



HIGH WELL SCHOOL
Preparing for Positive Futures

Safeguarding and Child Protection Policy

Policy Lead:	Louise Quinn
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Signed by Chair of Governors:	<i>Margaret Turner</i>
Date:	21/03/2023

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Reviewed by:

Designated Safeguarding Lead/ Prevent Lead: **Louise Quinn**

Date: January 2023

Deputy Designated Safeguarding Lead: **Adrian Coates, Sandra Shaw, Nicola Fradgley & Emily Taylor**

Date: January 2023

Headteacher: **Louise Quinn**

Date: January 2023

Nominated Safeguarding Governor: Sarah Henry

Date: March 2023

All staff employed by HWS will receive safeguarding training and information at the start of each academic year. HWS will ensure that INSET day is focussed on ensuring staff have the knowledge, confidence, and pathways to ensure that every child is safe. HWS will issue all staff with part 1 of Keeping Children Safe in Education (KCSiE) guidance, provide face to face safeguarding and child protection training, run frequent safeguarding quizzes, and provide access to bi-annual local authority or its equivalent safeguarding training.

1. Policy Statement and Principles

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

Related safeguarding portfolio policies/procedures:

- Covid-19 addendum
- Supporting pupils with a medical condition
- Pupil Behaviour incl. acceptable IT use & tackling bullying
- Staff code of conduct including low level concerns
- Educational Visits
- Attendance
- SEND
- Online Safety
- Missing Children – on and off site
- Lone working/photography/transporting pupils
- Physical intervention and the use of reasonable force
- First Aid
- Personal and intimate care
- Complaints procedure
- Whistleblowing
- Safer recruitment
- Managing allegations
- Grievance and disciplinary
- Relationships, Sex and Health education
- Exclusions
- Lock down/evacuation Emergency Planning

It should be considered alongside Health and Safety legislative requirements

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools> and Covid 19 addendum.

The school's safeguarding arrangements are inspected by Ofsted Inspecting Safeguarding in early years, education and skills settings.

Our core safeguarding principles are:

- The school's responsibility to safeguard and promote the welfare of children is of paramount importance. The School takes a whole school approach to safeguarding children.
- Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play
- Safer children make more successful learners
- Representatives of the school community will be involved in policy development and review
- Policies will be reviewed annually unless an incident or new legislation or guidance suggests the need for an interim review.
- The school will work with other agencies and share information appropriately to ensure the safety and wellbeing of our pupils.

- Actions will be taken in the best interests of the child.

Child protection statement

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

Safeguarding is:

Protecting children from maltreatment;

Preventing the impairment of children's mental and physical health or development;

Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and

Taking action to enable all children to have the best outcomes.

- Policy principles
- Welfare of the child is paramount; actions will be taken in the child best interests.
- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All staff have an equal responsibility to identify children who may benefit from early help and to act on any suspicion or allegation that may suggest a child is at risk of harm.
- There is a culture of vigilance, transparency, openness and, if needed, challenge with regards to maintaining high standards in safeguarding.
- Pupils and staff involved in child protection issues will receive appropriate support
- Policy aims
- To provide all staff with the necessary information to enable them to meet their child protection responsibilities
- To ensure consistent good practice
- To demonstrate the school's commitment with regard to child protection to pupils, parents and other partners
- To contribute to the school's safeguarding portfolio

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

West Yorkshire Consortium Procedures

<http://westyorkscb.proceduresonline.com/index.htm>

WSCP Wakefield Safeguarding Children Partnership

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

We will engage locally with Wakefield Safeguarding Children Partnership (which includes the 3 key partners of Police, Local Authority and Health) including taking part in the annual safeguarding audit and training offer.

Equality Act 2010

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

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

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

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

Guidance for Schools Coronavirus 2020;

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

Coronavirus

We recognise that the recent global Covid 19 pandemic and other world events have had a significant and ongoing impact on some of our pupils and increased pressure on our safeguarding staff. It is recognised that the Coronavirus lockdown was, and may continue to be, a highly vulnerable time for children and families. We understand that all behaviour is communication and that some behaviours displayed may be a sign of trauma. The school outlines the continued support offered in this policy and in any Covid-19 addendum. We recognise and have prepared for increased safeguarding issues in the initial part of the autumn term and will increase the time and resources given to our safeguarding team.

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

Terminology

Child/Children includes everyone under the age of 18.

Safeguarding and promoting the welfare of children refers to the process of protecting children from maltreatment, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes. It can also include issues such as health and safety, use of reasonable force, meeting the needs of pupils with medical conditions, providing first aid, educational visits, intimate care and emotional well-being, online safety and associated issues and security – taking into account local context.

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

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

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

EIP Service – Early Intervention and Prevention Service

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

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

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

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

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

CAMHS Child and adolescent mental health service

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

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

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

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

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

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

MARF – Multi Agency Referral Form used in Wakefield District

MACE panel - Multi Agency Child Exploitation panel

ACES - Adverse Childhood Experiences

CiC - Child In Care

2. Safeguarding Legislation and Guidance

The Children Act 1989 and 2004

Provides the overarching framework for care and protection of children.

Education Act 2002

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

Counter Terrorism and Security Act 2015,

Section 26 Applies to schools and other providers;

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

Serious Crime Act 2015

Includes the mandatory reporting of FGM.

Equality Act 2010

Schools/Colleges must not unlawfully discriminate against pupils because of their sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity or sexual orientation (protected characteristics)

and within this the Public Sector Equality Duty (PSED) – for state funded schools/colleges.

