

Wakefield Neglect Toolkit – will be consulted to assess level of neglect in all cases and certainly before any referral is made regarding Neglect.

[*Home page • Wakefield Safeguarding Children \(wakefieldscp.org.uk\)*](https://wakefieldscp.org.uk)

Definitions taken from Working Together to Safeguard Children (HM Government, 2018).

Grooming

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of abuse such as exploitation. Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or school staff. Groomers may be male or female. They can be any age.

Many children and young people don't understand that they have been groomed or that what has happened is abuse.

Indicators of abuse

Physical signs define some types of abuse, for example, bruising, bleeding or broken bones resulting from physical or sexual abuse, or injuries sustained while a child has been inadequately supervised. The identification of physical signs is complicated, as children may go to great lengths to hide injuries, because they are ashamed or embarrassed, or their abuser has threatened them, or they don't want the abuser to get into trouble. It is also difficult for anyone without medical training to categorise injuries into accidental or deliberate with any degree of certainty.

However, children may have no physical signs or they may be harder to see (e.g. bruising on black skin) therefore staff need to also be alert to behavioural indicators of abuse.

A child who is being abused or neglected may: (not designed to be a checklist)

- *have bruises, burns, fractures or other injuries which do not have a plausible explanation. E.g. bruises on babies who are not yet mobile, bruises on cheeks, ears, palms, arms, feet, back, buttocks, tummy, backs of legs, bruises in clusters, bruises with finger/belt marks, cigarette burns.*
- *challenge authority, have outbursts of anger, poor behaviour – trauma response.*
- *be reckless with regard to their own or other's safety*
- *show signs of pain or discomfort*
- *keep arms and legs covered, even in warm weather*
- *be concerned about changing for PE or swimming*
- *display a change in behaviour – from quiet to aggressive, or happy-go-lucky to withdrawn*
- *display affection or 'attention seeking' (may actually be attachment seeking) behaviour*
- *regularly flinch to sudden but harmless actions e.g. raising a hand*
- *look unkempt and uncared for*
- *change their eating habits*
- *have difficulty in making or sustaining friendships*
- *appear fearful*
- *self-harm incl. head banging, eating disorders*
- *frequently miss school or arrive late*
- *show signs of not wanting to go home*
- *display violence/sexualised behaviour towards animals, toys, peers*
- *regress to younger child behaviour*
- *become disinterested in their school work*
- *be constantly tired or preoccupied*
- *be wary of physical contact*
- *be involved in, or particularly knowledgeable about drugs or alcohol*
- *display sexual knowledge or behaviour beyond that normally expected for their age.*
- *have unexplained gifts/money/mobile phones or are over secretive online*
- *have low self esteem*
- *steal or scavenging compulsively*
- *overly affectional to strangers or people they haven't known for very long*
- *traumatic mutism*

Responses from parents that may cause concern;

- *Unexpected delay in seeking treatment – medical, dental which is obviously needed*
- *Denial of any injury*
- *Explanations that differs from that of the child e.g. for bruising*
- *Claims of falls/fits etc. that never happen in school*
- *Unrealistic expectations or constant complaints about the child*
- *Uninterested in child*

- Alcohol /drug misuse
- Mental health issues which affect parenting
- Requesting removal of child from school after concerns raised.
- Domestic abuse.

Disabled children; other signs to consider

- Force feeding
- Over medication
- Bruising if non mobile
- Poor toileting arrangements
- Lack of stimulation
- Unjustified use of restraint
- Rough handling
- Unwilling to learn child's means of communication
- Ill-fitting equipment
- Misappropriation of child's finances
- Invasive procedures
- Non consideration of child's dignity.

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the DSL team to decide how to proceed.

It is very important that staff report and record all their concerns as soon as possible – they do not need 'absolute proof' that the child is at risk before acting.

Impact of abuse

The impact of child abuse should not be underestimated. Many children do recover well and go on to lead healthy, happy and productive lives, although most adult survivors agree that the emotional scars remain, however well buried. For some, full recovery is beyond their reach, and research shows that abuse can have an impact on the brain and its development. The rest of their childhood and their adulthood may be characterised by anxiety or depression, self-harm, eating disorders, alcohol and substance misuse, unequal and destructive relationships and long-term medical or psychiatric difficulties.

Our staff are trained in ACEs Adverse Childhood Experiences, they are trauma aware and work towards trauma informed practice.

Adult Survivor helpline -see appendix.

