Edgware Primary School

Child Protection and Safeguarding Policy

'resilient minds, kind hearts, bright futures'

Date policy last reviewed: 30th July 2026
*Update13/11/26-(MASH-FAS)

Signed by:

Alison Jacob

Headteacher Date:

Robin Fisher

Chair of Governors Date:

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Statement of intent

Edgware Primary School is committed to safeguarding and promoting the physical, mental and emotional welfare of every pupil, both inside and outside of the school premises. We implement a whole-school preventative approach to managing safeguarding concerns, ensuring that the wellbeing of pupils is at the forefront of all action taken.

The school is committed to developing and maintaining a strong safeguarding culture where:

- Safeguarding is embedded in all policies and practice
- Pupils feel safe, heard and supported
- Staff are confident to raise and escalate concerns
- Leadership monitors safeguarding effectiveness continuously
- Learning from safeguarding incidents informs practice improvements

The school recognises the strengthened national expectation that safeguarding is explicitly **child-centred**, proactive and focused on the **early identification of need**. Staff understand that concerns must not be allowed to escalate and that timely intervention is essential.

The school adopts a **two-tier approach to early intervention**, recognising both:

- **Universal early help**, delivered within school systems; and
- **"Family Help"**, coordinated through multi-agency services where additional support is required.

Safeguarding practice reflects evolving risks including:

- Misogyny, misandry and harmful online narratives
- artificial intelligence (AI), including deepfake content
- serious youth violence and weapon-related harm
- exploitation involving financial, criminal or sexual elements, or coercion

This policy sets out a clear and consistent framework for delivering this promise, in line with safeguarding legislation and statutory guidance. It will be achieved by:

- Ensuring that members of the governing board, the headteacher and staff understand their responsibilities under safeguarding legislation and statutory guidance, are alert to the signs of child abuse, and know to refer concerns to the DSL.
- Teaching pupils how to keep safe and recognise behaviour that is unacceptable.
- Identifying and making provision for any pupil that has been subject to, or is at risk of, abuse, neglect, or exploitation.
- Creating a culture of safer recruitment by adopting procedures that help deter, reject or identify people who might pose a risk to children.
- Ensuring that the headteacher and any new staff and volunteers are only appointed when all the appropriate checks have been satisfactorily completed.

The school recognises that safeguarding is everyone's responsibility and requires a whole-school culture of vigilance, openness and professional curiosity. We ensure that the voices, wishes and lived experiences of pupils are central to all safeguarding arrangements and decision-making, and that pupils are supported to understand, report and manage risks in both offline and online environments, including emerging risks such as artificial intelligence (AI). We aim to ensure that pupils are confident that they have someone they can turn to if they have a concern.

Useful Contact Details

1. School Contacts:

Designated Safeguarding Lead: Alison Jacob: head@edgwareprimary.co.uk

Deputy Designated Safeguarding Lead: Stephanie Barr: sbarr@edgwareprimary.co.uk

Other Safeguarding Leads: Hanna Clements: hclements@edgwareprimary.co.uk

Pat Bulman SENCO/DSL: pbulman@edgwareprimary.co.uk

Contact Phone Number for all DSLs:020 89521472

Safeguarding Governor: Robin Fisher rfisher@edgwareprimary.co.uk

2. Other Contacts:

FAS (Family Access and Support) : 0208 359 4066

Children's Social Care (for children in need and children at risk of harm): 0208 359 4066

Barnet SCB: https://thebarnetscp.org.uk/bscp/p/about-us/our-boards

Barnet LADO: Mr Rob Wratten, the Local Authority Designated Officer (LADO). You can contact Mr Rob Wratten by phone (via FAS (Family Access and Support)) on 020 8359 4066 or by email: LADO@barnet.gov.uk

Early Help: 0208 359 4066 or Call 020 8359 3510 (West Hub) or email Childandfamilyhub-west@barnet.gov.uk

Ofsted

Email: enquiries@ofsted.gov.uk
Telephone: 0300 123 4234
Address: Piccadilly Gate, Store Street, Manchester, M1 2WD

Disclosure and Barring Service

https://www.gov.uk/government/organisations/disclosure-and-barring-service

Email: dbsdispatch@dbs.gsi.gov.uk
Address: DBS, PO Box 181, Darlington, DL1 9FA
Telephone: 01325 953795

Contact details for advice and support about extremism

LA *Prevent* lead: Perryn Jasper Perryn.Jasper@Barnet.gov.uk

Local police force: 101 (the non-emergency police number)

DfE dedicated telephone helpline and mailbox for non-emergency advice for staff and governors : 020 7340 7264 and counter-extremism@education.gsi.gov.uk.
Contact details for mandatory reporting of FGM to the police: 101 (Non-emergency number)

- the national FGM helpline on 0800 028 3550.
- the NSPCC to speak to a professional practitioner: 08088005000
- the children's social care team 02083594066
- Crimestoppers confidentially and anonymously: 0800555111

NSPCC Inform website

http://www.nspcc.org.uk/Inform
Telephone: 0808 800 5000
Email: help@nspcc.org.uk

NSPCC Whistleblowing helpline

https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/
Telephone: 0800 028 0285
Email: help@nspcc.org.uk

Office of the Children's Commissioner for England (OCC)

https://www.childrenscommissioner.gov.uk/
Email: advice.team@childrenscommissioner.gsi.gov.uk
or info.request@childrenscommissioner.gsi.gov.uk

Acronyms

This policy contains a number of acronyms used in the Education sector. These acronyms are listed below alongside their descriptions.

Acronym	Long form	Description
AI	Artificial Intelligence	Computer systems and software that are able to perform tasks that ordinarily require human intelligence, such as decision-making and the creation of images.
CCE	Child criminal exploitation	A form of abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into taking part in criminal activity in exchange for something the victim needs or wants, for the financial advantage or other advantage of the perpetrator or facilitator, and/or through violence or the threat of violence.
FAS (Family Access and Support))	FAMILY ACCESS AND SUPPORT	The single point of contact for all professionals to report safeguarding concerns.
CSE	Child sexual exploitation	A form of sexual abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity in exchange for something the victim needs or wants, for the financial advantage, increased status or other advantage of the perpetrator or facilitator, and/or through violence or the threat of violence.
DBS	Disclosure and Barring Service	The service that performs the statutory check of criminal records for anyone working or volunteering in a school.
DfE	Department for Education	The national government body with responsibility for children's services, policy and education, including early years, schools, higher and further education policy, apprenticeships and wider skills in England.
DPO	Data protection officer	The appointed person in school with responsibility for overseeing data protection strategy and implementation to ensure compliance with the UK GDPR and Data Protection Act.
DSL	Designated safeguarding lead	A member of the senior leadership team who has lead responsibility for safeguarding and child protection throughout the school.
EHC plan	Education, health and care plan	A funded intervention plan which coordinates the educational, health and care needs for pupils who have significant needs that impact on their learning and access to education. The plan identifies any additional

		support needs or interventions and the intended impact they will have for the pupil.
FGM	Female genital mutilation	All procedures involving the partial or total removal of the external female genitalia or other injury to the female genital organs. FGM is illegal in the UK and a form of child abuse with long-lasting harmful consequences.
UK GDPR	UK General Data Protection Regulation	Legislative provision designed to strengthen the safety and security of all data held within an organisation and ensure that procedures relating to personal data are fair and consistent.
HBA	'Honour-based' abuse	So-called 'honour-based' abuse involves crimes that have been committed to defend the honour of the family and/or community.
HMCTS	HM Courts and Tribunals Service	HM Courts and Tribunals Service is responsible for the administration of criminal, civil and family courts and tribunals in England and Wales. HMCTS is an executive agency, sponsored by the Ministry of Justice.
KCSIE	Keeping children safe in education	Statutory guidance setting out schools and colleges' duties to safeguard and promote the welfare of children.
LA	Local authority	A local government agency responsible for the provision of a range of services in a specified local area, including education.
LAC	Looked-after children	Children who have been placed in local authority care or where children's services have looked after children for more than a period of 24 hours.
LGBTQ+	Lesbian, gay, bisexual, transgender and queer plus	Term relating to a community of people, protected by the Equality Act 2010, who identify as lesbian, gay, bisexual or transgender, or other protected sexual or gender identities.
NPCC	The National Police Chiefs' Council	The National Police Chiefs' Council is a national coordination body for law enforcement in the United Kingdom and the representative body for British police chief officers.
PLAC	Previously looked-after children	Children who were previously in local authority care or were looked after by children's services for more than a period of 24 hours.
PSHE	Personal, social and health education	A non-statutory subject in which pupils learn about themselves, other people, rights, responsibilities and relationships.

RSHE	Relationships, sex and health education	RSHE is compulsory in primary schools. Includes the teaching of sexual health, reproduction and sexuality, as well as promoting positive relationships.
SCR	Single central record/register	A statutory secure record of recruitment and identity checks for all permanent and temporary staff, proprietors, contractors, external coaches and instructors, and volunteers who attend the school in a non-visitor capacity.
SENCO	Special educational needs coordinator	A statutory role within all schools maintaining oversight and coordinating the implementation of the school's special educational needs policy and provision of education to pupils with special educational needs.
SLT	Senior leadership team	Staff members who have been delegated leadership responsibilities in a school.
TRA	Teaching Regulation Agency	An executive agency of the DfE with responsibility for the regulation of the teaching profession.
VSH	Virtual school head	Virtual school heads are in charge of promoting the educational achievement of all the children looked after by the local authority they work for, and all children who currently have, or previously had, a social worker.
WTSC	Working Together to Safeguard Children	Statutory guidance for settings where work and activities relate to children.

Definitions

The terms **"children"** and **"child"** refer to anyone under the age of 18.

For the purposes of this policy, **"safeguarding and protecting the welfare of children"** is defined as:

- Providing help and support to meet the needs of pupils as soon as problems emerge.
- Protecting pupils from maltreatment, whether that is within or outside the home, including online.
- Ensuring that pupils grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all pupils to have the best outcomes.

For the purposes of this policy, **"consent"** is defined as having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another, e.g. to vaginal but not anal sex or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity, and each time activity occurs. Someone consents to vaginal, anal or oral penetration only if s/he agrees by choice to that penetration and has the freedom and capacity to make that choice. Children under the age of 13 can never consent to any sexual activity. The age of consent is 16. Sexual intercourse without consent is rape.

For the purposes of this policy, **"sexual violence"** refers to the following offences as defined under the Sexual Offences Act 2003:

- **Rape:** A person (A) commits an offence of rape if they intentionally penetrate the vagina, anus or mouth of another person (B) with their penis, B does not consent to the penetration, and A does not reasonably believe that B consents.
- **Assault by penetration:** A person (A) commits an offence if they intentionally penetrate the vagina or anus of another person (B) with a part of their body or anything else, the penetration is sexual, B does not consent to the penetration, and A does not reasonably believe that B consents.
- **Sexual assault:** A person (A) commits an offence of sexual assault if they intentionally touch another person (B), the touching is sexual, B does not consent to the touching, and A does not reasonably believe that B consents.
- **Causing someone to engage in sexual activity without consent:** A person (A) commits an offence if they intentionally cause another person (B) to engage in an activity, the activity is sexual, B does not consent to engaging in the activity, and A does not reasonably believe that B consents. This could include forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.

For the purposes of this policy, **"sexual harassment"** refers to unwanted conduct of a sexual nature that occurs online or offline, inside or outside of school. Sexual harassment is likely to violate a pupil's dignity, make them feel intimidated, degraded or humiliated, and create a hostile, offensive, or sexualised environment. If left unchallenged, sexual harassment can create an atmosphere that normalises inappropriate behaviour and may lead to sexual violence. Sexual harassment can include, but is not limited to:

- Sexual comments, such as sexual stories, lewd comments, sexual remarks about clothes and appearance, and sexualised name-calling.
- Sexual "jokes" and taunting.
- Physical behaviour, such as deliberately brushing against someone, interfering with someone's clothes, and displaying images of a sexual nature.
- Online sexual harassment, which may be standalone or part of a wider pattern of sexual harassment and/or sexual violence. This includes:
    - The consensual and non-consensual sharing of nude and semi-nude images and/or videos.

- Sharing unwanted explicit content.
- Upskirting.
- Sexualised online bullying.
- Unwanted sexual comments and messages, including on social media.
- Sexual exploitation, coercion, and threats.

For the purposes of this policy, **"upskirting"** refers to the act, as identified the Voyeurism (Offences) Act 2019, of taking a picture or video under another person's clothing, without their knowledge or consent, with the intention of viewing that person's genitals or buttocks, with or without clothing, to obtain sexual gratification, or cause the victim humiliation, distress or alarm. Upskirting is a criminal offence. Anyone, including pupils and staff, of any gender can be a victim of upskirting.

Under the Voyeurism (Offences) Act 2019, it is an offence to operate equipment for the purpose of upskirting. **"Operating equipment"** includes enabling, or securing, activation by another person without that person's knowledge, e.g. a motion-activated camera.

Upskirting will not be tolerated by the school. Any incidents of upskirting will be reported to the DSL, who will then decide on the next steps to take, which may include police involvement.

Consensual and non-consensual self-generated intimate images and/or videos including those generated using AI, eg deepfakes." refers to the creation or sharing of sexually explicit content by pupils, including indecent imagery. For the purposes of this policy, **"indecent imagery"** is defined as an image which meets one or more of the following criteria:

- Nude or semi-nude sexual posing
- A child touching themselves in a sexual way
- Any sexual activity involving a child
- Someone hurting a child sexually
- Sexual activity that involves animals

This content can be :

- created by the individual themselves
- created or manipulated using **artificial intelligence (AI), including deepfake imagery**

This behaviour is recognised as a safeguarding issue and may constitute criminal activity, although pupils will be supported as victims where appropriate.

For the purpose of this policy **"Misogyny"** is defined as Behaviours or attitudes that display hatred, discrimination or prejudice towards women and girls. Misogyny is recognised as a contributing factor in **harmful sexual behaviour, online abuse, coercion and exploitation**, and forms part of safeguarding risk identification **Misandry** is the hatred, dislike, or ingrained prejudice against boys or men. It functions as a form of sex-based discrimination and is considered the counterpart to misogyny.

The school implements procedures to counter and guard against misogyny and misandry, aware that this aligns with the expectations set out in Ofsted's school inspection framework and DfE guidance on promoting fundamental British values, and also has implications for the teaching of RSE.

For the purpose of this policy "**Artificial Intelligence (AI) safeguarding risks**" are the potential risks to children arising from the use of AI technologies, including exposure to harmful content, manipulation, exploitation, deepfake content, and inappropriate interactions with AI systems

For the purposes of this policy, **"abuse"** is defined as a form of maltreatment of a child which involves inflicting harm or failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing the ill treatment of others – this can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse including when they see, hear or experience its effects. Children may be abused in a family, institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children. Children may also cause harm to other family members, often referred to as child to parent or care-giver abuse.

For the purposes of this policy, **"physical abuse"** is defined as a form of abuse which may involve actions such as hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical abuse can also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

For the purposes of this policy, **"emotional abuse"** is defined as the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. This may involve conveying to a child that they are worthless, unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include verbal abuse, such as persistent criticism, belittling or name-calling, as well as not giving the child the opportunities to express their views, deliberately silencing them, '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 from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, including cyberbullying, causing children to feel frequently 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, but it may also occur alone.

For the purposes of this policy, **"sexual abuse"** is defined as abuse that involves forcing or enticing a child to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or penetration with an object), 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 or 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. The sexual abuse of children by other children is a specific safeguarding issue in education and all staff should be aware of it and of their school's policy and procedures for dealing with it.