Equality Act 2010: advice for schools - GOV.UK (www.gov.uk)

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

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

Keeping Children Safe in Education (2022)

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

Domestic Abuse Act 2021 Statutory guidance supporting the understanding of the definitions of 'domestic abuse' and 'personally connected' as set out in the Domestic Abuse Act 2021. It is aimed at statutory and non-statutory bodies working with victims, including children or perpetrators of domestic abuse, and at those dealing with other consequences of domestic abuse. It is a framework document designed to support organisations to identify and respond to domestic abuse and promote best practice. The statutory guidance applies to England. The term 'victim' is used in the 2021 Act to denote someone who has experienced domestic abuse. This includes children who have seen, heard, or experienced the effects of domestic abuse, and are related to either the victim of the abusive behaviour, or the perpetrator (section 3 of the 2021 Act).

[Domestic Abuse Act 2021 - GOV.UK \(\[www.gov.uk\]\(http://www.gov.uk\)\)](http://www.gov.uk)

The Marriage and Civil Partnership (Minimum Age) Act 2022 (Consequential Amendments) Regulations 2023

The Marriage and Civil Partnership (Minimum Age) Act 2022 came into force on 27th February 2023. It means that 16 and 17 year olds will no longer be allowed to marry or enter a civil partnership, even if they have parental consent.

It is now illegal and a criminal offence to exploit vulnerable children by arranging for them to marry, under any circumstances whether or not force is used.

The change will crack down on forced marriages which can cause lasting damage on a child and forms part of the government's continued commitment to tackle violence against women and girls.

Those found guilty of arranging child marriages face sentences of up to 7 years in prison.

The age of 18 is widely recognised as the age at which one becomes an adult and gains full citizenship rights.

[Legal age of marriage in England and Wales rises to 18 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/legal-age-of-marriage-in-england-and-wales-rises-to-18)

It is aimed at statutory and non-statutory bodies working with victims, including children or perpetrators of domestic abuse, and at those dealing with other consequences of domestic abuse.

Unless otherwise specified:

- 'school' means: all schools whether maintained, non-maintained or independent schools (including academies, free schools and alternative provision academies), maintained nursery schools and pupil referral units.
- 'college' means further education colleges and sixth-form colleges as established under the Further and Higher Education Act 1992 and institutions designated as being within the further education sector.² It relates to their responsibilities towards children who are receiving education or training at the college. It excludes 16-19 academies and free schools (which are required to comply with relevant safeguarding legislation by virtue of their funding agreement).

[https://www.gov.uk/government/p
Publications/keeping-children-safe-in-education--2](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)

Prevent Duty Guidance – England and Wales

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

<https://www.gov.uk/government/publications/prevent-duty-guidance>
<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>

Teaching Standards

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

[Safeguarding Guidance for Schools during Coronavirus;](#)

Guidance for schools Coronavirus;

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

Supporting pupils wellbeing

<https://www.gov.uk/guidance/supporting-pupils-wellbeing>

Parental Advice supporting wellbeing

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing>

Safeguarding and remote education

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

Implementing protective measures in educational settings

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

3. Roles and Responsibilities

Key Personnel

- The designated safeguarding lead (DSL) for child protection (member of senior management) is Louise Quinn – Headteacher

Contact details: email: louisequinn@highwell.org.uk Tel: 01924 572100

- The deputy DSL's are

Sandra Shaw - Safeguarding Officer & Parent Support Advisor

Contact details: email: sandrashaw@highwell.org.uk Tel: 01924 572100

Adrian Coates – Assistant Headteacher

Contact details: email: adriancoates@highwell.org.uk Tel: 01924 572100

Nicola Fradgley – Teacher of Maths / PPF Lead / DSL

Contact details: email: nicolafradgley@highwell.org.uk Tel: 01924 572100

Emily Taylor – Attendance Officer

Contact details: email: emilytaylor@highwell.org.uk Tel: 01924 572100

- The RSHE coordinator is Nicola Fradgley

Contact details: email: nicolafradgley@highwell.org.uk Tel: 01924 572100

- The Designated Teacher for LAC is Natalie Jackson

Contact details: email: nataliejackson@highwell.org.uk Tel: 01924 572100

- The nominated safeguarding governor is Sarah Henry

Contact details: email: sarahhenry@highwell.org.uk

Tel: 01924 572100

All staff have a responsibility for Safeguarding no matter what their role. These are outlined clearly in Part One of Keeping Children Safe in Education 2021 which will be issued to all staff.

We will ensure that an appropriate **senior member** of staff, from the school **leadership team**, is appointed to the role of designated safeguarding lead. The designated safeguarding lead will take **lead responsibility** for safeguarding and child protection (including online safety). This will be explicit in the role holder's job description. This person will have the appropriate status and authority within the school to carry out the duties of the post. They will be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings, and/or to support other staff to do so, and to contribute to the assessment of

children.

Voice of the child

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

Equality and Diversity

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

Deputy designated safeguarding leads

Any deputies will be trained to the same standard as the designated safeguarding lead and the role will be explicit in their job description.

Whilst the activities of the designated safeguarding lead can be delegated to appropriately trained deputies, the ultimate **lead responsibility** for child protection, as set out, remains with the designated safeguarding lead, this **lead responsibility** should not be delegated.

DSL responsibilities;

- refer cases of suspected abuse to the local authority children's social care as required/ support staff who make referrals to local authority children's social care.
- refer cases to the Channel programme where there is a radicalisation concern as required/support staff who make referrals to the Channel programme.
- refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required.
- refer cases where a crime may have been committed to the Police as required. [2491596 C&YP schools guides.indd \(npcc.police.uk\)](#)
- act as a source of support, advice and expertise for all staff
- act as a point of contact with the three safeguarding partners
- liaise with the headteacher or principal to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- as required, liaise with the "case manager" (as per Part four) and the LADO Local Authority Designated Officer(s) for child protection concerns in cases which concern a staff member.
- liaise with staff (especially teachers, pastoral support staff, school nurses, IT Technicians, senior mental health leads and SENCOs or the named person with oversight for SEN in a college) on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies so the 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 and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances;
- work with the headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children

in need are experiencing, or have experienced, and identifying the impact that these issues might be having on children's attendance, engagement and achievement at school or college. This includes:

- ensure that the school or college knows who its cohort of children who have or have had a social worker are, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort; and support teaching staff to provide additional academic support or reasonable adjustments to help children who have or have had a social worker reach their potential, recognising that even when statutory social care intervention has ended, there is still a lasting impact on children's educational outcomes.
- The designated safeguarding lead is responsible for ensuring that child protection files are kept up to date. Information should be kept confidential and stored securely. It is good practice to keep concerns and referrals in a separate child protection file for each child. Records should include:
 - a clear and comprehensive summary of the concern
 - details of how the concern was followed up and resolved;
 - a note of any action taken, decisions reached and the outcome.