Taking Action

It is the responsibility of staff to report and record their concerns as soon as possible. A DSL will be always available, within the school day, for staff to speak to.

We actively encourage a 'never do nothing' attitude, if staff have a concern about a child, and promote discussion with a DSL if in any doubt. Abuse of a child is never acceptable we will ensure we do not have a culture where low standards are considered acceptable or viewed as 'normal for' a family or community.

Any child, in any family in any school could become a victim of abuse. Staff should always maintain an attitude of "it could happen here" and remain professionally curious.

Key points for staff to remember for taking action are:

- If an emergency take the action necessary to help the child, for example, call 999 or seek medical attention
- **REPORT your concern to a DSL as soon as possible.**
- **Complete a RECORD of your concern, using a professional tone and language on CPOMS and immediately pass onto to a DSL if you need assistance with this please speak to a DSL.**
- Do not start your own investigation.
- Share information on a need-to-know basis only – do not discuss the issue unnecessarily with colleagues, friends or family.
- Seek support for yourself if you are distressed, see helplines in contact's section.
- Ask for feedback and if there are no improvements push for reconsideration. See escalation section.

The DSL team will discuss the concern and agree a course of action. The progress of which will be monitored during DSL team peer supervision meetings.

See flowchart in Keeping Children Safe in Education Part 1.

Levels of Need



Wakefield has a Continuum of Need for children and families who need support, this ranges from No Additional Support Needed, to Requires Immediate Safeguarding Support. It is worth noting that a cause for concern does not always require a top-level response, it may be the family need a lower level of support to help the situation.

Wakefield Families Together website provides lots of advice and support around Early Help.

[Wakefield Families Together – Wakefield Families Together.](#) We have added this to our school website for parents' information and self-referral.

The Early Intervention Prevention Service and Team Around the School (TAS) arrangements / school link workers are able to signpost DSL's and offer support.

– Universal Services are Meeting the Needs – No Additional Support Needed.

– For example, a universal service is providing extra support / have referred to one other agency / EIP Service.

-Multi agency approach to support. Multi agency early help TAS arrangements with multi agency plan may be able to support or Targeted Early Help.

– Statutory intervention and assessment is needed where child is at risk or currently suffering significant harm. Social care/ police assess, investigate and lead at this level.

School does have a duty to intervene early and support however it is not a school's responsibility to investigate or decide whether a child has been abused. Schools do not have the powers to investigate child protection concerns.

Local procedures for specific issues.

[Policies & Procedures \(proceduresonline.com\)](http://proceduresonline.com)

If you are concerned about a pupil's welfare

There will be occasions when staff may suspect that a pupil may be at risk, but have no 'real' evidence. The pupil's behaviour may have changed, for example their artwork could be bizarre, they may write stories or poetry that reveal confusion, distress or mental health issues or their behaviour may have changed. In these circumstances, **staff will give the pupil the opportunity to talk**. The signs they have noticed may be due to a variety of factors, for example, a parent has moved out, a pet has died or a grandparent is very ill.

Staff are encouraged to be professionally curious in these situations asking the pupil if they are OK, if they are worried about anything or if everything is ok at home.

Staff should record these early concerns. If the pupil does begin to reveal that they are being harmed, staff should follow the dealing with a disclosure/ allegation advice.

Following an initial conversation with the pupil, if the member of staff remains concerned, they should discuss their concerns with a DSL.

Notifying parents

The school will normally seek to discuss any concerns about a pupil with their parents, with consideration of including fathers as well as mothers. This must be handled sensitively therefore staff will not discuss safeguarding issues with parents until they have consulted with the DSL. In most cases the DSL will be in the most informed position to make contact with the parents in the event of a concern, suspicion or disclosure/ allegation.

However, if the school believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from school link workers /Social Care MASH. Best practice for all agencies is to work alongside and openly with parents in any concerns about their children however consent is not required to refer to social care if informing the parents puts the child at more risk. e.g. in cases of forced marriage.

We will be alert if parents and students 'stories' differ in any way e.g. with regards to how an injury was caused and will ensure this is noted and shared with other agencies as appropriate.

If parents have any queries regarding safeguarding they are encouraged to contact a DSL.