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

- provide a child with adequate food, clothing or shelter (including exclusion from home or abandonment);
- protect a child from physical or emotional harm or danger;
- ensure adequate supervision (including through the use of inadequate caregivers);
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

1. **Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

Legislation

- Children Act 1989
- Sexual Offences Act 2003
- Crime and Policing Act 2026
- Female Genital Mutilation Act 2003 (as inserted by the Serious Crime Act 2015)
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Apprenticeships, Children and Learning Act 2009
- Equality Act 2010
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- Anti-social Behaviour, Crime and Policing Act 2014
- Counter-Terrorism and Security Act 2015
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Data (Use and Access) Act 2025
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- Voyeurism (Offences) Act 2019
- Domestic Abuse Act 2021
- Marriage and Civil Partnership (Minimum Age) Act 2022

Statutory guidance

- Home Office (2023) 'Prevent duty guidance: Guidance for specified authorities in England and Wales'
- DfE (2026) 'Working Together to Safeguard Children (WTSC) 2026'
- DfE (2018) 'Disqualification under the Childcare Act 2006'
- DfE (2026) 'Keeping children safe in education 2026'
- Working Together to Improve School Attendance 2026
- Meeting Digital and Technology Standards for Schools and Colleges 2022
- DfE (2026) 'Early years foundation stage statutory framework for group and school-based providers' (in force from 1 September 2026)
- DfE 'Children's screen use in early years settings' (EYFS providers must have regard to this guidance)
- DfE 'Generative artificial intelligence (AI) in education'
- HM Government (2020) 'Multi-agency statutory guidance on female genital mutilation'
- HM Government (2023) 'Channel Duty Guidance: Protecting people susceptible to radicalisation'
- Home Office and Foreign, Commonwealth and Development Office (2023) 'Multi-agency statutory guidance for dealing with forced marriage and Multi-agency practice guidelines: Handling cases of forced marriage'

Non-statutory guidance

This policy operates in conjunction with the following school policies:

- Child Protection and & Safeguarding Policy

- Prevent Radicalisation Duty Policy
- Child-on-child Abuse Policy
- Child on Child abuse flow chart document
- Anti-bullying Policy
- Primary AI in the Classroom Policy
- Online Safety Policy
- ICT Acceptable Use policy
- Data Protection Policy
- Whistleblowing Policy
- Allegations of Abuse Against Staff Policy
- Safer Recruitment Policy
- Staff Code of Conduct
- Spiritual, Moral, Social, Cultural Policy
- Behaviour & Relationship Policy
- Staff Disqualification Declaration Form
- Restrictive Interventions & Positive Handling policy

2. Roles and responsibilities

All staff have a responsibility to:

- Read and understand Part One of KCSIE in full, regardless of role.
- Consider, at all times, what is in the best interests of the pupil.
- Maintain an attitude of 'it could happen here' where safeguarding is concerned.
- Provide a safe environment in which pupils can learn.
- Be prepared to identify pupils who may benefit from early help.
- Be aware of the school's systems which support safeguarding, including any policies, procedures, information and training provided upon induction.
- Be aware of the role and identity of the DSL and deputy DSLs.
- Undertake safeguarding training, including online safety training (which, amongst other things, includes an understanding of the expectations and responsibilities relating to filtering and monitoring), during their induction – this will be regularly updated.
- Receive and understand child protection and safeguarding (including online safety) updates, e.g. via email, as required, and at least annually.
- Be aware of the local early help process and understand their role in it.
- Be aware of, and understand, the process for making referrals to FAS (Family Access and Support) , as well as for making statutory assessments under the Children Act 1989 and their role in these assessments.
- Make a referral to FAS (Family Access and Support) and/or the police immediately, if at any point there is a risk of immediate serious harm to a child.
- Support social workers in making decisions about individual children, in collaboration with the DSL.
- Be aware of and understand the procedure to follow in the event that a child confides they are being abused, exploited or neglected.
- Be aware that a pupil may not feel ready or know how to tell someone that they are being abused, exploited or neglected, and/or may not recognise their experiences as harmful.
- Promote dialogue and understanding, and ensure all pupils feel listened to and understood.
- Empower pupils and allow them to understand their rights to safety and privacy, and to help them understand what they can do to keep themselves protected from harm.

- Avoid victim-blaming attitudes, and challenge it in a professional way if it occurs.
- Maintain appropriate levels of confidentiality when dealing with individual cases.
- Reassure victims that they are being taken seriously, that they will be supported, and that they will be kept safe.
- Speak to the DSL if they are unsure about how to handle safeguarding matters.
- Be aware of safeguarding issues that can put pupils at risk of harm.
- Be aware of behaviours that could potentially be a sign that a pupil may be at risk of harm.
- Understand how safeguarding incidents may present differently in different pupils.
- Use professional curiosity to explore and report signs of abuse, neglect and exploitation. This includes serious violence, including weapon possession or intent, misogynistic or harmful online behaviours and AI-generated or manipulated content.
- Be confident to challenge decisions and escalate concerns where necessary.
- Understand the importance of hearing and recording the child's voice.

Teachers, including the headteacher, have a responsibility to:

- Safeguard pupils' wellbeing and maintain public trust in the teaching profession as part of their professional duties, as outlined in the 'Teachers' Standards'.
- Personally report any cases to the police where it appears that an act of FGM has been carried out, also referred to as 'known' cases, as soon as possible.

The governing board has a duty to:

- Take strategic leadership responsibility for the school's safeguarding arrangements.
- Ensure that the school complies with its duties under the above child protection and safeguarding legislation.
- Guarantee that the policies, procedures and training opportunities in the school are effective and comply with the law at all times.
- Guarantee that the school contributes to multi-agency working in line with the statutory guidance 'Working Together to Safeguard Children'.
- Confirm that the school's safeguarding arrangements take into account the procedures and practices of the LA as part of the inter-agency safeguarding procedures.
- Understand the local criteria for action and the local protocol for assessment, and ensure these are reflected in the school's policies and procedures.
- Comply with its obligations under section 14B of the Children Act 2004 to supply the local safeguarding arrangements with information to fulfil its functions.
- Ensure that all staff, whether or not they work directly with children, read Part One of KCSIE in full.
- Ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities in regard to safeguarding children.
- Ensure a senior board level lead takes leadership responsibility for safeguarding arrangements.
- Appoint a member of staff from the SLT to the role of DSL as an explicit part of the role-holder's job description.
- Appoint one or more deputy DSLs to provide support to the DSL, and ensure that they are trained to the same standard as the DSL and that the role is explicit in their job descriptions, thus ensuring access to a DSL or Deputy at all times.
- Facilitate a whole-school approach to safeguarding; this includes ensuring that safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development.
- Where there is a safeguarding concern, ensure the child's wishes and feelings are taken into account when determining what action to take and what services to provide.

- Ensure systems are in place, children to confidently report abuse, knowing that their concerns will be treated seriously, and they can safely express their views and give feedback; these systems will be well-promoted, easily understood, and easily accessible.
- Ensure that staff have due regard to relevant data protection principles that allow them to share and withhold personal information.
- Ensure that a member of the governing board is nominated to liaise with the LA and/or partner agencies on issues of child protection and in the event of allegations of abuse made against the headteacher or another governor.
- Guarantee that there are effective and appropriate policies and procedures in place.
- Ensure all relevant persons are aware of the school's local safeguarding arrangements, including the governing board itself, the SLT and DSL.
- Make sure that pupils are taught about safeguarding and how to keep themselves safe, including protection against dangers online (including when they are online at home), through teaching and learning opportunities, as part of providing a broad and balanced curriculum.
- Adhere to statutory responsibilities by ensuring that the school conducts pre-employment checks on staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required.
- Ensure that staff are appropriately trained to support pupils to be themselves at school, e.g. if they are LGBTQ+.
- Ensure the school has clear systems and processes in place for identifying possible mental health problems in pupils, including clear routes to escalate concerns and clear referral and accountability systems.
- Ensure that anyone engaged in regulated activity, including volunteers **(where it takes place in more than 3 days <u>in</u> a 30-day period)**, has an enhanced DBS check with barred list information, recognising that the Crime and Policing Act 2026 removed the supervision exemption: being supervised no longer takes a role out of regulated activity.
- Make sure that at least one person on any appointment panel has undertaken safer recruitment training.
- Ensure that all staff receive safeguarding and child protection training updates, e.g. emails, as required, but at least annually.
- Ensure that all governors receive appropriate safeguarding and child protection training upon their induction and that this training is updated regularly.
- Certify that there are procedures in place to handle allegations against staff, supply staff, volunteers and contractors.
- Confirm that there are procedures in place to make a referral to the DBS and the Teaching Regulation Agency (TRA), where appropriate, if a person in regulated activity has been dismissed or removed due to safeguarding concerns or would have been had they not resigned.
- At Edgware, all staff must have a DBS before starting work.
- Guarantee that there are procedures in place to handle pupils' allegations against other pupils.
- Ensure that appropriate disciplinary procedures are in place, as well as policies pertaining to the behaviour of pupils and staff.
- Ensure that procedures are in place to eliminate unlawful discrimination, harassment and victimisation, including those in relation to child-on-child abuse.
- Guarantee that there are systems in place for pupils to express their views and give feedback.
- Establish an early help procedure and ensure all staff understand the procedure and their role in it.
- Appoint a designated teacher to promote the educational achievement of LAC and ensure that this person has undergone appropriate training.
- Ensure that the designated teacher works with the VSH to discuss how the pupil premium funding can best be used to support LAC.

- Introduce mechanisms to assist staff in understanding and discharging their roles and responsibilities.
- Make sure that staff members have the skills, knowledge and understanding necessary to keep LAC safe, particularly with regard to the pupil's legal status, contact details and care arrangements.
- Put in place appropriate safeguarding responses for pupils who become absent from education, particularly on repeat occasions and/or for prolonged periods, to help identify any risk of abuse, neglect or exploitation, and prevent the risk of their disappearance in future.
- Ensure that all members of the governing board have been subject to an enhanced DBS check.
- Create a culture where staff are confident to challenge senior leaders over any safeguarding concerns.
- Be aware of their obligations under the Human Rights Act 1998, the Equality Act 2010 (including the Public Sector Equality Duty), the Data Protection Act 2018, the UK GDPR and the local multi-agency safeguarding arrangements.

The headteacher has a duty to:

- Ensure that the policies and procedures adopted by the governing board, particularly concerning referrals of cases of suspected abuse and neglect, are followed by staff.
- Provide staff with the appropriate policies and information upon induction.

The DSL has a duty to undertake the role as described in KCSIE Annex B (*Role of the Designated Lead*). This includes and is supplemented by the need to:

- Take lead responsibility for safeguarding and child protection, including online safety and understanding the filtering and monitoring systems and processes in place.
- Provide advice and support to other staff on child welfare, safeguarding and child protection matters.
- Take part in strategy discussions and inter-agency meetings, and/or support other staff to do so.
- Contribute to the assessment of children, and/or support other staff to do so.
- During term time, be available during school hours for staff to discuss any safeguarding concerns. **NB:** Individual schools, working with the DSL, define what "available" means and whether, in exceptional circumstances, availability via phone, videocall, or other media is an acceptable substitution for in-person availability. Good practice includes, for example, a shared email address between the DSL and DDSLs, so that concerns can be addressed promptly when the DSL is not immediately available. (DSLs at Edgware, phone each other and have each other's emails addresses and CPOMS)
- Arrange, alongside the school, adequate and appropriate cover for any activities outside of school hours or terms.
- Refer cases:
    - To FAS (Family Access and Support) where abuse and neglect are suspected, and support staff who make referrals to FAS (Family Access and Support) .
    - To the Channel programme where radicalisation concerns arise, and support staff who make referrals to the Channel programme.
    - To the DBS where a person is dismissed or has left due to harm, or risk of harm, to a child, and to the TRA, if there is consideration that the person is not suitable to undertake teaching work
    - To the police where a crime may have been committed, in line with the National Police Chiefs' Council (NPCC) guidance.
- 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 to inform them of issues, especially regarding ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Liaise with the deputy DSLs to ensure effective safeguarding outcomes.

- Liaise with the case manager and the LA designated officers (LADOs) for child protection concerns in cases concerning staff.
- Liaise with staff on matters of safety, safeguarding and welfare, including online and digital safety.
- Liaise with staff 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.
- Promote supportive engagement with parents 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 their attendance, engagement and achievement at school. This includes:
    - Ensuring that the school knows which pupils have or had a social worker.
    - Understanding the academic progress and attainment of these pupils.
    - Maintaining a culture of high aspirations for these pupils.
    - Supporting teachers to provide additional academic support or reasonable adjustments to help these pupils reach their potential.
    - Helping to promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues these pupils are experiencing with teachers and the SLT.
- Ensure that child protection files are kept up-to-date and only accessed by those who need to do so.
- Ensure that a pupil's child protection file is transferred as soon as possible, and within five days, when transferring to a new school, and consider any additional information that should be shared. Where there are concerns, it is expected that there will be a conversation between the DSL and the DSL at the new school. The file must be transferred confidentially to the DSL and not included in general pupil transfer information. The school must obtain confirmation of receipt.
- Ensure each member of staff has access to and understands the school's Child Protection and Safeguarding Policy and procedures – this will be discussed during the staff induction process. Undertake activities to verify staff understanding of safeguarding requirements.
- Work with the governing board to ensure the school's Child Protection and Safeguarding Policy is reviewed annually, and the procedures are updated and reviewed regularly.
- Ensure the school's Child Protection and Safeguarding Policy is available publicly on the school's website, and parents are aware that the school may make referrals for suspected cases of abuse or neglect, as well as the role the school plays in these referrals.
- Link with safeguarding partner arrangements to make sure that staff are aware of the training opportunities available and the latest local policies on safeguarding.
- Undergo training, and renew this training at least every two years, with at least annual updates.
- Obtain access to resources and attend any relevant or refresher training courses.
- Encourage a culture of listening to children and taking account of their wishes and feelings; this includes understanding the difficulties pupils may have in approaching staff about their circumstances and considering how to build trusted relationships that facilitate communication.
- Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters: specifically, to ensure that staff are supported during the referrals processes; and to support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support.
- Understand the importance of information sharing, including within school, with other schools, 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 GDPR.
- Keep detailed, accurate, secure written records of safeguarding concerns, decisions made, and whether or not referrals have been made, and understand the purpose of this record-keeping. Ensure that records of safeguarding-related meetings and discussions include
    - A summary of the discussions
    - The decisions taken
    - The rationale for such decisions, including any decision that the threshold has not been met for an external referral.
- Ensure that the lived experience and voice of the child inform all decision-making.
- Promote a culture where staff feel confident to escalate concerns or disagreements (professional challenge).
- Ensure safeguarding arrangements reflect emerging risks, including AI and online harms.
- Ensure that all staff understand the difference between early help, safeguarding concerns, and harm threshold cases.
- Ensure safeguarding systems reflect increased expectations around information sharing and multi-agency coordination and early identification and escalation.
- Undertake risk assessment where concerns relate to serious violence, including weapon possession or threats of harm and peer-on-peer escalation and conflict.
- Undertake a pupil risk assessment whenever a child with a safeguarding concern is admitted to the school and/or an existing pupil is added to the child protection register.
- Ensure appropriate consideration of, and staff understanding of, gender identity-related safeguarding issues and risks linked to AI-generated abuse or exploitation.
- Ensure enhanced information transfer when pupils move schools, including risks to others, harmful sexual behaviour concerns and serious violence indicators.
- Liaise with the school's Attendance Champion to maintain an awareness of any pupil attendance issues which may also be a safeguarding concern.
- Ensure awareness of the updated CCE and CSE indicators and Operation Encompass duties

The designated teacher has a responsibility for promoting the educational achievement of LAC and PLAC, and for children who have left care through adoption, special guardianship or child arrangement orders or who were adopted from state care outside England and Wales.

3. Multi-agency working

The school contributes to multi-agency working as part of its statutory duty. The school is aware of and will follow the local safeguarding arrangements organised by the Barnet Safeguarding Children Partnership.

The school will be fully engaged, involved, and included in local safeguarding arrangements. Once the school is named as a relevant agency by local safeguarding partners, it will follow its statutory duty to cooperate with the published arrangements in the same way as other relevant agencies. The school will act in accordance with the safeguarding arrangements.

The school will work with FAS (Family Access and Support) , the police, health services and other services to protect the welfare of its pupils, through the early help process and by contributing to multi-agency plans to provide additional support.

Where a need for early help is identified, the school will allow access for FAS (Family Access and Support) from the host LA and, where appropriate, a placing LA, for that LA to conduct (or consider whether to conduct) a section 17 or 47 assessment.

The school also recognises the particular importance of inter-agency working in identifying and preventing CSE.

Safeguarding relies on strong, transparent and timely multi-agency working. Staff will actively contribute to inter-agency plans and will not allow concerns to be diluted or delayed. Where there is disagreement between professionals, the school will follow escalation procedures to ensure children's safety remains paramount.

Information sharing

The school recognises the importance of proactive information sharing between professionals and local agencies in order to effectively meet pupils' needs and identify any need for early help.

Considering the above, staff will be aware that whilst the UK GDPR and the Data Protection Act 2018 place a duty on schools to process personal information fairly and lawfully, they also allow for information to be stored and shared for safeguarding purposes – data protection regulations do not act as a barrier to sharing information where failure to do so would result in the pupil being placed at risk of harm.

Staff members will ensure that fear of sharing information does not stand in the way of their responsibility to promote the welfare and safety of pupils. If staff members are in doubt about sharing information, they will speak to the DSL or deputy DSLs.

Staff will ensure that information sharing is timely, proportionate and child-centred, and that failure to share information is recognised as a potential safeguarding risk.

Staff must recognise that:

- **failure to share information can itself be a safeguarding risk;** where there is a safeguarding concern about a child, safeguarding requirements take precedence over considerations of GDPR
- effective safeguarding requires **timely, proactive and coordinated information sharing**

The school will ensure stronger alignment with multi-agency expectations and statutory frameworks.

Staff will be made aware of the statutory duty in the Crime and Policing Act 2026 (Royal Assent 29 April 2026; the duty applies once it has been commenced, and the DSL will confirm the commencement date and brief staff) for individuals working or volunteering with children to report sexual abuse to the police and children's social care when they become aware of it. Staff should also be made aware of what will happen next if they fail to report or attempt to deter an individual making a report under the mandatory reporting duty.