They should ensure the file is only accessed by those who need to see it and where the file or content within it is shared, this happens in line with information sharing advice as set out in Part one and Part two of KCSIE 2021. Where children leave the school or college (including in year transfers) the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible, and **within 5 days** for an in-year transfer or within **the first 5 days** of the start of a new term. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained. Receiving schools and colleges should ensure key staff such as designated safeguarding leads and SENCOs or the named person with oversight for SEN in colleges, are aware as required. Lack of information about their circumstances can impact on the child's safety, welfare and educational outcomes. In addition to the child protection file, the designated safeguarding lead should also consider if it would be appropriate to share any additional information with the new school or college in advance of a child leaving to help them put in place the right support to safeguard this child and to help the child thrive in the school or college. For example, information that would allow the new school or college to continue supporting children who have had a social worker and been victims of abuse and have that support in place for when the child arrives.

The designated safeguarding lead should:

- ensure each member of staff has access to, and understands, the school's or college's child protection policy and procedures, especially new and part-time staff; and that they are inducted on day 1 in respect of this.
- ensure the school's or college's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
- ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this;
- link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements
- help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing with teachers and school and college leadership staff.

The designated safeguarding lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years. The designated safeguarding lead should undertake Prevent awareness training. Training should

provide designated safeguarding leads with a good understanding of their own role, how to identify, understand and respond to specific needs that can increase the vulnerability of children, as well as specific harms that can put children at risk, and the processes, procedures and responsibilities of other agencies, particularly children's social care, so they:

- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements;
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- understand the importance of the role the designated safeguarding lead has in providing information and support to children social care in order to safeguard and promote the welfare of children;
- understand the lasting impact that adversity and trauma can have, including on children's behaviour, mental health and wellbeing, and what is needed in responding to this in promoting educational outcomes;
- are alert to the specific needs of children in need, those with special educational needs and disabilities (SEND), those with relevant health conditions and young carers;
- understand the importance of information sharing, both within the school and college, and with the safeguarding partners, other agencies, organisations and practitioners
- understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college;
- can recognise the additional risks that children with special educational needs and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support children with SEND to stay safe online;
- obtain access to resources and attend any relevant or refresher training courses; and,
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them. In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role.
- Training should support the designated safeguarding lead in developing expertise, so they can support and advise staff and help them feel confident on welfare, safeguarding and child protection matters. This includes specifically to:
 - ensure that staff are supported during the referrals processes; and
 - support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support
- It is important that children feel heard and understood. Therefore, designated safeguarding leads should be supported in developing knowledge and skills to:
 - encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school or college may put in place to protect them; and,
 - understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication
- The critical importance of recording, holding, using and sharing information effectively is set out in Parts one, two and five of KSCIE, and therefore the designated safeguarding lead should be equipped to:
- understand the importance of information sharing, both within the school and college, and with

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

The Governing Body and Headteacher ensures that the school complies by addressing all aspects of Part 2 of KCSIE 2021.

Governors will receive a safeguarding report from the DSL team on a termly basis at Full Governing Board Meetings.

4. Good Practice Guidelines and Staff Code of Conduct

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

- treating all pupils with respect
- being alert to changes in pupils' behaviour and to signs of abuse and neglect and recognising that challenging behaviour/Mental Health issues may be an indicator of abuse
- recognising that challenging behaviour may be an indicator of abuse
- setting a good example by conducting ourselves appropriately, including online and pro social modelling between staff.
- involving pupils in decisions that affect them
- encouraging positive, respectful and safe behaviour among pupils including always challenging inappropriate or discriminatory language or behaviour
- avoiding behaviour or language which could be seen as favouring pupils or being overly familiar.
- avoiding any behaviour which could lead to suspicions of anything other than a professional relationship with pupils
- Staff must not take photos of pupils on personal mobile phones.
- reading and understanding the school's child protection policy and guidance documents on wider safeguarding issues, for example bullying, behaviour, missing education and appropriate IT/social media use
- asking the pupil's permission before initiating physical contact, such as assisting with dressing, physical support during PE or administering first aid
- maintaining appropriate standards of conversation and interaction with and between pupils. Never using sexualised or derogatory language, even in joke
- being clear on professional boundaries and conduct with other staff when pupils are present
- being aware that the personal, family circumstances and lifestyles of some pupils lead to an increased risk of abuse
- applying the use of reasonable force only as a last resort and in compliance with school procedures

- dealing with pupil infatuations in an open and transparent way e.g. informing the correct managers and managing the situation in a way which is sensitive to the feelings of the pupil
- referring all concerns about a pupil's safety and welfare to a DSL, or, if necessary directly to police or children's social care
- following the school's rules with regard to communication with pupils and use of social media and online networking
- avoiding unnecessary time alone with pupils and risk manage any time alone or 1:1 working
- staff should not share excessive personal information with pupils.