If the concern is low level and can be dealt with through the pastoral support in school (Level 2) a DSL will initiate early intervention to;

- Use a restorative approach and engage with the parents/carers as soon as possible (unless the situation is so serious that would put the student at increased risk.) We then can evidence quick action was taken and the length of time of involvement.*
- We will invite the parents/carers into school for a meeting to demonstrate professional concerns and discuss a supportive working partnership for the best interests of the student (e.g. breakfast club, additional in school support) and create a plan of action.*
- At this meeting we will discuss the plan of next action should the situation not improve and offer signposting to other local services.*
- We will record all contacts with the family, dates and times, including phone calls/letters.*
- We will then monitor the student closely - behaviour/concerns/interaction with peers and parents/academic progress etc. This will demonstrate the frequency of concerns and help to build patterns.*

*If necessary, the school will assess using the Signs of Safety framework - **What** are we worried about?, what's working well?, what needs to happen? (Including all subsections, e.g. complicating factors) and then scaling.*

If school needs further help (i.e. move to level 3) other agencies/ link worker will be contacted and if issues escalate the social worker link workers can be contacted or if necessary a referral made to social care/MASH (level 4)

In certain circumstances we may judge a risk assessments to be required e.g. HSB we may also wish to consult with other agencies for additional support and input.

The Wakefield Neglect toolkit will be considered in any cases of Neglect.

[Neglect • Wakefield Safeguarding Children \(wakefieldscp.org.uk\)](https://wakefieldscp.org.uk)

It is important to continually reassess concerns if there are no improvements and follow the escalation process if required. These discussions take place at least weekly as part of our DSL meetings and more frequently if needed.

Dealing with Disclosures/ Allegations

It takes a lot of courage for a child to disclose that they or their peers are being abused. There are many reasons why they may be blocked from telling including -they may think it is normal, feel ashamed, particularly if the abuse is sexual; their abuser may have threatened what will happen if they tell; they may have lost all trust in adults; or they may believe, or have been told, that the abuse is their own fault.

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

Bear in mind that in some cases children may tell 'half a truth' to test out how information may be handled by the listener. Children can also withdraw truthful disclosures/allegations later in the process if they feel things have gotten out of their control. Effective communication and relationship building with children will help in these situations.

During their conversations with the pupils staff follow the best practice guidance below:

- *Focus on listening rather than giving advice*
- *Allow pupils to speak freely*
- *Remain calm and not overreact – the pupil may stop talking if they feel they are upsetting their listener*
- *Give reassuring nods or words of comfort – ‘I want to help’, ‘This isn’t your fault’, ‘You are doing the right thing talking to me’*
- *Not be afraid of silences, and allow space and time for pupil to continue, staff will recognise the barriers the pupil may have had to overcome to disclose.*
- *Clarifying or repeating back to check what they have heard if needed but will not lead the discussion in any way and will not ask direct or leading questions – such as.. whether it happens to siblings too.*
- *Use open questions such as Tell me what happened.....? Is there anything else you want to tell me?*
- *Avoid taking photographs or videos of any injuries etc.*
- *At an appropriate time tell the pupil that in order to help them, the member of staff must pass the information on*
- *Not automatically offer physical touch as comfort. It may be anything but comforting to a child who has been abused. However this will be case and age specific. If it is appropriate and in the child’s best interest, the member of staff will use safe touch following advice given in Safer Working Practice guidelines and in training.*
- *Remember professional boundaries and do not share personal experiences or information such as ‘that happened to me’*
- *Avoid admonishing the child for not disclosing earlier. Saying things such as ‘I wish you had told me about this when it started’ or ‘I can’t believe what I’m hearing’ is not helpful and may be interpreted by the child to mean that they have done something wrong*
- *Not pass judgement on the perpetrator.*
- *Tell the pupil what will happen next. Let them know that you will be consulting the DSL and why. (to get them the help and support they need)*
- *Write up their conversation as soon as possible and hand it to the designated lead, do not discuss with other staff.*
- *Seek support if they feel distressed – From DSL team / helplines in contacts section.*

Staff should be aware that SEND students may face additional safeguarding challenges and any barriers to disclosure etc. should be removed.

Records and Monitoring

Why recording is important...

Our staff will be encouraged to understand why it is vital that recording is timely, comprehensive and accurate.

All staff have computer access and are always able to login to the CPOMS system.

Any concerns about a child will be recorded in a professional manner and passed to a DSL as soon as possible. *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 timed. The DSL team will then analyse this information.*

We will seek the Childs voice/opinion and ensure this is noted in the records.

At no time will a member of staff take photographic evidence of any injuries or marks to a child's person. The body map will be used in accordance with recording guidance.

All concerns noted on CPOMs help to build a 'safeguarding file' or chronology for the child. This will help in building patterns and decision making. DSLs regularly check for evidence of this.