4. Early help

Early help means providing support as soon as a problem emerges, at any point in a child's life. This includes universal services, community-based Early Help or the targeted early help level of Family Help. The school will be proactive in ensuring that every pupil is able to access full-time education to aid their development and protect them from harm whilst utilising the unique position of having regular daily contact with pupils to identify concerns as early as possible.

Any pupil may benefit from early help, but in particular, staff will be alert to the potential need for early help for pupils who:

- Are disabled, have certain health conditions, or have specific additional needs.

- Have SEND, regardless of whether they have a statutory EHC plan.
- Are suffering from mental ill health.
- Are young carers.
- Show signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines.
- Are frequently missing or going missing from care or from home.
- Are at risk of modern slavery, trafficking, or sexual or criminal exploitation.
- Are at risk of being radicalised.
- Have family members in custody or is affected by parental offending.
- Are in a family circumstance presenting challenges for them, such as drug and alcohol misuse, adult mental health problems, or domestic abuse.
- Are misusing drugs or alcohol.
- Are at risk of HBA, such as FGM or forced marriage.
- Are privately fostered.
- Have been repeatedly removed from the classroom, experienced multiple suspensions, is on a part-time timetable, is at risk of, or have been, permanently excluded from school, colleges and in Alternative Provision or a PRU.

The school will not limit its support to pupils affected by the above and will be mindful of a variety of additional circumstances in which pupils may benefit from early help, for example, if they are:

- Bereaved.
- Viewing problematic or inappropriate online content or developing inappropriate relationships online.
- Have recently returned home to their family from care.
- Missing education, or are persistently absent from school, or not in receipt of full-time education.

Staff will be mindful of all signs of abuse, neglect and exploitation and use their professional curiosity to raise concerns to the DSL.

The DSL will take the lead where early help is appropriate. This includes liaising with other agencies and setting up an inter-agency assessment as appropriate. The local early help process will be followed as required.

Staff may be required to support other agencies and professionals in an early help assessment, in some cases acting as the lead practitioner. Any such cases will be kept under constant review and consideration given to a referral to FAS (Family Access and Support) for assessment for statutory services if the pupil's situation is not improving or is worsening.

Early help assessments will ensure that the child's views, wishes and feelings are clearly recorded and influence planning and decision-making.

5. Abuse, neglect, exploitation and serious violence (including modern slavery; see separate section)

All staff will be aware of the indicators of abuse, neglect and exploitation and will understand that children can be at risk of harm inside and outside of the school, inside and outside of the school, inside and outside of home, and online. Staff will also be aware that pupils can be affected by seeing, hearing or experiencing the effects of abuse.

All staff will understand that abuse, neglect, exploitation and other safeguarding issues are rarely standalone events that can be given a specific definition or one label alone. This includes concerns related to serious violence such as when a pupil is carrying or has access to a weapon and/or has expressed intent to seriously

harm others. Staff will understand that, in most cases, multiple issues will overlap one another; therefore, staff will be vigilant and always raise concerns with the DSL.

All staff, especially the DSL and deputy DSLs, will be aware that safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside of these environments; this includes being aware that pupils can be at risk of abuse or exploitation in situations outside their families (extra-familial harms). All staff will be aware of the appropriate action to take following a pupil being identified as at potential risk of abuse and, in all cases, will speak to the DSL if they are unsure. The DSL will undertake a **dynamic risk assessment** and take appropriate action, including multi-agency referral where required.

All staff will be aware that technology is a significant component in many safeguarding and wellbeing issues, including online abuse, cyberbullying, and the sharing of indecent images.

Safeguarding children with medical conditions

Children with medical conditions have the potential for additional safeguarding vulnerability, including the risk of abuse, neglect or exploitation. Such concerns must be reported initially to the DSL and would usually be managed in school. A safeguarding referral would be needed only where an incident indicates that a child might be at increased risk of neglect, abuse or exploitation because of their medical condition. For example, this might occur where relevant medical information is not provided to the school or where children are repeatedly sent to school without essential medication.

6. Specific safeguarding issues

There are certain specific safeguarding issues that can put children at risk of harm – staff will be aware of these issues.

Section 26 of this policy sets out details about specific safeguarding issues that pupils may experience and outlines specific actions that would be taken in relation to individual issues.

7. Child-on-child abuse (including harassment and violence)

For the purposes of this policy, **"child-on-child abuse"** is defined as abuse between children.

The school recognises that harmful sexual behaviour (HSB) exists on a continuum and requires a proportionate, risk-based response. All reports of HSB will be taken seriously, recorded appropriately, and responded to in line with this policy and KCSIE guidance.

The school has a zero-tolerance approach to abuse, including child-on-child abuse, as confirmed in the Child Protection and Safeguarding Policy's statement of intent. Staff are aware of the times when children might be at highest risk throughout the day, such as immediately after school.

All staff will be aware that child-on-child abuse can occur between pupils of any age and gender, both inside and outside of school, as well as online. All staff will be aware of the indicators of child-on-child abuse, how to identify it, and how to respond to reports. All staff will also recognise that even if no cases have been reported, this is not an indicator that child-on-child abuse is not occurring. All staff will speak to the DSL if they have any concerns about child-on-child abuse.

When identifying pupils at risk of potential harm or who have been harmed by their peers, staff members will look out for a number of indicators including, but not limited to, the following:

- Injuries in unusual places, such as bite marks on the neck, that are also inconsistent with their age
- Lack of concentration and acting withdrawn

- Knowledge ahead of their age, e.g. sexual knowledge
- Use of explicit language
- Fear of abandonment
- Depression and low self-esteem
- Changes to their social group, e.g. spending time with older pupils, or social isolation
- Alcohol or substance misuse

All staff will understand the importance of challenge inappropriate behaviour between peers, and will not tolerate abuse as “banter” or “part of growing up”.

Child-on-child abuse can be manifested in many different ways, including:

- Bullying, including cyberbullying and prejudice-based or discriminatory bullying.
- Abuse in intimate personal relationships between peers – sometimes known as ‘teenage relationship abuse’.
- Physical abuse and serious violence – this may include threats involving weapons and online elements which facilitates, threatens and/or encourages physical abuse.
- Sexual violence – this may include an online element which facilitates, threatens and/or encourages sexual violence.
- Sexual harassment, including online sexual harassment, which may be standalone or part of a broader pattern of abuse. This includes AI-generated sexualised content, including deepfakes.
- Misogyny, misandry and gender-based harm.
- Harassment and violence linked to online cultures.
- Causing someone to engage in sexual activity without consent.
- The consensual and non-consensual sharing of nude and semi-nude images and/or videos.
- Upskirting.
- Initiation- and hazing-type violence and rituals, which can include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group, and may also include an online element.

Staff will recognise that abuse may involve both victim and perpetrator vulnerability, and all cases will be treated as safeguarding concerns. All staff will be clear as to the school’s policy and procedures regarding child-on-child abuse and the role they have to play in preventing it and responding where they believe a child may be at risk from it.

Pupils will be able to report incidents of child-on-child abuse or concerns about the behaviour of their peers through the following channels:

- Initially any member of staff
- Concerns must be shared with the DSL team.

Incident of Child-on-Child Abuse:

Procedure

- Children must share their concerns openly and honestly so that we can establish what is happening for them. We ensure that we provide a safe environment for this to take place.
- Parents/carers are informed, unless the DSL judges that doing so would put a child at risk of harm or compromise a police or children’s social care investigation.
- If a pupil is injured, members of staff take the pupil immediately to a first aider and for a medical opinion on the extent of their injuries.

- We will fully investigate the incident that has been reported. A room is used that allows for privacy during interviews.
- The victim, alleged perpetrator and witnesses are all interviewed separately. A witness is used for serious incidents.
- All pupils involved are informed that they must not discuss the interview with other pupils.
- It may be necessary to send someone home or to another school whilst the investigation is taking place, if it is deemed safer. This decision will be made on a case-by-case basis by the head teacher, and any suspension will follow the DfE's suspension and permanent exclusion guidance.
- Staff ensure that there is no possibility of contact between the pupils being interviewed, including electronic communication.
- If appropriate, and never where the incident involves sexual violence or may lead to a police or children's social care investigation, the alleged perpetrator, the victim and witnesses are asked to write down details of the incident; this may need prompting with questions from the member of staff to obtain the full picture
- The head teacher will gather evidence of the incident; this may involve texts, messages and notes. Staff will never view, copy, forward or ask pupils to send indecent or semi-indecent images (see 'Personal electronic devices'); where images may be involved, the device will be secured and the DSL informed
- Premature assumptions are not made, as it is important not to be judgemental at this stage
- Members of staff listen carefully to all accounts, being non-confrontational and not assigning blame until the investigation is complete
- Share outcomes with parents, only to the extent that data protection and the safety of the children involved allow
- Early Help referral or other referrals to be made (CAMHS, BICS) with parents' approval.
- Consequences given.
- Restorative approaches may be considered where safe and appropriate; they will not be used in cases of sexual violence or where the victim does not wish to take part. Sessions, where appropriate, to try and repair any relationships and help the perpetrator understand what they have done and the affect they have had on the victim.
- Everything must be recorded on CPOMS.

If the incident/allegation involves harmful sexual behaviours the safeguarding team will:

- Reassure the victim, ensuring that they feel safe in school
- Offer the student support through, onsite counselling, SEMH support or a referral to Early help/BICS
- Assess whether a FAS (Family Access and Support) or Police referral is required
- Complete a risk assessment and ensure these are dynamic and regularly review
- Consider context, power imbalance, and coercion
- Avoid normalising harmful behaviours
- Where appropriate, sanction the perpetrator in line with the behaviour and anti-bullying policy
- Refer the perpetrator for support through early help, safer schools' team or FAS (Family Access and Support)
- Staff will follow these procedures, as well as the procedures outlined in the school's Anti-bullying Policy, Relationship and behaviour policy, where relevant.

All channels for reporting abuse will be promoted and publicised throughout the school, and all pupils will be made aware of how, and to whom, to report incidents of abuse. The school will also ensure pupils are aware of the type of behaviour that should be reported, ranging from criminal behaviour, e.g. rape or sexual assault, to

everyday harassment, e.g. sexualised jokes or inappropriate comments, to ensure that victims do not view their experience as ‘not serious enough’ to report. (flow chart in appendices)

8. Online safety and personal electronic devices

The school will adhere to the Online Safety Policy at all times.

As part of a broad and balanced curriculum, all pupils will be made aware of online risks and taught how to stay safe online.

Through training, all staff members will be made aware of:

- Pupil attitudes and behaviours which may indicate they are at risk of potential harm online.
- The procedure to follow when they have a concern regarding a pupil’s online activity.
- Understanding AI-related safeguarding risks, including deepfake imagery and manipulated content used for coercion.
- Misogynistic influencers and ideologies and radicalisation linked to gender-based harm.
- Recognising online manipulation and exploitation patterns.
- Teaching pupils to critically evaluate online content and recognise manipulation.

The school will ensure that appropriate filtering systems are in place on school devices and school networks to prevent children accessing inappropriate material, in accordance with the school’s Cyber-security Policy. The school will, however, ensure that the use of filtering and monitoring systems does not cause “over blocking”, which may lead to unreasonable restrictions as to what pupils can be taught online. The school will also ensure that it meets the filtering and monitoring standards published by the DfE.

Staff will be aware of the filtering and monitoring systems in place and will know how to escalate concerns where they are identified. Staff will be made aware of their expectations and responsibilities relating to filtering and monitoring systems during their induction.

At least once every academic year, the Headteacher will lead a review with the Deputy DSL of how effectively the school’s filtering and monitoring systems are working with the IT provider. The review will check that filtering works on all internet-connected devices in all relevant locations, and a written record of the review and any resulting actions will be kept.

The school recognises that technology, including AI, is a significant factor in safeguarding. Pupils may be exposed to or involved in risks such as:

- AI-generated and deepfake imagery or misleading and manipulated content
- Misogynistic content, including influencers and ideologies and radicalisation linked to gender-based harm
- Online grooming and exploitation
- Exposure to extremist material

Further information regarding the school’s approach to online safety can be found in the Online Safety Policy.

When AI tools are used with or for pupils, staff will follow the DfE’s ‘Generative artificial intelligence (AI) in education’ guidance and the Primary AI in the Classroom Policy.

Communicating with parents

As part of the usual communication with parents, the school will reinforce the importance of pupils being safe online and inform parents that they will find it helpful to understand what systems the school uses to filter and monitor internet use.

The school will also make it clear to parents what their children are being asked to do online for school.

Reviewing online safety

The school will carry out an annual review of its approach to online safety, supported by an annual risk assessment that considers and reflects the risks faced by pupils.

Personal electronic devices

The use of personal electronic devices, including mobile phones, cameras, smart watches and any other devices capable of taking and storing images, by staff and pupils is closely monitored by the school, in accordance with the Staff ICT and Electronic Devices Policy and Pupils' Personal Electronic Devices Policy. In summary, from a pupil point of view, the school is a mobile phone-free zone. When, by the school's agreement with parents or carers, a pupil can use a mobile phone when travelling independently to and from school, for example, this is to be handed in to the school office on arrival and collected at the end of the school day.

Photographs and videos of pupils will be carefully planned before any activity with particular regard to consent and adhering to the school's Data Protection Policy and Photography Policy. The DPO will oversee the planning of any events where photographs and videos will be taken.

Where photographs and videos will involve pupils who are LAC, adopted pupils, or pupils for whom there are security concerns, the headteacher will liaise with the DSL to determine the steps involved. The DSL will, in known cases of pupils who are LAC or who have been adopted, liaise with the pupils' social workers, carers or adoptive parents to assess the needs and risks associated with the pupils.

Staff will report any concerns about pupils' or other staff members' use of personal electronic devices to the DSL, following the appropriate procedures. If a member of staff believes that a pupil has a device which contains indecent images, including nudes or semi-nudes, the device must be confiscated and the DSL informed. Staff must not, under any circumstances;

- View the images in question, since this may make them vulnerable to allegations of viewing and sharing indecent images
- Delete the images, since these may be needed as part of a future police investigation

If a member of staff has been unable to avoid viewing an indecent image on a pupil's device, he/she must, for his/her own protection, immediately inform the DSL and Headteacher, with an explanation of the circumstances.

9. Consensual and non-consensual sharing of indecent images and videos

The school will ensure that staff are aware to treat the consensual and non-consensual self-generated intimate images and/or videos including those generated using AI, e.g. deepfakes, as a safeguarding concern.

Staff will receive appropriate training regarding child sexual development and will understand the difference between sexual behaviour that is considered normal and expected for the age of the pupil, and sexual behaviour that is inappropriate and harmful. Staff will receive appropriate training around how to deal with instances of sharing nudes and semi-nudes in the school community, including understanding motivations, assessing risks posed to pupils depicted in the images, and how and when to report instances of this behaviour.

Staff will be aware that creating, possessing, and distributing indecent imagery of children is a criminal offence, regardless of whether the imagery is created, possessed, and distributed by the individual depicted; however, staff will ensure that pupils are not unnecessarily criminalised.

Where a member of staff becomes aware of an incidence of sharing nudes and/or semi-nudes, they will refer this to the DSL as soon as possible.

10. Context of safeguarding incidents

Safeguarding incidents can occur outside of school and can be associated with outside factors. All staff, particularly the DSL and deputy DSLs, will always consider the context of safeguarding incidents. Assessment of pupils' behaviour will consider whether there are wider environmental factors that are a threat to their safety and/or welfare. The school will provide as much contextual information as possible when making referrals to FAS (Family Access and Support) .

11. Pupils potentially at greater risk of harm

The school recognises that some groups of pupils can face additional safeguarding challenges, both online and offline, and understands that further barriers may exist when determining abuse and neglect in these groups of pupils. Additional considerations for managing safeguarding concerns and incidents amongst these groups are outlined below.

Pupils who need social workers

Pupils may need social workers due to safeguarding or welfare needs. These needs can leave pupils vulnerable to further harm and educational disadvantage.

As a matter of routine, the DSL will hold and use information from the LA about whether a pupil has a social worker in order to make decisions in the best interests of the pupil's safety, welfare, and educational outcomes.

Where a pupil needs a social worker, this will inform decisions about safeguarding, e.g. responding to unauthorised absence, and promoting welfare, e.g. considering the provision pastoral or academic support.

Home-educated children

Parents may choose elective home education (EHE) for their children. In some cases, EHE can mean that children are less visible to the services needed to safeguard and support them.

In line with the Education (Pupil Registration) (England) Regulations 2006, the school will inform the LA of all deletions from the admissions register when a pupil is taken off roll.

Where a parent has expressed their intention to remove a pupil from school for EHE, the school, in collaboration with the LA and other key professionals, will coordinate a meeting with the parent, where possible, before the final decision has been made, particularly if the pupil has SEND, is vulnerable, and/or has a social worker.

LAC and PLAC

Children most commonly become looked after because of abuse and/or neglect. Because of this, they can be at potentially greater risk in relation to safeguarding. PLAC can also remain vulnerable after leaving care.