Transporting Pupils

- In general staff will not transport pupils in their own vehicles. If it is necessary staff will ensure this is agreed and recorded and they have business insurance, ensure pupil is in the back seat wearing a seatbelt and that other staff and parents are informed of departure and estimated arrival times.
- Personal phone calls will never be made or received whenever children are being transported in a staff members car (even on hands free)

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

[Home \(saferrecruitmentconsortium.org\)](https://www.saferrecruitmentconsortium.org)

5. Abuse of Position of Trust

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

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

6. Children Who May Be Particularly Vulnerable

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

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

who are:

- disabled or have special educational needs SEND
- Young Carers
- Children who need a social worker or Early Help worker
- Children in Care/ those recently returned to family from care
- Children persistently absent from education
- Children Missing Education CME and children missing from school.
- Electively Home Educated
- privately fostered children
- LGBT (lesbian gay bisexual trans)
- asylum seekers (including unaccompanied asylum seekers)
- living transient lifestyles
- do not have English as a first language
- under 1 year old
- affected by domestic abuse
- affected by substance misuse/drug use
- affected by mental health issues including self-harm and eating disorders.
- affected by neglect by parents
- at risk of Fabricated or Induced illness or perplexing presentations
- taking part in anti social behaviour or at risk of gang and youth violence
- at risk of exclusion due to behaviour that may be trauma related
- living away from home
- vulnerable to being bullied, or engaging in bullying including cyber, homophobic, racist etc.
- missing from home or care
- living in chaotic and unsupportive home situations
- vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, disability or sexuality
- vulnerable to extremism or radicalisation.
- vulnerable to faith abuse
- involved directly or indirectly in child sexual exploitation CSE,CCE or trafficking
- at risk of Honour Based Violence/Abuse (HBV/A) including;
- female genital mutilation (FGM), forced marriage and breast ironing.
- Child bereaved by suicide

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

SEND Pupils

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

- The potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition or disability without further exploration
- Children with SEND can potentially be more prone to peer group isolation or bullying (including prejudice-based bullying) than other children
- Communication barriers and difficulties in managing or reporting these challenges

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

<https://www.gov.uk/government/publications/safeguarding-disabled-children-practice-guidance>

How Wakefield supports SEND pupils is outlined below.

<http://wakefield.mylocaloffer.org/Home>

Children with a social worker

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

7. Emotional Health and Wellbeing

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

It is widely recognised that a child's emotional health and wellbeing influences their cognitive development and learning as well as their physical and social health and their mental wellbeing in adulthood.

1 in 6 children are likely to have a mental health disorder according to research by the NHS.

[Mental Health of Children and Young People in England 2022 - wave 3 follow up to the 2017 survey - NDRS \(digital.nhs.uk\)](https://www.digital.nhs.uk/articles/mental-health-of-children-and-young-people-in-england-2022-wave-3-follow-up-to-the-2017-survey)

In an average classroom 3 pupils will be suffering from a diagnosable mental health condition. In addition to this it is likely that many more pupils will be struggling with their emotional wellbeing.

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

If staff have concerns about the mental health of a pupil they will speak to relevant staff within the school including, if necessary, the DSL. If a pupil presents with a medical emergency then this is actioned immediately. Where a CAMHS referral is necessary then this is managed by the school's Care Team in consultation with our Future in Mind Practitioner Kathryn Thomas.

Our mental health lead is Louise Quinn Headteacher.

We understand the key messages below;

Key Messages

- **B**ehaviour is communication
- **A** significant trusted adult in school is key. Relationships are vital.
- **S**tudents need to feel safe to learn and thrive
- **I**nteraction can be an intervention
- **S**taff wellbeing is essential as a priority to supporting students, parents, carers and colleagues



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

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

We understand the impact that the global pandemic of coronavirus will have on our staff and pupils. At our school, we aim to promote positive mental health for every member of our staff and pupil body as well as respond to mental ill health. We will ensure emotional support is provided especially during stressful time e.g. exams, lockdown, further covid19 restrictions.

- Possible warning signs of mental health issues can include:
 - Physical signs of harm that are repeated or appear non-accidental
 - Changes in eating or sleeping habits
 - Increased isolation from friends or family, becoming socially withdrawn
 - Changes in activity and mood
 - Unexplained changes in academic achievement
 - Discussing or joking about self-harm or suicide
 - Substance misuse and/or engaging in risk taking behaviour
 - Expressing feelings of failure and/or hopelessness

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

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

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

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

We recognise the importance of emotional health and wellbeing for all our pupils and we support all emotional health and wellbeing, including self-harm and eating disorders. As a special school for pupils with SEMH needs addressing emotional health and wellbeing is part of day to day school life. Our school is based on attachment theory and Nurture Group Principles and we have a class approach throughout KS3 & 4 allowing for secure attachments to be made with the adults in school. We have dedicated PPF lessons utilising the resilience framework, a Care Team which consists of an Attendance Officer, The Emotional Literacy Support Assistants (ELSA's), a Care Team TA and Construction HLTA who provide 1:1 and small group intervention for identified pupils. In addition, 25 staff have been trained as Youth Mental Health First Aiders, the whole staff team have been trained in Mental Fitness and class teams are also using the School Breathe Programme. All classes have dedicated weekly time for supporting pupils emotional health and wellbeing as part of the curriculum.

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

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

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

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

[Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK \(www.gov.uk\)](#)

<https://youngminds.org.uk/youngminds-professionals/>

<https://www.selfharm.co.uk/>

<https://www.beateatingdisorders.org.uk/types/do-i-have-an-eating-disorder>

<https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2>

Suicide

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

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

<https://papyrus-uk.org/wp-content/uploads/2018/10/400734-Schools-guide-PAPYRUS.pdf>

We have issued all of our staff with Wakefield Public Health 'Supporting a young person with suicidal thoughts'. Which provides staff with practical tips on how to talk to young people about suicide.