We will feedback to the staff member any actions, however this will be on a need to know basis. It may not be appropriate for staff members to know full details.

CPOMS

CPOMs records act as a safeguarding file as it is here where we store and collate information about children which relates to either a safeguarding concern or an accumulation of welfare concerns which are outside of the usual range of concerns in ordinary life events.

It needs to be borne in mind that what constitutes a 'concern' for one child may not be a 'concern' for another and the particular child's circumstances and needs will differ i.e. a child subject to a child protection plan, looked after child, Child in Need may be looked at differently to a child recently bereaved, parental health issues etc. We will therefore use professional judgement when making this decision as will have clear links and discussions between pastoral staff and DSL's.

This 'file' is held securely only to be accessed by appropriately trained DSL's. All staff will be made aware of children who are subject to DSL Supervision or who are open to social care due to safeguarding concerns.

The school will keep professionally written records of concerns about children even where there is no need to refer the matter to external agencies immediately. Each child will have an individual file i.e. no family files. Though in families where concerns are held for multiple children, the linked students tool will be used.

All incidents/episodes will be recorded e.g. phone calls to other agencies, in the chronology with more detail and analysis in the body of the records. This will help build a picture and help the DSL team in analysis and action, which may include no further action, monitoring, whether an Early help assessment should be undertaken, or whether a referral should be made to other agencies - Social Care MASH/TAS in line with the Continuum of Need document (see link in appendix). (see referral checklist on WSCP education webpage)

In cases where there is multi agency involvement - meetings and plans, actions and responsibilities shall be clarified and outcomes recorded.

In some cases files will be made available for external scrutiny for example by a regulatory agency or because of a serious case review or audit.

*Records will be kept up to date and **reviewed regularly by a DSL** to evidence and support actions taken by staff in discharging their safeguarding arrangements.*

The 'Supervision' can be non-active in terms of monitoring i.e. a child is no longer CiC, subject to a child protection plan. If future concerns then arise it can be re-activated and indicated as such on the front sheet and on the chronology as new information arises.

If the child moves to another school, the file will be securely sent or taken, to a DSL at the new establishment/school **within 5 days** and a **written receipt will be obtained**. There will be a timely liaison between each school's DSL, and if necessary a face to face meeting, to ensure a smooth and safe transition for the child. We will retain a copy of the chronology to evidence actions, in accordance with record retention guidance. [Child protection records retention and storage guidance | NSPCC Learning](#)

Child protection records may be exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them in certain circumstances. If any member of staff receives a request from a pupil or parent to see child protection records, they will refer the request to the Headteacher, who will consult with information governance/legal team.

Referral to Social Care MASH

A DSL will make a referral to Social Care MASH if it is believed that a pupil is **suffering or is at risk of suffering significant harm – top level on the Continuum of Need**. In DSL absence, or if there is disagreement, anyone can make a referral. If in doubt if thresholds are met the link social worker can be contacted, however if this causes any delay we will refer directly. Any member of staff can refer to other agencies in exceptional circumstances i.e., in an emergency or when there is a genuine concern that action has not been taken.

A phone call must be made initially before a referral form is filled out. There is a DSL referral checklist and referral form available on WSCP webpage. Social care should inform the DSL of the outcome within one working day. If this does not happen the DSL should follow this up in the following days and escalate if required.

If there is already a social worker assigned to this case, for safeguarding reasons, the social worker should be contacted directly.

The pupil (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child.

The DSL will then be expected to take part in assessments, strategy meetings, case conferences etc. as and if required.

Reports for meetings will be shared with parents beforehand, unless there is good reason not to and reports will be sent to the appropriate meeting chair if the DSL cannot attend in person.

The Wakefield Neglect toolkit will be considered in any cases of Neglect before referrals are made to other agencies.

Escalation / Professional Disagreement

If the situation does not appear to be improving or there is any professional disagreement with the outcome the school will press for reconsideration and follow WSCP professional disagreement procedure.

a. [Resolving Multi Agency Professional Disagreements and Escalation \(proceduresonline.com\)](#)

Referral to Police

Remember if a criminal offence has occurred it will be necessary to contact the police 101 or 999 as appropriate. It may be useful to state which department we require e.g., child safeguarding unit / CVE team / indecent images team.

If we believe a child is being radicalised, we will refer to the Prevent police officer using the referral form on

the WSCP education page.

When to Report to Police guidance.