The governing board will ensure that staff have the skills, knowledge and understanding to keep LAC and PLAC safe. This includes ensuring that the appropriate staff have the information they need, such as:

- Looked after legal status, i.e. whether they are looked after under voluntary arrangements with consent of parents, or on an interim or full care order.
- Contact arrangements with parents or those with parental responsibility.
- Care arrangements and the levels of authority delegated to the carer by the authority looking after the pupil.

The DSL will be provided with the necessary details of pupils' social workers and the VSH, and, for PLAC, personal advisers.

Pupils with SEND

When managing safeguarding in relation to pupils with SEND, staff will be aware of the following additional barriers:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration,
- these children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children,
- the potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs,
- communication barriers and difficulties in managing or reporting these challenges risks that they do not understand that what is happening to them is abuse,
- the need for intimate care or that these children are isolated from others,
- that these children are more likely to be dependent on adults for care, and
- these children may have issues over cognitive understanding – being unable to understand the difference between fact and fiction in online content and then repeating the content/behaviours in schools or colleges or the consequences of doing so.

When reporting concerns or making referrals for pupils with SEND, the above factors will always be taken into consideration. When managing a safeguarding issue relating to a pupil with SEND, the DSL will liaise with the school's SENCO, as well as the pupil's parents where appropriate, to ensure that the pupil's needs are met effectively.

LGBTQ+ pupils and pupils questioning their gender

The fact that a pupil may be LGBTQ+ is not in itself an inherent risk factor for harm; however, staff will be aware that LGBTQ+ pupils can be targeted by other individuals and face increased vulnerability both online and offline. Staff will also be aware that, in some cases, a pupil who is perceived by others to be LGBTQ+ (whether they are or not) can be just as vulnerable as pupils who identify as LGBTQ+.

Staff will also be aware that the risks to these pupils can be compounded when they do not have a trusted adult with whom they can speak openly with. Staff will endeavour to reduce the additional barriers faced by these pupils and provide a safe space for them to speak out and share any concerns they have and evaluate whether pupils require sensitive, case-by-case safeguarding responses.

Safeguarding decisions will prioritise welfare and safety and consider parental involvement unless this places the pupil at risk.

Arrangements relating to:

- Toilets

- Changing and showering facilities
- Trips and overnight stays

will be managed safely and in line with current statutory expectations. Children are not allowed to use toilets, showers and changing rooms designated for the opposite biological sex. If a gender-questioning child does not want to use the toilet, shower or changing facility designated for their biological sex, the school will consider whether it can provide an alternative toilet facility, without compromising single-sex toilet provision. The school will keep a clear record of these situations, communicate them appropriately and review them regularly.

Pupils requiring mental health support

All staff will be made aware that mental health problems can, in some cases, be an indicator that a pupil has suffered, or is at risk of suffering, abuse, neglect or exploitation. For further information on mental health, please refer to the section starting on page 10 of the section 'Specific Safeguarding issues' .

Staff will consider how intersectionality (e.g. SEND, race, gender, identity, and socio-economic factors) may increase vulnerability and may affect how abuse is recognised and responded to.

Where a pupil is believed to be at **immediate risk of harm**, staff must:

- contact emergency services (999), or
- support urgent access to medical help

This reflects the strengthened expectation to treat mental health crises as **safeguarding emergencies where appropriate.**

Prejudice-based harm

Staff will be alert to harm motivated by prejudice, including racism, faith-based prejudice and other discrimination linked to protected characteristics, whether it comes from other pupils, adults or online. Such harm can seriously affect a pupil's wellbeing, sense of safety and attendance. Where there is a risk of harm it will be treated as a safeguarding matter and not only as a behaviour issue: incidents will be reported to the DSL, recorded on CPOMS, and managed in line with the Anti-bullying Policy and the Pupil Behaviour and Relationship Policy, with support offered to the pupil harmed.

Children in the Early Years Foundation Stage

The school follows the safeguarding and welfare requirements of the EYFS statutory framework for group and school-based providers (September 2026) for all children in Reception. In addition to the rest of this policy, the school will:

- Ensure children are supervised while eating, that staff know each child's dietary needs and allergies and are alert to choking risks, and that a member of staff with paediatric first aid is present while children eat.
- Balance children's privacy and dignity with safeguarding during toileting, changing and any intimate care.
- Follow up promptly where a Reception child is absent for a prolonged period, including children not yet of compulsory school age, and hold at least two emergency contacts for every child.
- Have regard to the DfE's guidance on children's screen use in early years settings when deciding whether and how screens and AI-enabled tools or toys are used with Reception children.

- Ensure the use of mobile phones, cameras and other devices in the EYFS is covered by the Staff ICT and Electronic Devices Policy, so that children are protected from inappropriate photography or recording.
- No dogs are allowed on site unless registered as a guide dog or a support/therapy dog in line with guidance.
- Ensure no new member of staff or volunteer works with Nursery and Reception children ul their enhanced DBS and barred list check has been received. (This also applies to the whole school).
- Ensure safeguarding training for staff working in the EYFS receive annual safeguarding training.

12. Use of the school premises for non-school activities

Where the governing board hires or rents out school facilities or the school premises to organisations or individuals, e.g. for providers to run community or extracurricular activities, it will ensure that appropriate safeguarding arrangements are in place to keep pupils safe. The school will refer to the DfE's guidance on keeping children safe in out-of-school settings in these circumstances.

Where the governing board provides the activities under the direct supervision or management of school staff, child protection arrangements will apply. Where activities are provided separately by another body, this may not be the case; therefore, the governing board will seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedures in place, including inspecting these as needed. The governing board will also ensure that there are arrangements in place to liaise with the school on these matters where appropriate. The governing board will ensure safeguarding requirements are included in any transfer of control agreement, i.e. a lease or hire agreement, as a condition of use and occupation of the premises, and specify that failure to comply with this would lead to termination of the agreement.

Extracurricular activities and clubs

External bodies that host extracurricular activities and clubs at the school, e.g. charities or companies, will work in collaboration with the school to effectively safeguard pupils and adhere to local safeguarding arrangements.

Staff and volunteers running extracurricular activities and clubs are aware of their safeguarding responsibilities and promote the welfare of pupils. Paid and volunteer staff understand how they should respond to child protection concerns and how to make a referral to FAS (Family Access and Support) or the police, if necessary.

All national governing bodies of sport that receive funding from either Sport England or UK Sport must aim to meet the Standards for Safeguarding and Protecting Children in Sport.

13. Alternative provision

The school will remain responsible for a pupil's welfare during their time at an alternative provider. When placing a pupil with an alternative provider, the school will obtain written confirmation that the provider has conducted all relevant safeguarding checks on staff and will satisfy itself that the placement is meeting the pupil's needs.

Those responsible for the commissioning of alternative provision will be aware that pupils in alternative provision will often have complex needs – they will be mindful of the additional risk of harm that these pupils may be vulnerable to.

14. Work experience

When a pupil is sent on work experience, the school will ensure that the provider has appropriate safeguarding policies and procedures in place to protect children from harm. **If the person providing the teaching, training, instruction or care or supervision to the child on a work experience placement or activity will be doing**

so frequently or for more than three days in a 30-day period, or overnight, this is a regulated activity. The school must not allow someone on the barred list to take part in regulated activity.

Where the school has pupils from other educational establishments undertaking work experience at the school, an enhanced DBS check will be requested from the pupil's school or college if the pupil is over the age of 16. Where someone under the age of 18 undertakes work experience or a work placement at the school, the school has a safeguarding duty both towards that pupil and its own pupils.

15. Homestay exchange visits

School-arranged homestays in UK

Where the school is arranging for a visiting child to be provided with care and accommodation in the UK in the home of a family to which the child is not related, the responsible adults are considered to be in regulated activity for the period of the stay. In such cases, the school is the regulated activity provider; therefore, the school will obtain all the necessary information required, including a DBS enhanced certificate with barred list information, to inform its assessment of the suitability of the responsible adults.

Where criminal record information is disclosed, the school will consider, alongside all other information, whether the adult is a suitable host. In addition to the responsible adults, the school will consider whether a DBS enhanced certificate should be obtained for anyone else aged over 16 in the household.

School-arranged homestays abroad

The school will liaise with partner schools to discuss and agree the arrangements in place for the visit. The school will consider, on a case-by-case basis, whether to contact the relevant foreign embassy or High Commission of the country in question to ascertain what checks may be possible in respect of those providing homestay outside of the UK. The school will use its professional judgement to assess whether the arrangements are appropriate and sufficient to safeguard every child involved in the exchange. Pupils will be provided with emergency contact details to use where an emergency occurs or a situation arises that makes them feel uncomfortable.

Privately arranged homestays

Where a parent or pupil arranges their own homestay, this is a private arrangement and the school is not the regulated activity provider.

Private fostering

Where a period of UK homestay lasts 28 days or more for a child aged under 16, or under 18 for a child with SEND, this may amount to private fostering under the Children Act 1989. Where the school becomes aware of a pupil being privately fostered, they will notify the LA as soon as possible to allow the LA to conduct any necessary checks.

16. Concerns about pupils

If a member of staff has any concern about a pupil's welfare, or a pupil has reported a safeguarding concern in relation to themselves or a peer, they will act on them immediately by speaking to the DSL or deputy DSLs.

Staff will be aware that pupils may not feel ready or know how to tell someone that they are being abused, exploited or neglected, and/or they may not recognise their experiences as harmful. Staff will be aware that this

must not prevent them from having professional curiosity and speaking to the DSL, or deputy DSL, if they have a concern about a pupil.

Staff will ensure that all concerns are:

- Clearly recorded
- Include the child's voice
- Reflect professional judgement and rationale

All staff members are aware of the procedure for reporting concerns and understand their responsibilities in relation to confidentiality and information sharing, as outlined in the Communication and confidentiality section of this policy. **(See Document/flow chart/Child on child abuse procedure- Appendix-Saved on staff server: policies, safeguarding,2026-27)**

Staff must:

- Complete a concern form and hand it in an envelope to the DSL, as quickly as possible
- Put the information accurately on to CPOMs
- Speak to a DSL to share information and get advice.

If they speak with a child:

- Listen to what they are saying, make brief notes only if needed, then write them up fully straight afterwards
- Use non leading questions: TED questioning (tell me, explain to me, describe to me).
- Never promise to keep a secret.
- Pass it on immediately to a DSL
- Record on CPOMS.

Where the Senior DSL is not available to discuss the concern, staff members will contact the deputy DSLs with the matter. If a referral is made about a pupil by anyone other than the DSL, the DSL will be informed as soon as possible.

The LA will make a decision regarding what action is required within one working day of the referral being made and will notify the referrer. Staff are required to monitor a referral if they do not receive information from the LA regarding what action is necessary for the pupil. If the situation does not improve after a referral, the DSL will ask for reconsideration to ensure that their concerns have been addressed and that the situation improves for the pupil.

If early help is appropriate, the case will be kept under constant review. If the pupil's situation does not improve, a referral will be considered. All concerns, discussions and decisions made, as well as the reasons for making those decisions, will be recorded in writing by the DSL and kept securely in the safeguarding drive on the school server and on CPOMS.

If a pupil is in immediate danger, a referral will be made to FAS (Family Access and Support) and/or the police immediately. If a pupil has committed a crime, such as sexual violence, the police will be notified without delay.

Where there are safeguarding concerns, the school will ensure that the pupil's wishes are always taken into account, and that there are systems available for pupils to provide feedback and express their views. When responding to safeguarding concerns, staff members will act calmly and supportively, ensuring that the pupil feels like they are being listened to and believed.

An inter-agency assessment will be undertaken where a child and their family could benefit from coordinated support from more than one agency. These assessments will identify what help the child and family require in preventing needs escalating to a point where intervention would be needed.

17. Managing referrals

All staff members, in particular the DSL, will be aware of the LA's arrangements in place for managing referrals. The DSL will provide staff members with clarity and support where needed. When making a referral to FAS (Family Access and Support) or other external agencies, information will be shared in line with confidentiality requirements and will only be shared where necessary to do so.

The DSL will work alongside external agencies, maintaining continuous liaison, including multi-agency liaison where appropriate, in order to ensure the wellbeing of the pupils involved. The DSL will work closely with the police to ensure the school does not jeopardise any criminal proceedings, and to obtain help and support as necessary.

Where a pupil has been harmed or is in immediate danger or at risk of harm, the referrer will be notified of the action that will be taken within one working day of a referral being made. Where this information is not forthcoming, the referrer will contact the assigned social worker for more information.

The school will not wait for the start or outcome of an investigation before protecting the victim and other pupils: this applies to criminal investigations as well as those made by FAS (Family Access and Support) . Where FAS (Family Access and Support) decide that a statutory investigation is not appropriate, the school will consider referring the incident again if it is believed that the pupil is at risk of harm. Where FAS (Family Access and Support) decide that a statutory investigation is not appropriate and the school agrees with this decision, the school will consider the use of other support mechanisms, such as early help and pastoral support.

The school will not delay action while awaiting further information where there is a risk of harm. Immediate safeguarding concerns will always take precedence.

At all stages of the reporting and referral process, the pupil will be informed of the decisions made, actions taken and reasons for doing so. Discussions of concerns with parents will only take place where this would not put the pupil or others at potential risk of harm. The school will work closely with parents to ensure that the pupil, as well as their family, understands the arrangements in place, such as in-school interventions, is effectively supported, and knows where they can access additional support.

18. Concerns about school safeguarding practices

Any concerns regarding the safeguarding practices at the school will be raised with the SLT, and the necessary whistleblowing procedures will be followed, as outlined in the Whistleblowing Policy. If a staff member feels unable to raise an issue with the SLT, they should access other whistleblowing channels such as the NSPCC whistleblowing helpline (0800 028 0285).

19. Safeguarding concerns and allegations of abuse against staff

All allegations against staff, supply staff, volunteers and contractors will be managed in line with this policy, Part Four of KCSIE, the Allegations of Abuse Against Staff Policy and the Staff Code of Conduct, a copy of which will be provided to, and understood by, all staff. The school will ensure all allegations against staff, including those who are not employees of the school, are dealt with appropriately and that the school liaises with the relevant parties. The school will share safeguarding responsibilities with third party organisations in cases where there is an allegation against an individual from a third-party agency. The school remains responsible for

gathering the facts and managing the safeguarding process while working closely with the employment agency or business, which will usually lead on any disciplinary action.

When managing allegations against staff, the school will recognise the distinction between allegations that meet the harms threshold and allegations that do not, also known as “low-level concerns”, as defined in the Allegations of Abuse Against Staff Policy. Allegations that meet the harms threshold include instances where staff have:

- Behaved in a way that has harmed a child, or may have harmed a child.
- Committed or possibly committed a criminal offence against or related to a child.
- Behaved towards a child in a way that indicates they may pose a risk of harm to children.
- Behaved, or may have behaved, in a way that indicates they may not be suitable to work with children.

All allegations that meet the harms threshold will be reported to the LADO within one working day. Allegations or concerns about the headteacher, who is also the DSL, must be reported directly to the chair of governors, who will liaise with the LADO; staff should not raise such concerns with the headteacher first.

Low-level concerns will be handled in line with this policy

A low-level concern is any concern that an adult has acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work.
- doesn’t meet the threshold of harm or is not considered serious enough for the school or college to refer to the local authority.

Low-level concerns are part of a spectrum of behaviour. This includes:

- inadvertent or thoughtless behaviour.
- behaviour that might be considered inappropriate depending on the circumstances.
- behaviour which is intended to enable abuse.

Examples of such behaviour could include:

- being over friendly with children.
- having favourites.
- adults taking photographs of children on their mobile phone.
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door.
- using inappropriate sexualised, intimidating or offensive language.

The school promotes a culture where low-level concerns are:

- Reported openly
- Recorded consistently
- Used to identify patterns of behaviour

We follow the *Farrer & Co document: Developing and implementing a low-level concerns policy- a guide for organisation which work with children 2021 & KCSIE (Keeping Children Safe in Education)*

https://www.farrer.co.uk/globalassets/clients-and-sectors/safeguarding/developing-and-implementing-a-low-level-concerns-policy.pdf

Low-level concerns may arise in several ways and from a number of sources. For example: suspicion; complaint; or disclosure made by a child, parent or other adult within or outside of the organisation; or as a result of vetting checks undertaken.

These low-level concerns will be dealt with by the head teacher and recorded.
The record will include details of the concern, the context in which the concern arose, and action taken. The name of the individual sharing their concerns should also be noted, if the individual wishes to remain anonymous then that should be respected as far as reasonably possible and witness statements if appropriate.

All conduct is shared every year with staff and can be found in our staff code of conduct policy.
Staff are encouraged to share low level concerns with the DSL or headteacher. Low-level concerns about the headteacher should be shared with the chair of governors.
Staff are encouraged to identify any weaknesses in the school or safeguarding system.
Low level concerns are not recorded in references.
Low level concerns will be monitored- if there are many this may become a more serious concern and action would be taken e.g. disciplinary, LADO involvement.