<http://www.wakefield.gov.uk/health-care-and-advice/public-health/mental-health-wellbeing/childrens-mental-health>

Samaritans step by step guide responding to a suicide;

<https://www.samaritans.org/how-we-can-help/schools/step-step/step-step-resources/>

To request support:

Email stepbystep@samaritans.org

Call 0808 168 2528

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

Wakefield suicide prevention strategy

<http://www.wakefield.gov.uk/Documents/health-care-advice/public-health/suicide-prevention-strategy.pdf>

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

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

There are many issues of concern affecting children today and not all can be listed here. For guidance and further resources/links list, (including children and the court system and children with family in prison) see annex A in Keeping Children Safe in Education. The issues are often complex and overlap. For resources on a wide range of safeguarding topics locally <https://www.wakefieldscp.org.uk/education/>

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

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

<https://www.npcc.police.uk/documents/Children%20and%20Young%20people/When%20to%20call%20the%20police%20guidance%20for%20schools%20and%20colleges.pdf>

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

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

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

Child on Child Abuse – sharing nudes/bullying/racism/sexual assaults/physical assault/hazing or initiating child on child abuse, will always be taken seriously and acted upon, under the appropriate policy e.g. safeguarding, behaviour, bullying and a risk assessed as required.

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

Sexual Violence and Harassment

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

Like with all safeguarding issues our staff will recognise that ‘it could happen here’ and be vigilant to signs and indicators that a student could be suffering.

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

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

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

We will:

- never tolerate or normalise this behaviour and are very clear it is not an inevitable part of growing up;
- not tolerate or dismiss sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”

- challenge behaviour (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia and flicking bras and lifting up skirts.
- understand that all of the above can be driven by wider societal factors beyond the school and college, such as everyday sexist stereotypes and everyday sexist language.

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

We recognise children with Special Educational Needs and Disabilities (SEND) are three times more likely to be abused than their peers. Additional barriers can sometimes exist when recognising abuse in SEND children. These can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- the potential for children with SEND being disproportionately impacted by behaviours such as bullying and harassment, without outwardly showing any signs; and
- communication barriers and difficulties overcoming these barriers.

Therefore any reports of abuse involving children with SEND will involve liaison with the Designated Safeguarding Lead (or deputy) and the SENCO.

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

<https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges>

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

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

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

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

[National Harmful Sexual Behaviour Support Service](#)

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

[Sexual Assault Referral Centre SARC;](#)

<https://www.hazlehurstcentre.org/>

See victim support services in Wakefield (on webpage).

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

Upskirting

Upskirting is a term used to describe the act of taking a sexually intrusive photograph up someone’s skirt without their permission. This is a criminal offence. We will take police advice on any cases of this in school.

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

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

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

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

The incident will be referred to DSL asap

DSL team will hold an initial review meeting

Children involved will be spoken to and offered support, including guidance and support on how to remove a nude, through guidance by CEOP Child Exploitation and Online Protection Command.

Parents will be informed to support child (unless this places the child at risk)

Referral made to other agencies if necessary.

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

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

[11-18s | CEOP Education \(thinkuknow.co.uk\)](#)

Searching screening and confiscation guidance for schools;

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>

[Children with Harmful Sexual Behaviour HSB/Wakefield HSB panel](#)

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

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

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

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

We have assessed our school against the toolkit [Beyond Referrals - Schools \(csnetwork.org.uk\)](https://www.csnetwork.org.uk/beyond-referrals-schools) Results can be found....where?

Wakefield HSB panel

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

Panel members include;

Police

Social care

Forensic CAMHS

<https://www.southwestyorkshire.nhs.uk/services/forensic-child-and-adolescent-mental-health-services-camhs/>

Bullying

Is usually defined as behaviour that is:

- repeated
- intended to hurt someone either physically or emotionally
- where there is an imbalance of power.

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

<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

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

<https://www.childnet.com/resources/cyberbullying-guidance-for-schools>

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

How we respond to bullying is part of the school's behaviour policy:

[Behaviour Principles in School Policy 2020.docx](#)

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<https://www.brook.org.uk/our-work/the-sexual-behaviours-traffic-light-tool>

<https://www.southwestyorkshire.nhs.uk/services/forensic-child-and-adolescent-mental-health-services-camhs/>

Contextual Safeguarding / Extra Familial abuse

Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families i.e. extra familial abuse. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent-child relationships. Contextual Safeguarding, therefore, expands the objectives of child protection systems in recognition that young people are vulnerable to abuse in a range of social contexts.

Contextual Safeguarding Network

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

Hate Crime

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

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

A hate crime could be name calling, arson/fire, attacks or violence, damage such as to your house or car, graffiti, or writing. Police will be involved if necessary.

Hate crime - Wakefield Council

Prejudice Related Incidents

This school is opposed to all forms of prejudice and any incidents of prejudice will be addressed immediately under the appropriate policy. Advice will be sought from other agencies if appropriate.

Children Missing Education CME

CME is defined as children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at school e.g. home schooling. However at any stage any child going missing from school, which includes within the school day, is a potential indicator of abuse and neglect, including exploitation, mental health concerns, risk of forced marriage, Fabricated and Induced Illness etc. Unauthorised absences will be monitored and followed up in line with procedures, particularly where children go missing on repeated occasions. All staff will be aware of the signs of risk and individual triggers including travelling to conflict zones, FGM and forced marriage.

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

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

We will collect, where possible, more than one emergency contact number for each pupil.

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

Local procedures;

Children Missing Education - Wakefield Council

Child not attending school; One Minute guide

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

Child Sexual Exploitation CSE

CSE is a form of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child (male or female) into sexual activity (a) in exchange for something the victim wants or needs, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can occur through the use of technology. It can affect both male and females and can include children who have been moved/trafficked for exploitation.

This is a serious crime and is never the victim's fault even if there is some form of exchange.

The police team can be contacted for extra support and information. (details in appendix) NB they do not take the place of your usual reporting procedures.