[when-to-call-the-police--guidance-for-schools-and-colleges.pdf \(npcc.police.uk\)](#) – link also in KCSIE

We understand that if police are interviewing any students, as they suspect them of a crime, that an appropriate adult must be present e.g., parent.

Local partnership intelligence portal PIP – to report intelligence -does not replace usual procedures if child is at risk.

[Partnership Intelligence Portal | West Yorkshire Police](#)

Home Visits

When our staff are required to do home visits, our school home visits policy will be followed. This refers to best practice.

[Schools & Colleges Key Links & Resources • Wakefield Safeguarding Children \(wakefieldscp.org.uk\)](#)

Confidentiality and Information Sharing

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

We will normally seek to discuss any concerns about a pupil with their parents. This must be handled sensitively, and a DSL will be in the most informed position to make contact with the parent in the event of a concern, suspicion or disclosure/ allegation.

However, if we believe that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from Social Care MASH.

The Seven Golden Rules for Safeguarding Information Sharing

- Data Protection/Human rights laws are not a barrier.
- Be open and honest. (Unless unsafe or inappropriate)
- Seek advice. (Anonymise if necessary)
- Share with consent if appropriate.
- Consider safety and wellbeing.
- Necessary, proportionate, relevant, adequate, accurate, timely and secure.
- Keep a record of decision and reason for it.

[Information sharing advice for safeguarding practitioners - GOV.UK \(www.gov.uk\)](#)

[Data protection: toolkit for schools - GOV.UK \(www.gov.uk\)](#)

Data protection legislation GDPR does not prevent school staff from sharing information with relevant agencies, where that information may help to protect a child. Ideally information sharing will be done in writing so that there is an evidence trail however there may be occasions where this method is too slow. In cases where agencies such as MASH (Multi Agency Safeguarding Hub) ring the school requesting information reception staff will take a message and inform a DSL immediately, the DSL will ensure they can

identify who is requesting the information before sharing and then record what has been shared, when why and with whom.

Child protection records may be exempt from the disclosure provisions of the Data Protection, which means that children and parents do not have an automatic right to see them in certain circumstances. However, it will be usual practice for parents to have been informed of any concerns at the time. If any member of staff receives a request from a pupil or parent to see child protection records, they will refer the request to the Headteacher/senior DSL who will consult with information governance/legal team.

Any personal safeguarding information shared with external agencies will be done so securely e.g., by secure email, password protected or recorded delivery.

Local & National Contact Details

Wakefield Social Care MASH

Phone: 0345 8503 503 consultations via phone call is necessary before submitting a referral form

Minicom: 01924 303450 (type talk welcome)

Email: social_care_direct_children@wakefield.gov.uk

Wakefield Continuum of Need document.

[Key Safeguarding Forms, Tools, Standards & Frameworks • Wakefield Safeguarding Children \(wakefieldscp.org.uk\)](#)

West Yorkshire Procedures for specific issues. [Policies & Procedures \(proceduresonline.com\)](#)

Wakefield Families Together website [Wakefield Families Together – Wakefield Families Together](#)

Local Family Hub

Email: cfhnortheast@wakefield.gov.uk

Phone: 01977724350

[Family Hubs – Wakefield Families Together](#)

Local Youth Hub [Youth Hubs – Wakefield Families Together](#)

School's Social Care Link Worker (social worker)

Name: Robyn Baxter

Email: robbyndbaxter@wakefield.gov.uk

Phone: 01977724350

School's Early Intervention and Prevention EIP (was hub worker)

Name: Lauren Jennings

Email: ljennings@wakefield.gov.uk

Phone: 01977724350/07767005124

Other Cluster /TAS contacts

Kendal Hub Manager:

Name: John Rose
Email: jrose@wakefield.gov.uk

PCSO linked to the school:

Name: John Morrison
Email: John.morrison@westyorkshire.police.uk

Police

If a criminal offence has occurred, contact police via 101 or 999 as appropriate.

Child Safeguarding Unit wakefield.sguchild@westyorkshire.pnn.police.uk

CVE Police Team cveteam@wakefield.gov.uk

West Yorkshire Police partnership intelligence portal PIP – to report intelligence -does not replace usual procedures if child is at risk. (Schools have one sign in all DSL's have access to)

[Partnership Intelligence Portal | West Yorkshire Police](#)

Pol-Ed Police and education designed lesson plans on range of police/safety topics.