20. Communication and confidentiality

When recording, holding, using and sharing information, the DSL will ensure that they:

- Understand the importance of information sharing, both within the school and with other schools on transfer including in-year and between primary and secondary education, and with safeguarding partners, other agencies, organisations and practitioners.
- Understand relevant data protection legislation and regulations, in particular the Data Protection Act 2018 and the UK GDPR.
- Are able to keep detailed, accurate, secure written records of all concerns, discussions and decisions made including the rationale of those decisions. This will include instances where referrals were and were not made to another agency such as LA children's social care or the Prevent program.

All child protection and safeguarding concerns will be treated in the strictest of confidence in accordance with school data protection policies.

Where there is an allegation or incident of sexual abuse or sexual violence, the victim is entitled to anonymity by law; therefore, the school will consult its policy and agree on what information will be disclosed to staff and others, in particular the alleged perpetrator and their parents. Where a report of sexual violence or sexual harassment is progressing through the criminal justice system, the school will do all it can to protect the anonymity of the pupils involved in the case.

Concerns will only be reported to those necessary for its progression and reports will only be shared amongst staff members and with external agencies on a need-to-know basis. During the disclosure of a concern by a pupil, staff members will not promise the pupil confidentiality and will ensure that they are aware of what information will be shared, with whom and why.

Where it is in the public interest, and protects pupils from harm, information can be lawfully shared without the victim's consent, e.g. if doing so would assist the prevention, detection or prosecution of a serious crime. Before doing so, the DSL will weigh the victim's wishes against their duty to protect the victim and others. Where a referral is made against the victim's wishes, it is done so carefully with the reasons for the referral explained to the victim and specialist support offered.

Depending on the nature of a concern, the DSL will discuss the concern with the parents of the pupils involved. Discussions with parents will not take place where they could potentially put a pupil at risk of harm. Discussion with the victim's parents will relate to the arrangements being put in place to safeguard the victim, with the aim of understanding their wishes in terms of support arrangements and the progression of the report. Discussion with the alleged perpetrator's parents will have regards to the arrangements that will impact their child, such as moving classes, with the reasons behind decisions being explained and the available support discussed. External agencies will be invited to these discussions where necessary.

Where confidentiality or anonymity has been breached, the school will implement the appropriate disciplinary procedures as necessary and will analyse how damage can be minimised and future breaches be prevented.

Where a pupil is leaving the school, the DSL will consider whether it is appropriate to share any information with the pupil's new provider, in addition to the child protection file, that will allow the new provider to support the pupil and arrange appropriate support for their arrival.

21. Safer recruitment

The school's full policy and procedures for safer recruitment are outlined in the Safer Recruitment Policy.

An enhanced DBS check with barred list information will be undertaken for all staff members (including those in voluntary roles) engaged in regulated activity. A person will be considered to be in 'regulated activity' if, as a result of their work, they:

- Teach, train, instruct, care for or supervise children, or provide advice or guidance on their wellbeing, regularly (e.g. once a week or more), on more than three days in any 30-day period, or overnight.
- Work in the school on that basis with the opportunity for contact with children, including volunteers, whether or not they are supervised.
- Provide personal care or health care to a child, however often.

Following the Crime and Policing Act 2026, supervision no longer takes a role out of regulated activity. This change applies to volunteers as well as paid staff.

The DfE's DBS Workforce Guides will be consulted when determining whether a position fits the child workforce criteria.

The governing board will ensure that the school conducts the appropriate pre-employment checks for all prospective staff*, including internal candidates and candidates who have lived or worked outside the UK.

*The DfE defines as staff any person working at the school, whether:

- under a contract of employment [this covers every employee, no matter what sort of work they do];
- under a contract for services [this covers self-employed people arranged and/or paid direct by the school; it does not include those in a contract for services with others, subject to the exception immediately below];
- otherwise, then under a contract [this covers self-employed people who are arranged by the school for the purposes of the school but, for example, paid direct by parents, such as some peripatetic teachers and therapists; it does not include, for example, private employees of parents permitted to enter school by agreement];

The definition does not include agency supply staff or volunteers.

The appropriate DBS and suitability checks will be carried out for all governors, volunteers, contractors and self-employed workers.

Staff suitability

All centres providing care for pupils under the age of eight must ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. A person may be disqualified if they:

- Have certain orders or other restrictions placed upon them.
- Have committed certain offences.

All staff members are required to sign the Staff Disqualification Declaration Form confirming that they are not disqualified from working in childcare. A disqualified person will not be permitted to continue working at the school, unless they apply for and are granted a waiver from Ofsted. The school will provide support with this process.

Ongoing suitability

Following appointment, consideration will be given to staff and volunteers' ongoing suitability – to prevent the opportunity for harm to children or placing children at risk. Staff and volunteers, including those appointed but not yet started, must tell the headteacher without delay if they are arrested, charged, cautioned or convicted of any offence.

Referral to the DBS

The school will refer to the DBS anyone who has harmed a child or poses a risk of harm to a child, or if there is reason to believe the member of staff has committed an offence and has been removed from working in regulated activity. The duty will also apply in circumstances where an individual is deployed to another area of work that is not in regulated activity or they are suspended. The school will also refer to the DBS anyone who applies for a position at the school and is clearly ineligible to work with children. The school will also refer to the TRA anyone who is dismissed or has left the school where there is consideration that, the person is not suitable to undertake teaching work.

22. Single central record/register (SCR)

The school keeps an SCR which records all staff*, governors and agency and third-party supply staff, regular volunteers and teacher trainees on salaried routes, who work at the school.

*please refer to the DfE definition of 'staff', above.

The following information (when required) is recorded on the SCR:

- An identity check
- A barred list check
- An enhanced DBS check
- A prohibition from teaching check
- At least two references
- A check for unexplained gaps in employment history
- A self-declaration of medical fitness
- A check of any qualifications required by the post or relevant qualifications declared by the candidate
- A check to determine the individual's right to work in the UK
- Additional checks for those who have lived or worked outside of the UK, including
  - Overseas criminal records check

- Letter of professional standing if a person has undertaken teaching work outside the UK and will be undertaking teaching work at the school

For agency and third-party supply staff, the school will also record the date on which written confirmation from the employment business supplying the member of staff has been received which indicates that all the necessary checks have been conducted (i.e. all the same checks the school would perform on any individual working in the school or who will be providing education on the school's behalf, including through online delivery).

The school is aware that self-employed people are not able to make an application directly to the DBS on their own account. When employing the services of self-employed workers and contractors, the school will consider obtaining the DBS check on their behalf, and recording this information on the SCR. If a self-employed person can obtain a DBS (for example, through his or her professional association) this can be accepted by the school. However, the school must see the certificate and verify that it is at the right level (ie. enhanced with barred list) and whether it contains any information on convictions to be evaluated.

If any checks have been conducted for volunteers, this will also be recorded on the SCR. Any volunteer in regulated activity, whether supervised or not, will have an enhanced DBS check with barred list information. For other volunteers, the school will undertake a risk assessment of the role to determine which checks are needed, including whether an enhanced DBS check without barred list information is appropriate. The risk assessment will be recorded.

Written confirmation that supply agencies have completed all relevant checks will also be included.

The school is free to record any other information it deems relevant.

The details of an individual will be removed from the SCR once they no longer work at the school. This will take place at the end of the term when the person leaves. Schools may be expected to provide evidence of good practice over time.

23. Safeguarding and Sport

As children get older, some sports are typically taught and played in single-sex groups. The Equality Act 2010 contains an exception in relation to single-sex sport. It applies to participation in any sport or game, or activity of a competitive nature, where the physical strength, stamina or physique of the average girl would put her at a disadvantage in competition with the average boy (or vice versa). This means that schools and colleges can separate children according to their biological sex in these circumstances without discriminating unlawfully against them on the basis of their sex.

Some sports may need to be played in single-sex groups from a certain age to ensure children's safety. Where this is the case there must be no exceptions. In other cases, the school may adopt a policy of single-sex sports for reasons related to fairness.

Where there are no safety concerns and a child makes a request relating to how they participate, the school will consider the request in light of the advice on "considering requests for support with social transition". This means that the school will take into account all the relevant factors, including whether supporting social transition is, overall, in the best interests of the child, as well as considering the impact on other children and the aim of creating safe and fair environments for children to participate in PE.

24. Training

Staff members will undergo safeguarding and child protection training at induction, which will be updated on an annual basis and/or whenever there is a change in legislation.

The induction training will cover:

- The Child Protection and Safeguarding Policy.
- The Child-on-child Abuse Policy and procedures.
- The Staff Code of Conduct.
- Part one of 'Keeping children safe in education' (KCSIE) 2026, in full
- Staff are given arrange of policies to read including :
- The Relationship and Behaviour Policy.
- The whistleblowing policy
- Appropriate child protection and safeguarding training, including online safety training – which, amongst other things, includes an understanding of expectations, applicable roles and responsibilities in relation to filtering and monitoring and teaching the children how to keep themselves safe.
- Information about the role and identity of the DSL and deputy DSLs.

All staff members will also receive regular safeguarding and child protection updates as required, but at least annually in line with KCISE. This will include whistle-blowing procedures and online safety and all staff will receive separate Prevent awareness training.

Staff will receive opportunities to contribute towards and inform the safeguarding arrangements in the school.

The DSL and deputy DSLs will undergo child protection and safeguarding training which is updated at least every two years. The DSL and deputy DSLs will also obtain access to resources and attend any relevant or refresher training courses, ensuring they keep up-to-date with any developments relevant to their role. This will include training to understand:

- The assessment process for providing early help and statutory intervention, including local criteria for action and FAS (Family Access and Support) referral arrangements.
- How LAs conduct child protection case conferences and a child protection review conferences, to enable the DSL to attend and contribute to these effectively when required.
- The importance of providing information and support to multi-agency partners.
- The lasting impact that adversity and trauma can have.
- How to be alert to the specific needs of children in need, pupils with SEND and/or relevant health conditions, and young carers. Being a young carer can impact attendance, attainment, behaviour and wellbeing. As in other areas of safeguarding, early identification is key to making sure young carers receive support at the right time from the right services.
- The importance of internal and external information sharing.
- The Prevent duty.
- The risks associated with online safety, including the additional risks faced online by pupils with SEND.
- online safety, including the additional risks faced online by pupils with SEND.

Safeguarding training for staff, including online safety training, will be integrated, aligned and considered as part of the whole-school approach to safeguarding and wider staff training and curriculum planning.

Staff members will be supported with their understanding of safeguarding issues and how to deal with them from their induction and throughout their time at the school. Staff members will be encouraged to participate in additional CPD alongside mandatory safeguarding training activities.

25. Monitoring and review

This policy is reviewed at least annually by the DSL and the headteacher and presented for approval to the governing body. This policy will be updated as needed to ensure it is up-to-date with safeguarding issues as they emerge and evolve, including any lessons learnt.

Any changes made to this policy will be communicated to all members of staff. All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction programme. The next scheduled review date for this policy is end of July 2027

26.Specific safeguarding issues

This section sets out details about specific safeguarding issues that pupils may experience and outlines specific actions that would be taken in relation to individual issues.

Here are the issues covered: numbers

1. Domestic abuse
2. Homelessness
3. Children absent from education
4. Child abduction and community safety incidents
5. Child criminal exploitation (CCE)
6. Cyber-crime
7. Child sexual exploitation (CSE)
8. Modern slavery
9. FGM
10. Forced marriage
11. Radicalisation
12. Pupils with family members in prison
13. Pupils required to give evidence in court
14. Mental health
15. Serious violence

1.Domestic abuse

For the purposes of this policy, and in line with the Domestic Abuse Act 2021, **"domestic abuse"** is defined as abusive behaviour of a person towards another person (including conduct directed at someone else, e.g. the person's child) where both are aged 16 or over and are personally connected. **"Abusive behaviour"** includes physical or sexual abuse, violent or threatening behaviour, controlling or coercive behaviour, economic abuse, psychological or emotional abuse, or another form of abuse. **"Personally connected"** includes people who:

- Are, have been, or have agreed to be married to each other.
- Are, have been, or have agreed to be in a civil partnership with each other.
- Are, or have been, in an intimate personal relationship with each other.
- Each have, or had, a parental relationship towards the same child.
- Are relatives.

The school will recognise the impact of domestic abuse on children, as victims in their own right, if they see, hear or experience the effects of domestic abuse. All staff will be aware of the signs of domestic abuse and follow the appropriate safeguarding procedures where concerns arise.

2.Homelessness

The DSL and deputy DSLs will be aware of the contact details and referral routes into the Local Housing Authority so that concerns over homelessness can be raised as early as possible.

Indicators that a family may be at risk of homelessness include:

- Household debt.
- Rent arrears.
- Domestic abuse.
- Anti-social behaviour.
- Any mention of a family moving home because “they have to”.

Referrals to the Local Housing Authority do not replace referrals to FAS (Family Access and Support) where a child is being harmed or at risk of harm. For 16- and 17-year-olds, homelessness may not be family-based and referrals to FAS (Family Access and Support) will be made as necessary where concerns are raised.

3.Children absent from education

A child who is absent from school can be a vital warning sign of a range of safeguarding issues, including neglect, CSE and CCE, particularly county lines. The school will ensure that the response to children persistently being absent from education supports identifying such abuse and helps prevent the risk of pupils becoming absent from education in the future. Staff will monitor pupils that are absent from the school, particularly on repeat occasions and/or prolonged periods, and report them to the DSL following normal safeguarding procedures, in accordance with the Children Absent from Education Policy. The school will inform the LA of any pupil who fails to attend regularly or has been absent without the school’s permission for a continuous period of 10 school days or more.

The school will follow the DfE’s guidance on improving attendance where there is a need to work with children’s services due to school absences indicating safeguarding concerns.

Admissions register

Pupils are placed on the admissions register at the beginning of the first day that is agreed by the school, or when the school has been notified that the pupil will first be attending. The school will notify the LA within 5 days of when a pupil’s name is added to the admissions register.

The school will ensure that the admissions register is kept up-to-date and accurate at all times and will inform parents when any changes occur. The school will hold at least two telephone numbers at which a parent, relative, friend or neighbour can be contacted in an emergency. We will aim for three contact numbers for the EYFS.

Staff will monitor pupils who do not attend the school on the agreed date and will notify the LA at the earliest opportunity.

If a parent notifies the school that their child will live at a different address, the school will record the following information on the admissions register:

- The full name of the parent with whom the pupil will live

- The new address
- The date from when the pupil will live at that address

If a parent notifies the school that their child will be attending a different school, or is already registered at a different school, the following information will be recorded on the admissions register:

- The name of the new school
- The date on which the pupil first attended, or is due to attend, that school

Changes to information in the admissions register, as noted above, must be recorded as additions to the register. The original information must not be overwritten or deleted.

Where a pupil moves to a new school, the school will use a secure internet system to securely transfer pupils' data.

To ensure accurate data is collected to allow effective safeguarding, the school will inform the LA of any pupil who is going to be deleted from the admission register, in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended), where they:

- Have been taken out of the school by their parents, and are being educated outside the national education system, e.g. home education.
- Have ceased to attend the school, and no longer live within a reasonable distance of the premises.
- Have been certified by the school's medical officer as unlikely to be in a fit state of health to attend, before ceasing to be of compulsory school age, and their parent has not indicated the intention to the pupil continuing to attend school after ceasing to be of compulsory school age.
- Have been in custody for a period of more than four months due to a final court order and the school does not reasonably believe they will be returning to the school at the end of that period.
- Have been permanently excluded.

The school will also remove a pupil from the admissions register where the school and LA has been unable to establish the pupil's whereabouts after making reasonable enquiries into their attendance.

If a pupil is to be removed from the admissions register, the school will provide the LA with the following information in the manner in which the LA requires the information to be submitted:

- The full name of the pupil
- The full name and address of any parent with whom the pupil lives
- At least one telephone number of the parent with whom the pupil lives
- The full name and address of the parent with whom the pupil is going to live, and the date that the pupil will start living there, if applicable
- The name of the pupil's new school and the pupil's expected start date there, if applicable
- The grounds for removal from the admissions register under regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (as amended)

The school will work with the LA to establish methods of making returns for pupils back into the school. The school will highlight to the LA where they have been unable to obtain necessary information from parents, e.g. where an address is unknown. The school will also highlight any other necessary contextual information, including safeguarding concerns.

4.Child abduction and community safety incidents

For the purposes of this policy, **"child abduction"** is defined as the unauthorised removal or retention of a child from a parent or anyone with legal responsibility for the child. Child abduction can be committed by parents and other relatives, other people known to the victim, and strangers.

All staff will be alert to community safety incidents taking place in the vicinity of the school that may raise concerns regarding child abduction, e.g. people loitering nearby or unknown adults conversing with pupils.

Pupils will be provided with practical advice and lessons to ensure they can keep themselves safe outdoors.

5.Child criminal exploitation (CCE)

For the purposes of this policy, **"child criminal exploitation"** is defined as a form of abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into taking part in criminal activity, for any of the following reasons:

- In exchange for something the victim needs or wants
- For the financial advantage or other advantage of the perpetrator or facilitator
- Through violence or the threat of violence

This type of harm can be committed or facilitated by an organised network or gang and children may identify as part of one of these groups.