<https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners>

For local CSE procedures in Wakefield including MACE panel;

<https://www.wakefieldscb.org.uk/professionals-and-practitioners/child-sexual-exploitation/>

Child Criminal Exploitation CCE / County Lines

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

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

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

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

Local exploitation resources;

[Child Exploitation • Wakefield Safeguarding Children \(wakefieldscb.org.uk\)](https://www.wakefieldscb.org.uk/child-exploitation/)

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

Serious Violence

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

Practical advice for schools/colleges;

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/418131/Preventing_youth_violence_and_gang_involvement_v3_March2015.pdf

Searching screening and confiscation guidance for schools

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>

Domestic Abuse

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

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence, or abuse between those aged sixteen or over who are personally connected. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

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

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

High Well School is taking part in operation Encompass. This means we receive information if police have been called out to a domestic abuse incident and any of our pupils were present. This information is treated in the strictest of confidence and only ever shared on a need-to-know basis within school.

[Home : Operation Encompass](#)

[Domestic abuse - here to help - Wakefield Council](#)

National Service - Injunctions etc.

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

Resources for children

[The Hide Out](#)

Parental Conflict advice website:

[Home - Relationship Matters](#)

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

Female Genital Mutilation FGM

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

Multi agency guidelines:

<https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation>

<http://nationalfgmcentre.org.uk/wp-content/uploads/2019/06/FGM-Schools-Guidance-National-FGM-Centre.pdf>

Forced Marriage

Is illegal and a form of child abuse. A marriage entered into without the full and free consent of one or both parties, where violence, threats or coercion is used. It is now illegal for anyone under eighteen to marry in England and Wales even with parental consent.

Multi agency guidelines:

<https://www.gov.uk/government/publications/handling-cases-of-forced-marriage-multi-agency-practice-guidelines-english>

National Charity;

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

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

Preventing Radicalisation

This is part of our wider safeguarding duty. We recognise that school plays a significant part in the prevention of this type of harm. We will include education through our PSHE curriculum and encourage 'British Values' and critical thinking. At High Well the biggest risk to our pupils is far right extremism.

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

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

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

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

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

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

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

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

Prevent police officer in Wakefield – details in appendix.

Prevent duty – link in legislation section.

Prevent referral form – WSCP website- education - templates

[Prevent in Wakefield - Wakefield Council](#)

Private Fostering

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

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

<http://www.wakefield.gov.uk/Documents/schools-children/fostering/private-fostering.pdf>

Homelessness

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

<http://www.wakefield.gov.uk/health-care-and-advice/adults-and-older-people-services/homelessness>

Drug Use

Local service – Turning Point Inspiring Recovery

<https://www.wakefieldscp.org.uk/children-and-young-people/drugs-alcohol/>

National website

<https://www.talktofrank.com/>

Dealing with issues relating to Parental Responsibility – Dispute Resolution

<https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility>

<https://helpwithchildarrangements.service.justice.gov.uk/>

Perplexing Presentations and Fabricated Illness

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

<https://www.gov.uk/government/publications/safeguarding-children-in-whom-illness-is-fabricated-or-induced>

<https://www.nhs.uk/conditions/fabricated-or-induced-illness/>

9. Online Safety

Many of our pupils will use mobile phones, tablets and computers on a daily basis. They are a source of fun, entertainment, communication and education. However, we know that some adults and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive communications, to enticing children to engage in sexually harmful conversations, webcam photography, encouraging radicalisation or face-to-face meetings. The school's **online safety policy** [Online Safety Policy 2020.doc](#) explains how we aim to keep pupils safe in school which includes reasonable filters and monitoring. The DSL team are responsible for online safety whilst children are in school. Cyberbullying and sexting by pupils, via texts and emails, will be treated as seriously as any other type of bullying and in the absence of a child protection concern will be managed through our anti-bullying and confiscation procedures.

Chatrooms and some social networking sites are the more obvious sources of inappropriate and harmful behaviour and pupils are not allowed to access these sites in school. Some pupils will undoubtedly be 'chatting' outside school and are informed of the risks of this through PSHE/SRE. Parents are encouraged to consider measures to keep their children safe when using social media and we advise parents by our Parent Info website link which is on our website for parents to access. We use the Safer Schools app to update staff and parents regularly.

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

- **content:** being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views.
- **contact:** being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults; and
- **conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying.
- **Commerce.** Risks such as online gambling, inappropriate advertising, phishing or other financial scams.

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

If required we will seek advice from local sources or the national helplines:

Professionals Online Safety Helpline POSH

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

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

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

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

<https://www.gov.uk/government/publications/using-external-visitors-to-support-online-safety-education-guidance-for-educational-settings>

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

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

To protect students from mobile technology accessing 3G, 4G and 5G we will have a ban on mobile phones whilst in school.

See above section for Sharing Nudes and Semi Nudes.

Report harmful content:

[Report Harmful Content - We Help You Remove Content](https://www.gov.uk/government/collections/report-harmful-content)

Teaching Online Safety in Schools

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

Education for a Connected World

<https://www.gov.uk/government/publications/education-for-a-connected-world>

Professionals' online safety helpline

<https://www.saferinternet.org.uk/helpline/professionals-online-safety-helpline>

Online Safety for SEND

<https://www.childnet.com/resources/star-sen-toolkit>

<https://www.thinkuknow.co.uk/professionals/resources/>

Gaming Advice

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/online-games-helping-children-play-safe/>

Filtering and monitoring:

[Appropriate Filtering and Monitoring - UK Safer Internet Centre](https://www.gov.uk/government/collections/appropriate-filtering-and-monitoring)

10. Helping Children to Keep Themselves Safe

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

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

The school continually promotes an ethos of respect for children and the emotional health and wellbeing of our pupils is important to us. Pupils are encouraged to speak to a member of staff in confidence about any worries they may have. Pupils also have access to a wide range of support both on and off line. Childline is regularly promoted especially over school holidays.