A positive force in education | Pol-Ed - A positive force in education Links with RSHE curriculum

Wakefield Safeguarding Children Partnership WSCP

[Home page • Wakefield Safeguarding Children \(wakefieldscp.org.uk\)](#)

Local Authority Designated Officer (LADO) – for allegations against staff

lado.referrals@wakefield.gov.uk

01977 727032

Safeguarding Advisor for Education

Vicki Maybin

vmaybin@wakefield.gov.uk

07788743527

Safeguarding training page specific to schools/colleges;

[Wakefield Safeguarding Children Partnership | Wakefield Traded Services](#)

Safeguarding Information webpage for Wakefield Schools.

Multi agency training offer and education specific webinars etc, templates, audit information, resources and managing allegations information.

[Schools & Colleges • Wakefield Safeguarding Children \(wakefieldscp.org.uk\)](#)

Mental Health

Future in Mind - Mental health practitioner

Primary practitioner – Kathryn Thomas

Email: Kathryn.Thomas@swyt.nhs.uk

Phone: 01977735865/07717720918

Mental Health support Team contact -

CAMHS Single point of access SPA

01977 735865

[Child and adolescent mental health service \(CAMHS\) in Wakefield - South West Yorkshire Partnership NHS Foundation Trust](#)

Compass Mental health support

[Wakefield Children and Young People's emotional health and wellbeing service - Compass \(compass-uk.org\)](#)

Wakefield Resilience Framework.

[The Wakefield Resilience Framework \(riskandresilience.org.uk\)](http://riskandresilience.org.uk)

Wakefield School nursing/ Health visiting service.

[Wakefield 0-19 Service - Harrogate and District NHS Foundation Trust \(hdft.nhs.uk\)](http://hdft.nhs.uk)

Wakefield District Domestic Abuse Service WDDAS

[Domestic abuse - Wakefield Council 0800 915 1561](#)

domesticabuse@wakefield.gov.uk

Wakefield Spectrum

[RSE - Spectrum Community Health CIC \(spectrum-cic.org.uk\)](http://spectrum-cic.org.uk)

[Raising Awareness of Child Sexual Exploitation - Spectrum \(spectrumat10.org.uk\)](http://spectrumat10.org.uk)

Prevent Contacts

[Prevent in Wakefield - Wakefield Council](#)

Wakefield Education Welfare service.

[Education welfare service - Wakefield Council](#) includes Elective Home Education EHE and Children Missing Education CME

Virtual Head for CiC

Jackie Roper

jroper@wakefield.gov.uk

Wakefield Local Offer – for children with SEND and their families.

[Homepage \(mylocaloffer.org\)](http://mylocaloffer.org)

NSPCC Speak out Stay safe service for Primary schools.

[Speak out Stay safe programme | NSPCC Learning](#)

Emma Hobson

Schools Coordinator

emma.hobson2@nspcc.org.uk

Tel: 0161 3934421

Mobile: 07562 205039

Wakefield Young Carers.

[Young carers - Wakefield Council](#)

Drug support for young people

[Turning Point | Health & Wellbeing \(turning-point.co.uk\)](http://turning-point.co.uk)

Wakefield voluntary sector Young Lives Consortium

[Home » Young Lives Consortium Wakefield Safeguarding Children \(ylc.org.uk\)](http://ylc.org.uk)

Wakefield Adult Services

[Adults and older people services - Wakefield Council](#)

Wakefield Well Women Centre

[Home - Well Women Centre Wakefield \(wellwomenwakefield.org.uk\)](http://wellwomenwakefield.org.uk)

Wakefield District Housing WDH

[Contact us \(wdh.co.uk\)](http://wdh.co.uk)

OneCALL 0345 8 507 507

NSPCC Helpline – for advice public/professionals

0808 800 5000

NSPCC Whistleblowing Helpline

0800 028 0285

NSPCC Report Abuse in Education

0800 136 663

Counter Terrorism helpline

0800 789 321

Forced Marriage Unit

020 7008 0151

fmu@fco.gov.uk

National Association People Abused in Childhood NAPAC

0808 801 0331

[NAPAC – Supporting Recovery From Childhood Abuse](#)

Stop It Now

Leading charity working in the field of sexual abuse. Also provides support for people who are worried about their own thoughts or behaviour towards children.

0808 1000 900

[Stop It Now! UK and Ireland | Preventing child sexual abuse](#)

Professional Online Safety Helpline

0844 3814772

National Services – Domestic Abuse

[Domestic Violence & Abuse · Emergency Injunction Service \(ncdv.org.uk\)](#)