Specific forms of CCE can include:

- Being forced or manipulated into transporting drugs or money through county lines.
- Working in cannabis factories.
- Shoplifting or pickpocketing.
- Committing vehicle crime.
- Committing, or threatening to commit, serious violence to others.
- Cuckooing
- Causing internal concealment of item for criminal purpose

The school will recognise that pupils involved in CCE are victims themselves, regardless of whether they have committed crimes, and even if the criminal activity appears consensual. The school will also recognise that pupils of any gender are at risk of CCE.

School staff will be aware of the indicators that a pupil is the victim of CCE, including:

- Appearing with unexplained gifts, money or new possessions.
- Associating with other children involved in exploitation.
- Suffering from changes in emotional wellbeing.
- Misusing drugs or alcohol.
- Going missing for periods of time or regularly coming home late.
- Regularly becoming absent from school or education or not taking part.

County lines

For the purposes of this policy, **"county lines"** refers to gangs and organised criminal networks exploiting children to move, store or sell drugs and money into one or more areas, locally and/or across the UK.

As well as the general indicators for CCE, school staff will be aware of the specific indicators that a pupil may be involved in county lines, including:

- Going missing and subsequently being found in areas away from their home.
- Having been the victim or perpetrator of serious violence, e.g. knife crime.
- Receiving requests for drugs via a phone line.
- Moving drugs.
- Handing over and collecting money for drugs.
- Being exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection.
- Being found in accommodation they have no connection with or a hotel room where there is drug activity.
- Owing a 'debt bond' to their exploiters.
- Having their bank account used to facilitate drug dealing.

Staff will be made aware of pupils with missing episodes who may have been trafficked for the purpose of transporting drugs. Staff members who suspect a pupil may be vulnerable to, or involved in, county lines activity will immediately report all concerns to the DSL.

The DSL will consider referral to the National Referral Mechanism on a case-by-case basis and consider involving local services and providers who offer support to victims of county lines exploitation.

6.Cyber-crime

For the purposes of this policy, **"cyber-crime"** is defined as criminal activity committed using computers and/or the internet. This includes 'cyber-enabled' crimes, i.e. crimes that can happen offline but are enabled at scale and at speed online, and 'cyber-dependent' crimes, i.e. crimes that can be committed only by using a computer. Crimes include:

- Unauthorised access to computers, known as 'hacking'.
- Denial of Service attacks, known as 'booting'.
- Making, supplying or obtaining malicious software, or 'malware', e.g. viruses, spyware, ransomware, botnets and Remote Access Trojans with the intent to commit further offence.

All staff and at least one governor undertake at least annual cyber security training and will be aware of the signs of cyber-crime and follow the appropriate safeguarding procedures where concerns arise. This may include the DSL referring pupils to the National Crime Agency's Cyber Choices programme.

Since April 2025, the school has a statutory duty to report any cyber-attack to the National Cyber Security Centre (NCSC).

7.Child sexual exploitation (CSE)

For the purposes of this policy, **"child sexual exploitation"** is defined as a form of sexual abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity, for any of the following reasons:

- In exchange for something the victim needs or wants
- For the financial advantage, increased status or other advantage of the perpetrator or facilitator
- Through violence or the threat of violence

The school will recognise that CSE can occur over time or be a one-off occurrence, and may happen without the pupil's immediate knowledge, e.g. through others sharing videos or images of them on social media. The

school will recognise that CSE can affect any pupil who has been coerced into engaging in sexual activities, even if the activity appears consensual; this includes pupils aged 16 and above who can legally consent to sexual activity. The school will also recognise that pupils may not realise they are being exploited, e.g. they believe they are in a genuine romantic relationship.

School staff will be aware of the key indicators that a pupil is the victim of CSE, including:

- Appearing with unexplained gifts, money or new possessions.
- Associating with other children involved in exploitation.
- Suffering from changes in emotional wellbeing.
- Misusing drugs or alcohol.
- Going missing for periods of time or regularly coming home late.
- Regularly becoming absent from school or education or not taking part.
- Having older partners.
- Suffering from sexually transmitted infections.
- Displaying sexual behaviours beyond expected sexual development.
- Becoming pregnant.

All concerns related to CSE will be managed in line with the school's Child Sexual Exploitation (CSE) Policy.

Where CSE, or the risk of it, is suspected, staff will discuss the case with the DSL. If after discussion a concern remains, local safeguarding procedures will be triggered, including referral to the LA. The LA and all other necessary authorities will then handle the matter to conclusion. The school will cooperate as needed.

8.Modern slavery

For the purposes of this policy, **"modern slavery"** encompasses human trafficking and slavery, servitude, and forced or compulsory labour. This can include CCE, CSE, and other forms of exploitation.

All staff will be aware of and alert to the signs that a pupil may be the victim of modern slavery. Staff will also be aware of the support available to victims of modern slavery and how to refer them to the National Referral Mechanism.

9.FGM

For the purposes of this policy, **"FGM"** is defined as all procedures involving the partial or total removal of the external female genitalia or other injury to the female genital organs. FGM is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

All staff will be alert to the possibility of a pupil being at risk of FGM, or already having suffered FGM. If staff are worried about someone who is at risk of FGM or who has been a victim of FGM, they are required to share this information with FAS (Family Access and Support) and/or the police. The school's procedures relating to managing cases of FGM and protecting pupils will reflect multi-agency working arrangements.

As outlined in Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015), all staff who undertake teaching work are **legally required** to report to the police any discovery, whether through disclosure by the victim or visual evidence, of FGM on a pupil under the age of 18. Failing to report such cases may result in disciplinary action. Staff will not examine pupils, and so it is rare that they will see any visual evidence, but they must personally report to the police where an act of FGM appears to have been carried out. Unless the staff member has a good reason not to, they should also consider and discuss any such case with the DSL and involve FAS (Family Access and Support) as appropriate. **NB:** This

does not apply to any suspected or at-risk cases, nor if the individual is over the age of 18. In such cases, local safeguarding procedures will be followed.

All staff will be aware of the indicators that pupils may be at risk of FGM. While some individual indicators they may not indicate risk, the presence of two or more indicators could signal a risk to the pupil. It is important to note that the pupil may not yet be aware of the practice or that it may be conducted on them, so staff will be sensitive when broaching the subject.

Indicators that a pupil may be at heightened risk of undergoing FGM include:

- The socio-economic position of the family and their level of integration into UK society.
- The pupil coming from a community known to adopt FGM.
- Any girl with a mother or sister who has been subjected to FGM.
- Any girl withdrawn from PSHE.

Indicators that FGM may take place soon include:

- When a female family elder is visiting from a country of origin.
- A girl confiding that she is to have a 'special procedure' or a ceremony to 'become a woman'.
- A girl requesting help from a teacher if she is aware or suspects that she is at immediate risk.
- A girl, or her family member, talking about a long holiday to her country of origin or another country where FGM is prevalent.

All staff will be vigilant to the signs that FGM has already taken place so that help can be offered, enquiries can be made to protect others, and criminal investigations can begin. Indicators that FGM may have already taken place include the pupil:

- Having difficulty walking, sitting or standing.
- Spending longer than normal in the bathroom or toilet.
- Spending long periods of time away from a classroom during the day with bladder or menstrual problems.
- Having prolonged or repeated absences from school, followed by withdrawal or depression.
- Being reluctant to undergo normal medical examinations.
- Asking for help, but not being explicit about the problem due to embarrassment or fear.

FGM is included in the definition of so-called **"'honour-based' abuse (HBA)"**, which involves crimes that have been committed to defend the honour of the family and/or community. All forms of HBA are forms of abuse and will be treated and escalated as such. Staff will be alert to the signs of HBA, including concerns that a child is at risk of HBA, or has already suffered from HBA, and will consult with the DSL who will activate local safeguarding procedures if concerns arise.

10. Forced marriage

Forced marriage is a crime. It is a form of abuse directed towards a child or vulnerable adult, including adults who are forced into marriage against their free will. To assist in combatting forced marriage, in February 2023, the age at which someone can get married was raised, without exceptions, to 18.

Forced marriage is a marriage where one or both spouses do not consent to the marriage but are coerced into it. Force can be physical, psychological, financial, sexual and emotional pressure. Forced marriage can be committed if a person lacks capacity, whether or not coercion plays a part.

Under the Anti-social Behaviour, Crime and Policing Act 2014 a person commits an offence if he or she uses violence, threats or any other form of coercion for the purpose of causing another person to enter into a marriage and believes, or ought reasonably to believe, that the conduct may cause the other person to enter into the marriage without free and full consent.

It is an offence to do anything intended to cause a child to marry before the child's eighteenth birthday, whether or not the conduct amounts to violence, threats, or any other form of coercion or deception. This applies to non-binding, unofficial 'marriages' as well as legal marriages.

All staff will be alert to the indicators that a pupil is at risk of, or has undergone, forced marriage, including, but not limited to, the pupil:

- Being absent from school – particularly where this is persistent.
- Requesting for extended leave of absence and failure to return from visits to country of origin.
- Being fearful about forthcoming school holidays.
- Being subjected to surveillance by siblings or cousins at school.
- Demonstrating a decline in behaviour, engagement, performance, exam results or punctuality.
- Being withdrawn from school by their parents.
- Being removed from a day centre when they have a physical or learning disability.
- Not being allowed to attend extracurricular activities.
- Suddenly announcing that they are engaged to a stranger, e.g. to friends or on social media.
- Having a family history of forced marriage, e.g. their older siblings have been forced to marry.
- Being prevented from going on to further or higher education.
- Showing signs of mental health disorders and behaviours, e.g. depression, self-harm, anorexia.
- Displaying a sudden decline in their educational performance, aspirations or motivation.

Staff who have any concerns regarding a pupil who may have undergone, is currently undergoing, or is at risk of forced marriage will speak to the DSL or headteacher and local safeguarding procedures will be followed – this could include referral to FAS (Family Access and Support) , the police or the Forced Marriage Unit. The DSL or headteacher will ensure the pupil is spoken to privately about these concerns and further action taken as appropriate. Pupils will always be listened to and have their comments taken seriously.

It will be made clear to staff members that they should not approach the pupil's family or those with influence in the community, without the express consent of the pupil, as this will alert them to the concerns and may place the pupil in further danger.

Advice will be sought from the Forced Marriage Unit following any suspicion of forced marriage among pupils.

If a pupil is being forced to marry, or is fearful of being forced to, the school will be especially vigilant for signs of mental health disorders and self-harm. The pupil will be supported by the DSL and senior mental health lead and referrals will be made on a case-by-case basis.

Staff members will make themselves aware of how they can support victims of forced marriage in order to respond to the victims needs at an early stage, and be aware of the practical help they can offer, e.g. referral to social services and local and national support groups.

Local child safeguarding procedures will be activated following concerns regarding forced marriage – the school will use existing national and local protocols for multi-agency liaison with police and children's social care.

The school will support any victims to seek help by:

- Making them aware of their rights and choices to seek legal advice and representation.

- Recording injuries and making referrals for medical examination where necessary.
- Providing personal safety advice.
- Developing a safety plan in case they are seen, e.g. by preparing another reason for why the victim is seeking help.

The school will establish where possible whether pupils at risk of forced marriage have a dual nationality or two passports.

The school will aim to create an open environment where pupils feel comfortable and safe to discuss the problems they are facing – this means creating an environment where forced marriage is discussed openly within the curriculum and support and counselling are provided routinely.

The school will take a whole school approach towards educating on forced marriage in the school curriculum and environment – in particular, the school's RSHE curriculum will incorporate teaching about the signs of forced marriage and how to obtain help. Appropriate materials and sources of further support will be signposted to pupils. Pupils will be encouraged to access appropriate advice, information and support.

Teachers and other staff members will be educated through CPD, about the issues surrounding forced marriage and the signs to look out for.

11.Radicalisation

For the purposes of this policy, **"radicalisation"** refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

For the purposes of this policy, **"extremism"** refers to the vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty, and the mutual respect and tolerance of different faiths and beliefs. Extremism also includes calling for the death of members of the armed forces.

For the purposes of this policy, **"terrorism"** refers to an action that endangers or causes serious violence to a person or people, serious damage to property, or seriously interferes with or disrupts an electronic system. The use or threat of these actions must be designed to influence the government or intimidate the public, and be made for the purpose of advancing a political, religious or ideological cause.

Protecting pupils from the risk of radicalisation is part of the school's wider safeguarding duties. The school will actively assess the risk of pupils being radicalised and drawn into extremism and/or terrorism. Staff will be alert to changes in pupils' behaviour which could indicate that they may need help or protection. Staff will use their professional judgement to identify pupils who may be susceptible to extremist ideologies and radicalisation and act appropriately, which may include contacting the DSL or making a Prevent referral. The school will work with local safeguarding arrangements as appropriate.

The school will ensure that they engage with parents and families, as they are in a key position to spot signs of radicalisation. In doing so, the school will assist and advise family members who raise concerns and provide information for support mechanisms. Any concerns over radicalisation will be discussed with the pupil's parents, unless the school has reason to believe that the child would be placed at risk as a result.

The DSL will undertake Prevent awareness training to be able to provide advice and support to other staff on how to protect pupils against the risk of radicalisation. The DSL will hold formal training sessions with all members of staff to ensure they are aware of the risk indicators and their duties regarding preventing radicalisation.

The Prevent duty

Under section 26 of the Counter-Terrorism and Security Act 2015, all schools are subject to a duty to have "due regard to the need to prevent people from being drawn into terrorism", known as **"the Prevent duty"**. The Prevent duty will form part of the school's wider safeguarding obligations. The school is required, as part of its Prevent Duty, to create and maintain a Prevent Risk Assessment.

The school's procedures for carrying out the Prevent duty, including how it will engage and implement the Channel programme, are outline in the Prevent Duty Policy.

12.Pupils with family members in prison

Pupils with a family member in prison will be offered pastoral support as necessary. They will receive a copy of 'Are you a young person with a family member in prison?' from Action for Prisoners' Families where appropriate and allowed the opportunity to discuss questions and concerns.

13.Pupils required to give evidence in court

Pupils required to give evidence in criminal courts, either for crimes committed against them or crimes they have witnessed, will be offered appropriate pastoral support.

Pupils will be provided with the booklet 'Going to Court' from HMCTS where appropriate and allowed the opportunity to discuss questions and concerns.

14.Mental health

All staff will be made aware that mental health problems can, in some cases, be an indicator that a pupil has suffered, or is at risk of suffering, abuse, neglect or exploitation. Staff must be aware of how mental health concerns intersect with safeguarding duties, particularly around risks including self-harm, eating disorders and suicidal ideation. The early identification of risk and targeted support is essential. Staff must take immediate action, including informing the DSL, when a child discloses harm, including harm related to mental health.

Staff will not attempt to make a diagnosis of mental health problems – the school will ensure this is done by a trained mental health professional. Staff will, however, be encouraged to identify pupils whose behaviour suggests they may be experiencing a mental health problem or may be at risk of developing one. Staff will also be aware of how pupils' experiences can impact on their mental health, behaviour, and education.

Staff who have a mental health concern about a pupil that is also a safeguarding concern will act in line with this policy and speak to the DSL or deputy DSLs.

The school will access a range of advice to help them identify pupils in need of additional mental health support, including working with external agencies.

In all cases of mental health difficulties, the school's Social, Emotional and Mental Health (SEMH) Policy will be consulted and adhered to at all times.

Where a pupil is believed to be at **immediate risk of harm**, staff must:

- contact emergency services (999), or
- support urgent access to medical help

This reflects the strengthened expectation to treat mental health crises as **safeguarding emergencies where appropriate**

From a perspective of preventing poor mental health and taking steps to avoid mental health situations from deteriorating, schools have a key role to play in:

- promoting good mental wellbeing and preventing the onset of mental illness
- observing pupils and identifying early those who may be experiencing or at risk of developing mental health problems
- making sure early targeted support is provided
- liaising with and referring to specialist services where needed.

15. Serious violence

Through training, all staff will be made aware of the indicators which may signal a pupil is at risk from, or is involved with, serious violent crime. These indicators include, but are not limited to:

- Increased absence from school.
- A change in friendships.
- Relationships with older individuals or groups.
- A significant decline in academic performance.
- Signs of self-harm.
- A significant change in wellbeing.
- Signs of assault.
- Unexplained injuries.
- Unexplained gifts or new possessions.

Staff will be made aware of some of the most significant risk factors that could increase a pupil's vulnerability to becoming involved in serious violence. These risk factors include, but are not limited to:

- Being male.
- Having been frequently absent from school.
- Having been permanently excluded from school.
- Having experienced child maltreatment.
- Having been involved in offending, such as theft or robbery.

Staff members who suspect a pupil may be vulnerable to, or involved in, serious violent crime will immediately report their concerns to the DSL. This includes concerns where a pupil is carrying or has access to a weapon and/or has expressed intent to seriously harm others.

The school will be aware that the Police, Crime, Sentencing and Courts Act introduced the Serious Violence Duty, in force since January 2023, on a range of specified authorities, such as the police, to share data and information, and put plans in place to prevent and reduce serious violence within their local communities. Schools are under a separate duty to cooperate with core duty holders when asked – the school will ensure arrangements are in place to do so.