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

[Relationships and Sex Education\Relationships and Sex Education Policy.doc](#)

We have clear links between our RSHE lead and the DSL team to support vulnerable students with these sensitive topics.

We will follow the guidance on RSHE education.

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

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

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

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

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

Primary schools NSPCC PANTS program

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

[Childline | Childline](#)

11.Support for Those Involved in a Child Protection Issue

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

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

- taking all suspicions and disclosures/ allegations seriously
- nominating a link person (*DSL*) who will keep all parties informed and be the central point of contact

- where a member of staff is the subject of an allegation made by a pupil, a separate link person will be nominated to avoid any conflict of interest
- responding sympathetically to any request from pupils or staff for time out to deal with distress or anxiety
- maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies
- maintaining and storing records securely
- offering details of helplines, counselling or other avenues of external support
- following the procedures laid down in our whistleblowing, complaints and disciplinary procedures
- cooperating fully with relevant statutory agencies.

12.Complaints Procedure

Our complaints procedure will be followed where a pupil or parent raises a concern about poor practice towards a pupil that initially does not reach the threshold for child protection action. Poor practice examples include unfairly singling out a pupil, belittling a pupil or discriminating against them in some way. Complaints are managed by senior staff, the Headteacher and governors. An explanation of the complaint's procedure is included on the school's website and copies are available in the school reception.

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

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

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

All staff must remember that the welfare of the child is paramount, and staff should feel able to report all concerns about a colleague or the safeguarding practice within the school. The school's whistleblowing code (Safeguarding noticeboard in the staff room and on the school's MIS school pod) enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place.

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

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

14.Allegations and low-level concerns against staff

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

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

We will also robustly record any low-level concerns that may not reach the above thresholds.

Case Managers.

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

The head teacher should do an urgent initial consideration/fact find in order to establish if there is substance to the allegation or concern. In the event of the headteacher being absent the deputy is Adrian Coates. Any agency for supply staff/contractors etc should also be involved/informed.

In cases of allegations hitting the above criteria

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

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

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

It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen. However, if a child is found to continually make false allegations this may be a sign of mental health issues and a referral to services such as CAMHS may be required.

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

representative.

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

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

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

In cases of low-level concerns

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

These records will be kept in a central low level concerns file in a lockable filing cabinet in the Headteachers office, the files will include the details of the concern, the context and the action taken. These records will be reviewed by a Safeguarding Lead and Safeguarding Governor monthly so that patterns can be identified, and a record of these reviews will be made. Records will be kept until the person leaves our employment.

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

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

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

We will use the reporting form – see appendix E (farrer toolkit)

15. Staff Training and Induction

It is important that all staff, including temporary and volunteers, have regular training to enable them to recognise the possible signs of abuse and neglect and to know what to do if they have a concern, including dealing with Sexual Violence and Sexual harassment, Early Help and whistleblowing. All staff, including site staff and the Headteacher, will be inducted in and then regularly trained in Safeguarding, including sexual violence and harassment and online safety, and given regular updates by the DSL team in the form of email/newsletter/staff meetings.

WSCP advice is that all school staff receive basic safeguarding refresher training face to face training once every 2 years with DSL team top ups in between. Alongside Safer Working Practice Training also

every 2 years with the **headteacher issuing regular code of conduct reminders to all staff in between.**

All of our staff are aware of and trained in the following: Safer Working Practices in Education guidance 2022 [Home \(saferrecruitmentconsortium.org\)](https://www.saferrecruitmentconsortium.org/)

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

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

All of our staff are aware of the following:

Safer Working Practices in Education guidance 2019

<https://www.saferrecruitmentconsortium.org/>

DSLs will receive face to face training updated every two years. They must also do Prevent training. All DSLs are strongly recommended to attend the multi-agency Working Together Training – A Shared Responsibility.

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

For further info on free face to face or online courses see

<https://www.wakefieldscp.org.uk/education/training-schools-colleges/>

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

DSL team also provide governors with regular strategic reports.

Headteacher and Chair of Governors are encouraged to undertake managing allegations against staff training / or to have read and understood Part 4 of KCSIE. Any member of staff involved in recruitment of staff/interview panels etc is encouraged to read part 3 of KCSIE and undertake the Safer Recruitment training – at least one member of interview panel must be trained. WSCP recommend Safer Recruitment Consortium as the provider (this course is offered through Wakefield Traded Services)

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

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

New staff and governors will receive an induction in safeguarding which includes the school's child protection policy, details of the DSL's, reporting and recording arrangements specific to the school, dates

of their last training, the staff code of conduct, CME and behaviour policy and the whistleblowing policy.
Staff will sign to say they have received this and understood.

Supply staff and other visitors in contact with pupils will be given the school's Safeguarding Advice for visitors with a brief summary of the above.

We will check staff have understood the training received by asking if they have any questions or concerns and who the DSLs are.

Staff will have a safeguarding quiz question as part of staff meetings.

16.Safer Recruitment

Our school endeavours to ensure that we do our utmost to employ 'safe' staff by following the guidance in Keeping Children Safe in Education together with WSCP and the school's individual procedures. At least one person on every interview panel will have undertaken Safer Recruitment training run by The Safer Recruitment Consortium which is provided locally and recommended by WSCP.

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

- Verifying identity
- Enhanced DBS (disclosure and barring service) with barred list check for those in regulated activity
- Prohibition from teaching check/directions/sanctions/restrictions – teacher services system – for all teaching posts
- EEA restrictions.
- Verification on mental and physical fitness
- Right to work in UK
- Professional qualifications.

Governors of maintained school will have enhanced DBS check
Sect 128 provision (managers of independent schools in addition to DBS)

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

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

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

References will be sought before interview so any concerns can be explored.