27 Safeguarding training criteria

1.1.1 Purpose

This Section outlines the safeguarding training requirements for all staff members, governors, and volunteers to ensure compliance with statutory guidance and best practices in safeguarding children.

1.1.2 Core training requirements

The DSL and deputy DSLs will:

- Complete advanced safeguarding training every two years, which covers:
    - Their specific roles and responsibilities.
    - Multi-agency working.
    - Identifying, understanding and responding to specific needs that can increase the vulnerability of pupils.
    - Specific harms that can put pupils at risk.
- Undertake training that enables them to develop expertise so that they can support (and advise staff and help them feel confident on welfare and safeguarding matters, particularly in relation to:
    - Ensuring that staff are supported during the referrals process.
    - Supporting staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support.
- Receive regular updates throughout the year to remain informed of any changes in legislation and best practices.
- Undertake Prevent awareness training.

All staff will:

- Complete safeguarding and child protection training at induction.
- Undertake refresher training annually, including updates on recognising signs of abuse, reporting procedures, and understanding the school's Child Protection and Safeguarding Policy, Relationship and Behaviour Policy, Staff Code of Conduct and Safeguarding response to pupils who are absent from education.
- Read Part One of KCSIE in full and ensure that they are aware of:
    - The local early help process and their role in it.
    - The process for making referrals to LA children's social care and for statutory assessments.
    - The indicators of abuse, neglect and exploitation.
    - Safeguarding issues that can put pupils at risk of harm.
    - Child-on-child abuse, including how it can happen, the school's procedures for dealing with it and how to prevent and respond to it.
    - What to do if a pupil tells them they are being abused, exploited or neglected and how to manage confidentiality.
    - How to support victims of abuse, neglect and exploitation.

- Receive ongoing updates throughout the academic year via the Headteacher weekly Information Update email, and staff meetings, including updates to safeguarding guidance and legislation and changes to the school's safeguarding policies and procedures.
- Undertake at least annual cyber security training
- Undertake training in risk assessment, as relevant to their roles.

Members of the governing board will:

- Complete appropriate safeguarding and child protection training at induction which equips them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place are effective and support the delivery of a robust whole school approach to safeguarding.
- Undertake updated safeguarding training relevant to their strategic role, including awareness of their responsibilities under KCSIE.
- Be trained on their obligations under the Human Rights Act 1998, the Equality Act 2010, and the local multi-agency safeguarding arrangements
- Receive enhanced training to effectively oversee the school's safeguarding arrangements if their role on the board has a specific safeguarding responsibility.
- Ensure that at least one governor undertakes at least annual cyber security training.

1.1.3 Specialist training

All staff members will receive awareness training on specific safeguarding issues and the school's procedures for dealing with them as outlined in Section 26. Specialist training will be undertaken as outlined below:

- **Safer recruitment training:**
    - Will be required for all staff members involved with the recruitment and employment of staff to work with pupils, the substance of which covers part three of KCSIE at a minimum.
- **Online safety training:**
    - It is mandatory for all staff and governors to understand the risks associated with online activity and how to educate pupils about online safety.
    - Online safety training will include, amongst other aspects, understanding the expectations, applicable roles and responsibilities in relation to filtering and monitoring.
    - All staff and at least one governor must undertake at least annual cybersecurity training
- **Prevent duty training:**
    - All staff will be trained to understand their role in preventing radicalisation and extremism and how to maintain due regard to the need to prevent people from becoming terrorists or supporting terrorists.
- **Child-on-child abuse awareness:**

- Staff will receive specialist training on recognising and addressing child-on-child abuse, including bullying, sexual violence, and harassment.

1.1.4 Training Delivery

- In line with any advice from local safeguarding partners, all staff members will receive safeguarding training during their induction and will be supported to understand the school's policies and procedures in relation to dealing with safeguarding concerns.
- Training will be delivered with due regard to the Teachers' Standards.
- Training will be delivered through a combination of face-to-face sessions, online modules, and external courses accredited by recognised safeguarding bodies.
- Records of all training, including dates, content, and attendees, will be maintained securely.

1.1.5 Reviewing training

- The DSL will be responsible for ensuring that all staff receive and understand appropriate training and that records are up-to-date.
- The effectiveness of safeguarding training will be reviewed annually as part of the school's safeguarding audit.

1.1.6 Compliance

All staff will be required to confirm that they have read and understood Part One of KCSIE and any other safeguarding guidance relevant to their role. Failure to complete mandatory training may result in disciplinary action.

This section will be reviewed annually to ensure that it aligns with current legislation and best practices in safeguarding children.

Appendix

APPENDIX A.

WHAT TO DO IF YOU HAVE CONCERNS

Concerns may arise in various ways. You may see something, notice changes in behaviour or be concerned about a child's drawing or written work. A child may also directly tell you something or make a disclosure.

If you are the person with concern or to whom there was a disclosure, you must refer the matter immediately to a designated member of staff who will decide what further action needs to be taken.

You also need to make a comprehensive record of all facts, events and conversations as soon as possible after they have occurred and definitely the same day they have happened. (Please use the proforma attached or CPOMS and ensure that is put it in an envelope or folded) so it can easily be distinguished from other notes. The pro-forma can be accessed on the school network under school information/child protection.)

Remember these matters are confidential and should not be discussed with anyone other than the designated member of staff.

Whatever your concerns, DON'T WAIT – LOG THEM and pass them on straight away to a designated member of staff. (See Page 1: Statement of Intent for DSLs)

Local Authority Designated Safeguarding Officer: Rob. Wratten – Rob.Wratten@Barnet.Gov.uk

Safeguarding Governor: Robin Fisher rfisher@edgwareprimary.co.uk

Chair of Governors: Robin Fisher- 07789773989

NSPCC whistleblowing helpline – 0800 028 0285

Link to the National Police Chief's Council Guidance

https://www.npcc.police.uk/Info/Generalenquires.aspx

When to call the police?

Information about when to call police to ensure they are appropriate and timely.

National Police Chief's Council Guidance

TALKING TO THE CHILD

When talking to children about child protection issues:

DO:

• Use the TED framework of questioning;

 Can you tell me…

 Can you explain…

 Can you describe…

• Notice how the child presents him/herself.

• Talk to them in a non-threatening, concerned manner

• React calmly

• Be aware of your body language / non-verbal messages

• Keep your responses short, simple, slow, quiet and gentle

• Let the child talk; don't stop a child who is freely recalling what has happened

• Listen to what you are told but do not pressurise.

• Repeat back to clarify if necessary.

• Find a quiet place to talk where you will not be interrupted

• Let the child know you are pleased to have been told

• Tell child you believe them

• Offer ongoing support/be reassuring - Talk to someone about your own feelings - You can say things like:

"How did that make you feel?"

"I believe you…"

"You're very brave…"

"It's not your fault…"

• Reassure

• Observe and listen

DO NOT:

Do not interrogate the child

Do not put words into a child's mouth

Do not ask leading questions.

Do not make promises about what will happen

Do not promise confidentiality (Explain to the child who you will need to tell (i.e. a designated teacher) in order to find out what to do next and that the designated teacher may need to share the information with someone else who can help them.)

Do not judge the abuser.

AFTER YOU HAVE FINISHED TALKING TO THE CHILD

Write down what has been said in as much detail as possible, using the child's words, as soon as possible, and pass it on URGENTLY to a designated member of staff. Try to avoid recording the conversation as it takes place as this can be off-putting for the child.)

Remember that information regarding child protection issues is confidential and must only be disclosed to those professionals who absolutely need to know (i.e. the Designated Teacher).

Reporting a concern or disclosure to a designated child protection member of staff Following any information raising concern, the designated safeguarding lead will:

- Consider the child's wishes and feelings, but not promise confidentiality;
- Consider any urgent medical needs of the child;
- Make an immediate referral to the Barnet FAS (Family Access and Support) team if there has been a disclosure an/or allegation of abuse or there are clear grounds for concerns about the child's safety and wellbeing.

In consultation with the Barnet FAS (Family Access and Support) team, decide:

- Wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk;
- Whether to make a child protection referral to social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately;
- Whether to contact the designated officer for safeguarding in another agency if that agency is working with the family

OR

- Not make a referral at this stage, but retain the information in written notes on the child's school file;
- If further monitoring is necessary, agree who and how this will be undertaken;
- Consider whether it would be appropriate to undertake an early help assessment and/or make a referral for other services.

IF YOU ARE ASKED TO TALK TO PARENTS about child Protection issues:

- Be sensitive
- Remember confidentiality
- Listen to what parent has to say on the matter
- If possible have another member of staff with you
- After the meeting, record what was discussed and parents reactions/comments and pass this to the designated member of staff.

- Tell parents what you will do with the information

Do not speak to parents if you consider it will put the child, yourself or other members of staff at risk of physical injury or if it relates to sexual abuse

NEVER report an allegation of sexual abuse to anyone other than a designated member of staff, (even the 'safe parent'). The designated member of staff will seek advice from other agencies.

Action following a child protection referral

The Designated Safeguarding Lead or other appropriate member of staff will:

- Maintain contact with the allocated Social Worker;
- Contribute to the Strategy Discussion and Strategy Meeting;
- Provide a report for, attend and contribute to any Initial and Review Child Protection Conference;
- Share the content of this report with the parent, prior to the meeting;
- Attend Core Group Meetings for any child subject to a Child Protection Plan or Child in Need Meeting for any child subject to a Child in Need Plan;
- Where a child on a Child Protection Plan moves from the school or goes missing, immediately inform the key worker in Social Care.

On-going and Established Child Protection Cases

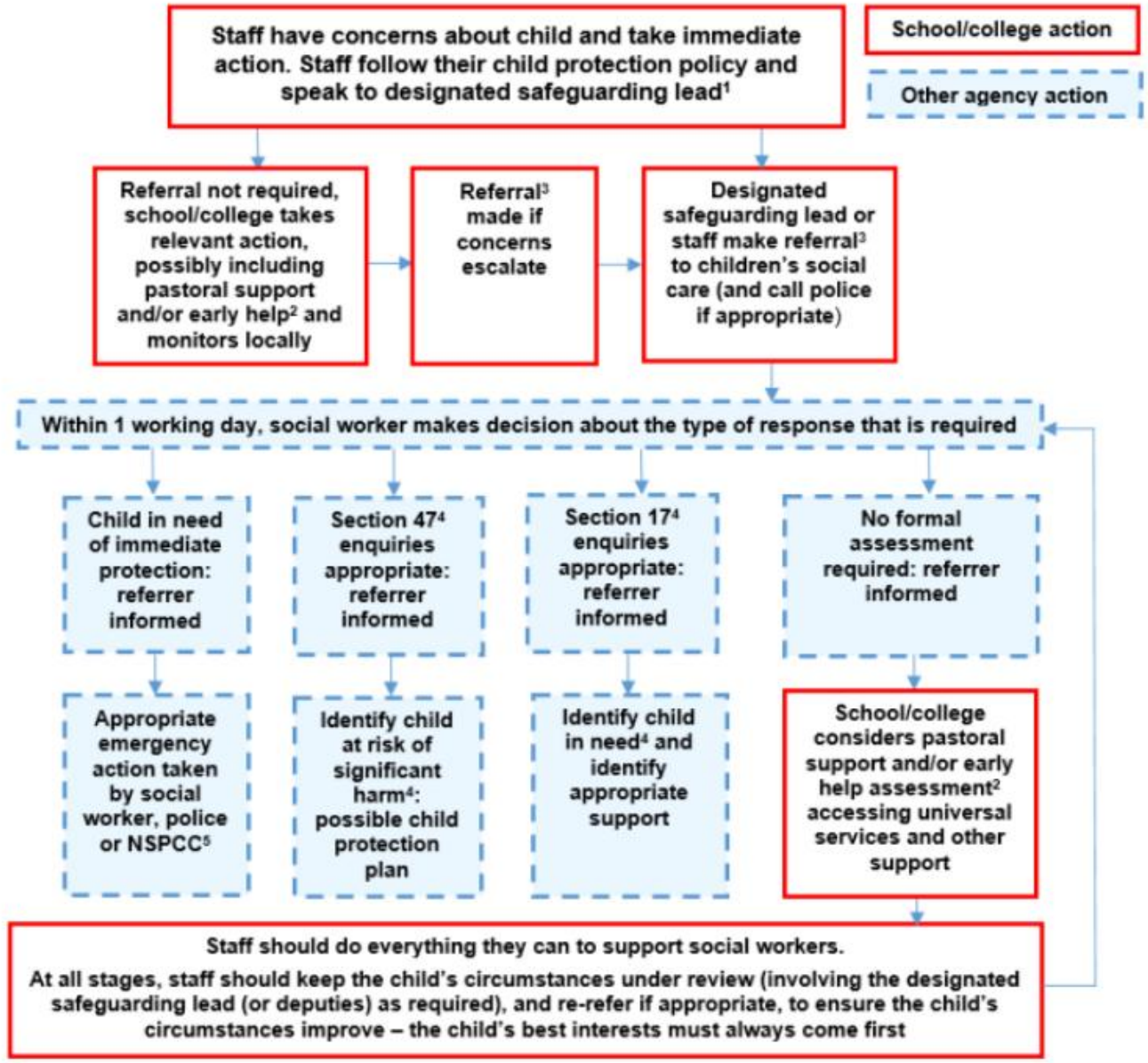
- Should a child be subject to a child protection plan, the school will nominate a trained officer to co-ordinate further work related to the case (1)
- The nominated officer will provide information to and assist and support the Investigating Agencies.(2)
- The nominated officer will consider the welfare of the child in the spirit of 'Working Together'.(3)

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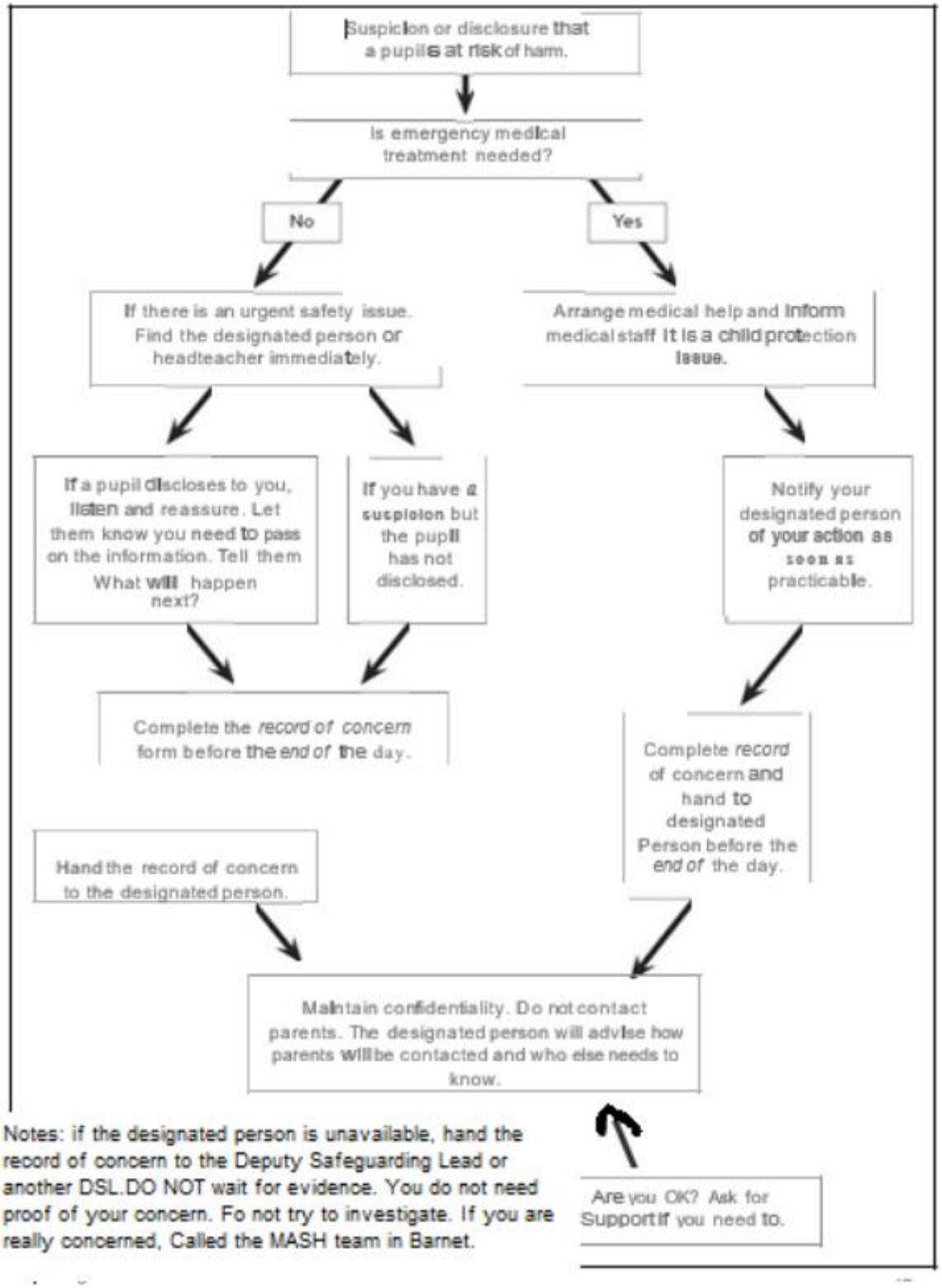
1. E.g. Attending core group meetings, liaising with named social workers etc.
2. Investigation agencies include staff in the social services department and police
3. It is essential that the Barnet Safeguarding Children Partnership's procedures provide a mechanism whereby, whenever one agency becomes concerned that a child may be at risk, it shares its information with other agencies

Appendix B

Actions where there are concerns about a child



Appendix C



Notes: if the designated person is unavailable, hand the record of concern to the Deputy Safeguarding Lead or another DSL.DO NOT wait for evidence. You do not need proof of your concern. Fo not try to investigate. If you are really concerned, Called the MASH team in Barnet.

APPENDIX D

FORM FOR RECORDING AND REPORTING CONCERNS ABOUT A CHILD

Use this form to record any concern about a pupil's welfare and give it to the designated child protection member of staff (in a large sealed envelope) once completed.

PLEASE NOTE THAT THIS FORM SHOULD NOT BE USED TO RECORD DETAILS OF A DISCLOSURE (A DISCLOSURE FORM SHOULD BE USED).

YOUR DETAILS

YOUR NAME:	**YOUR POSITION:**	**DATE AND TIME OF RECORDING** **THE CONCERN:**
CHILD'S NAME:	**CLASS**	**YEAR GROUP**

NATURE OF THE CONCERN (Why are you concerned about the child?):
WHAT HAVE YOU OBSERVED / HEARD AND WHEN? **(Please record any visible injuries or bruising on the body map attached)**

IS THIS THE FIRST TIME YOU HAVE BEEN CONCERNED ABOUT THE CHILD?

WHO ELSE HAS BEEN MADE AWARE OF THIS CONCERN?

WHAT ACTIONS WILL <u>YOU</u> BE TAKING / HAVE YOU TAKEN IN ORDER TO DEAL WITH THIS CONCERN?

PROVIDE DETAILS OF ANYONE WHO SHARES THE CONCERNS :

HAVE / WILL THE PARENT (S) / CARERS (S) BEEN / BE INFORMED OF THE CONCERNS AND IF SO, BY WHOM?

Please record details of any discussions with parents / carers on the attached sheet

PLEASE NOTE: CONCERNS SHOULD BE DISCUSSED WITH THE FAMILY UNLESS:

- **The view is that a family member might be responsible for abusing the child**
- **Someone may be put in danger by the parent being informed**
- **Informing the family might interfere with a criminal investigation**

WHAT WERE THE OUTCOMES OF THE ACTIONS? (E.G SPOKE TO PARENTS/CARERS)

WHAT WERE THE OUTCOMES OF THE ACTIONS? (E.G SPOKE TO PARENTS/CARERS)

PLEASE ENSURE THAT THIS DOCUMENT ALL SECTIONS OF THIS DOCUMENT HAVE COMPLETED BEFORE PASSING ON TO A NAMED DESIGNATED CP MEMBER OF STAFF).

NAME: **SIGNATURE:**

DATE:TIME:

THIS DOCUMENT MUST BE HANDED TO THE CHILD PROTECTION DESIGNATED MEMBER OF STAFF AS SOON AS POSSIBLE AND ON THE DAY THE CONCERN HAS BEEN NOTED.

The following section is to be completed by the child protection designated member of staff

Concern Form Received by Name:	**Date and Time Concern Form was Received:** **Job Title:**
ACTION TAKEN/ NEXT STEPS (IF REQUIRED)	

BODY MAP

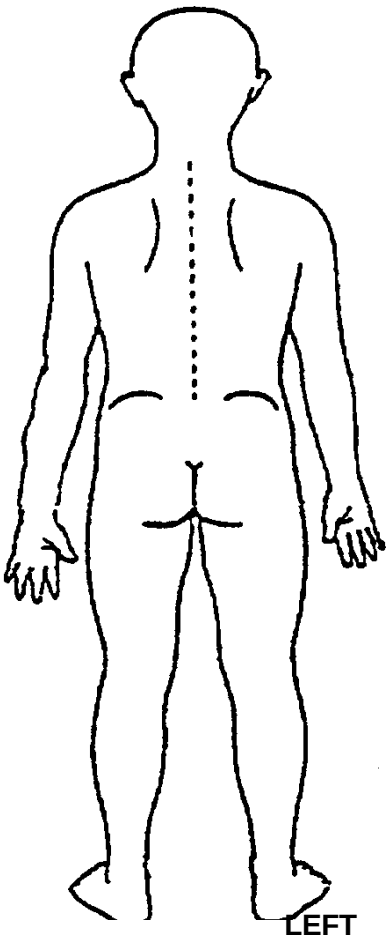
DATE:	TIME:
NAME OF CHILD:	CLASS / YEAR GROUP:

PLEASE COMPLETE THE ATTACHED BODY MAP IF APPROPRIATE

THIS DIAGRAM IS DESIGNED FOR THE RECORDING OF ANY OBSERVABLE BODILY OR SHOWN BODILY INJURIES ON THE CHILD (WHICH MAY INCLUDE BRUISES, BURNS, CUTS OR OTHER INJURIES)

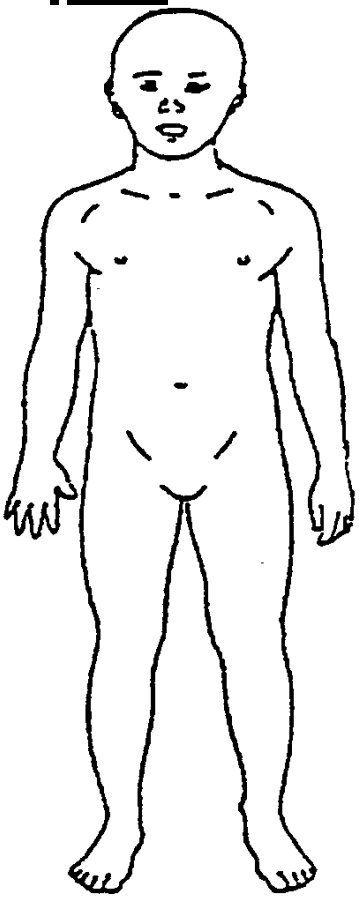
PLEASE INDICATE POSITION, SIZE AND SHAPE OF ANY VISIBLE BRUISES OR INJURIES OR ANY AREAS OF THE BODY THAT THE CHILD POINTS TO.

BACK

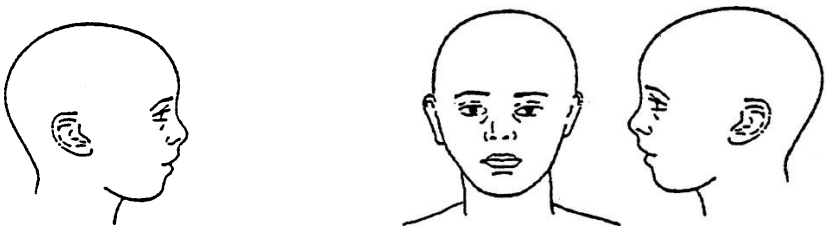


LEFT

FRONT



RIGHT



EDGWARE PRIMARY SCHOOL

DOCUMENT FOR RECORDING DETAILS OF MEETINGS WITH PARENTS OR CARERS

MEMBER (S) OF STAFF ATTENDING

MEETING: PARENT (S) / CARER (S)

ATTENDING MEETING:

SUMMARY OF DISCUSSION TAKING PLACE: (Please continue on the back of this document if necessary)

ACTIONS / NEXT STEPS

SIGNATURE (MEMBER OF STAFF):

DATE:	**TIME:**
NAME OF CHILD:	**CLASS / YEAR GROUP:**

Edgware Primary School

DOCUMENT FOR RECORDING A DISCLOSURE

(PLEASE ENSURE THAT ALL SECTIONS OF THIS DOCUMENT ARE COMPLETED AS ACCURATELY AS POSSIBLE) AND THAT THIS DOCUMENT IN HANDED TO A DESIGNATED CHILD PROTECTION MEMBER OF STAFF AS SOON AS POSSIBLE TODAY.

THE DESIGNATED CHILD PROTECTION STAFF MEMBER WILL COMPLETE THE SECTIONS RELATING TO PARENTS / CARER NAMES AND HOME ADDRESSES

DATE (TODAY):	**TIME:**	
YOUR DETAILS (NAME):	**POSITION:**	
NAME OF CHILD:	**CLASS / YEAR GROUP:**	
GENDER:	**AGE**	**DATE OF BIRTH:**
ETHNICITY:	**LANGUAGE:**	**ADDITIONAL NEEDS:**
NAME (S) OF PARENT (S) / CARER (S) (TO BE COMPLETED BY THE DESIGNATED CP STAFF MEMBER)		
CHILD'S HOME ADDRESS (TO BE COMPLETED BY THE DESIGNATED CP STAFF MEMBER)		

WHERE WAS THE DISCLOSURE MADE? (e.g classroom, playground, dining hall):

DID THE PUPIL PROVIDE CONSENT FOR YOU TO SHARE INFORMATION (PLEASE CIRCLE)?
YES NO

IF YES, HOW DID YOU SEEK CONSENT?

(SPECIFICALLY, WHAT DID YOU EXPLAIN? WHAT QUESTIONS DID YOU ASK? WHAT WERE THE RESPONSES)?

WHAT DID THE PUPIL SAY?

(NOTE THE EXACT WORDS USED BY THE PUPIL)

IF NO, DID YOU EXPLAIN THAT YOU WOULD HAVE TO SHARE THIS INFORMATION WITH THE DESIGNATED CHILD PROTECTION MEMBER OF STAFF? DID YOU EXPLAIN WHO ELSE MIGHT RECEIVE THIS INFORMATION AND WHY?

(PLEASE CIRCLE)? YES NO

IF YES, WHAT DID THE PUPIL SAY?

(NOTE THE EXACT WORDS USED BY THE PUPIL)

DETAILS OF THE DISCLOSURE

WHO IS / HAS BEEN INVOLVED? (WHO HAS THE CHILD TALKED ABOUT?)

WHAT IS HAPPENING / HAS HAPPENED? (THE CHILD'S ACCOUNT)
WHERE DID IT HAPPEN? / WHERE IS IT HAPPENING (IF REVEALED)?
HOW OFTEN? / HOW LONG AGO? / HOW MANY TIMES?

PLEASE RECORD DETAILS OF THE CONVERSATION THAT HAS TAKEN PLACE AND WHERE POSSIBLE <u>RECORD THE EXACT</u> WORDING CLEARLY DISTINGUISH BETWEEN FACT, OBSERVATION, ALLEGATION AND OPINION

WHAT IS THE CHILD SAYING / WHAT DID THE CHILD SAY?	**WHAT WAS YOUR RESPONSE?**

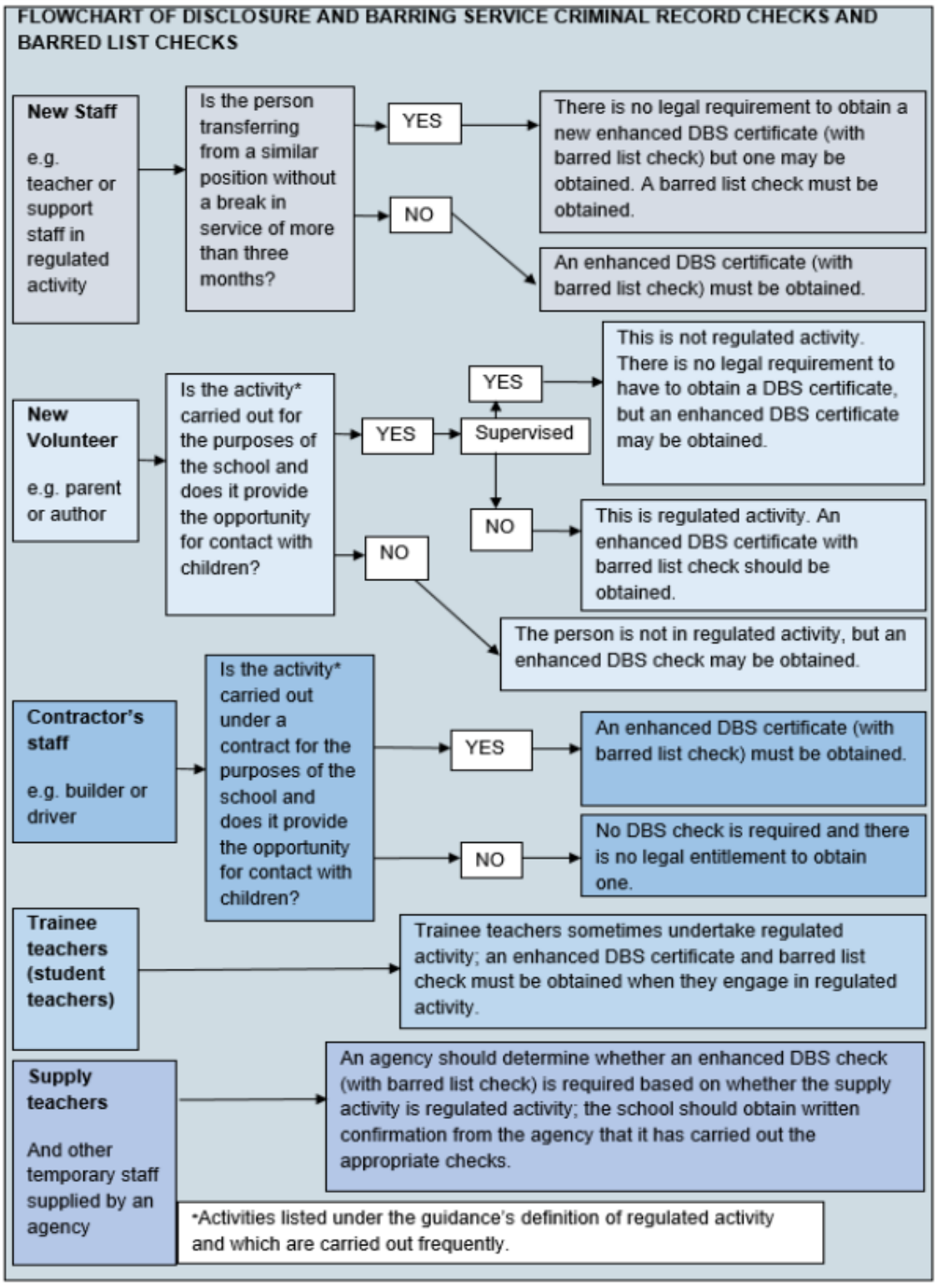
IS ANYONE ELSE AWARE OF THIS DISCLOSURE (IF SO, WHO)?
WHAT ACTIONS HAVE YOU TAKEN FOLLOWING THIS DISCLOSURE? (WHICH DESIGNATED CHILD PROTECTION MEMBER OF STAFF HAVE YOU REPORTED THIS TO?)

PLEASE COMPLETE THE ATTACHED BODY MAP IF APPROPRIATE

YOUR NAME:	
YOUR SIGNATURE:	
TIME:	**DATE:**

APPENDIX E: DBS Information

[To be added or removed before approval]



APPENDIX F: Contacts and Advice

Key Documents

Review of sexual abuse in schools and colleges - GOV.UK (www.gov.uk)

KCSIE 2026 Part Five: child-on-child sexual violence and sexual harassment – https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

https://www.gov.uk/government/publications/school-attendance

Low level concerns: https://www.farrer.co.uk/globalassets/clients-and-sectors/safeguarding/developing-and-implementing-a-low-level-concerns-policy.pdf

Expert organisations

- Barnardo's
- Lucy Faithfull Foundation
- NSPCC
- Rape Crisis
- University of Bedfordshire: Contextual Safeguarding
- UK Safer Internet Centre

Support for victims

- Anti-Bullying Alliance
- MoJ Victim Support
- Rape Crisis
- The Survivor's Trust
- Victim Support

Toolkits

- Brook
- NSPCC
- Safeguarding Unit, Farrer and Co, and Carlene Firmin, MBE, University of Bedfordshire

Further information on confidentiality and information sharing

- Gillick Competency Fraser Guidelines
- Government Information Sharing Advice
- Information Commissioner's Office: Education
- NSPCC: Things to Know and Consider

Further information on sexting

- UKCIS: Sharing nudes and semi-nudes – advice for education settings working with children and young people – https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people

- London Grid for Learning – Collection of Advice

Support for parents

- Parentzone
- Parentsafe – London Grid for Learning
- CEOP Thinkuknow – Challenging Harmful Sexual Attitudes and their Impact
- CEOP Thinkuknow – Supporting Positive Sexual Behaviour

Keeping Children Safe in Education

List of links for support: Pages

Keeping children safe in education 2026 – https://www.gov.uk/government/publications/keeping-children-safe-in-education--2