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

At least one member of each recruitment panel will have attended safer recruitment training.

The Single Central Record is maintained in accordance with Keeping Children Safe in Education. Part 3.

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

Volunteers

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

Contractors

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

Visitors

Schools do not have the power to ask for DBS checks or see the certificate. If they work in regulated activity we will request identification when they visit and written evidence from their employer that all relevant checks have been carried out. The Headteacher will use their professional judgement regarding escorting visitors in the school. All visitors will be asked to wear a badge identifying them as a visitor.

Supply staff and other visiting staff will be given the school's (Safeguarding Advice for Visitors Leaflet)

17.Site Security

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

18.Extended School and Off-Site Arrangements

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

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

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

Alternative Provision

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

19. Photography and Images

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

To protect pupils, we will:

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

20. Physical Intervention and Use of Reasonable Force

All staff are encouraged to use de-escalation techniques and creative alternative strategies that are specific to the child. Restraint will only be used as a last resort and all incidents of this are reviewed, recorded and monitored. Reasonable force will be used in accordance with government guidance. Safeguarding and welfare concerns will be explicitly taken into account if restraint is used on SEND pupils.

<https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>

[Behaviour Principles in School Policy 2020.docx](#)

21.Intimate Care

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

[Intimate Care Policy 2020.docx](#)

22.First Aid and Managing Medical Conditions.

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

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

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

[Supporting Pupils with Medical Conditions Policy 2020.doc](#)

23.Changing Rooms and Other Sports Issues

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

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

24.Special Circumstances

Looked after Children LAC/Children in Care CiC

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

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

Wakefield Virtual School – see contacts section

Children with a social worker or Early Help Worker

We will promote educational outcomes of this group by DSL's appropriately sharing information about the welfare, safeguarding and child protection issues that this group of children are experiencing, or have experienced, with teachers and school and college leadership staff. DSL's will ensure staff, know who these children are, that they are aware of their current circumstances, in order that a whole school approach to safeguarding children can be maintained. This will also aid in understanding their academic progress and attainment and maintain a culture of high aspirations for this cohort; supporting teaching staff to identify the challenges that children in this group might face and the additional academic support and adjustments that they could make to best support these children.

Work Experience

The school has detailed procedures to safeguard pupils undertaking work experience, including arrangements for checking people who provide placements and supervise pupils on work experience which are in accordance with the guidance in *Keeping Children Safe in Education*.

25.Remote Learning Safeguarding Considerations/Future lockdowns.

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

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

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

Out DSL will follow local checklists when undertaking any home visits to children who are not accessing provision.

[Resources & Agencies | Wakefield Safeguarding Children Partnership \(WSCP\) \(wakefieldscp.org.uk\)](https://wakefieldscp.org.uk)

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

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

Remote education is providedhow

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

[Providing remote education: guidance for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/providing-remote-education-guidance-for-schools)

Part B Child Protection Procedures

1. Categories and Definitions

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

For allegations against staff please see earlier section.

Abuse

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

Children may be abused by an adult or adults; however it is important that we recognise that pupils can also be abused by another child or children.

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

For further information on:

Mental health issues

Suicide

Peer on Peer abuse including sexual violence and harassment

Drug use

Sexting/Youth produced sexual imagery

Homelessness

Domestic Abuse

HBV/A

CSE

CCE/County Lines

Bullying

Online safety

Radicalisation

Serious violence Please see- Current Issues.

Voice of the Child

We will always seek and record the voice of the child and take this into consideration when taking decisions. However, there may be circumstances where we override the pupils' wishes and feelings to act in their best interests e.g. in the case of CSE where, as a result of perpetrator grooming, the pupil does not want any intervention or if a young person is suicidal.

Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families i.e. extra familial abuse. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent-child relationships. Contextual Safeguarding, therefore, expands the objectives of child protection systems in recognition that young people are vulnerable to abuse in a range of social contexts.

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

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

Physical abuse

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

Emotional abuse

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

Sexual abuse

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

Position of Trust

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

Neglect

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

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

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

<https://www.wakefieldscp.org.uk/professionals-and-practitioners/neglect-strategy/>

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

Grooming

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

Many children and young people do not understand that they have been groomed or that what has happened is abuse.

2. Indicators of abuse

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

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

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

- have bruises, burns, fractures or other injuries which do not have a plausible explanation. e.g., bruises on babies who are not yet mobile, bruises on cheeks, ears, palms, arms, feet, back, buttocks, tummy, backs of legs, bruises in clusters, bruises with finger/belt marks, cigarette burns.
- challenge authority, have outbursts of anger, poor behaviour – trauma response.

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

Responses from parents that may cause concern:

- Unexpected delay in seeking treatment – medical, dental which is obviously needed
- Denial of any injury
- Explanations that differ from that of the child e.g. for bruising
- Claims of falls/fits etc. that never happen in school
- Unrealistic expectations or constant complaints about the child
- Uninterested in child
- Alcohol /drug misuse
- Mental health issues which affect parenting
- Requesting removal of child
- Domestic abuse.
- Loss of accommodation/homelessness
- A new partner who is displaying concerning behaviour within the family unit

Disabled children: other signs to consider

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

(See document on safeguarding noticeboard for further signs and indicators)

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

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

3. Impact of abuse

The impact of child abuse should not be underestimated. Many children do recover well and go on to lead healthy, happy lives, although most adult survivors agree that the emotional scars remain, however well buried. For some children the effect of their adverse experiences will be far reaching into adulthood and they may not ever recover fully. Research also shows that abuse can have an impact on the brain and its development. The rest of their childhood and their adulthood may be characterised by anxiety or depression, self-harm, eating disorders, alcohol and substance misuse, unequal and unhealthy relationships and long-term medical or psychiatric difficulties.

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

Adult Survivor helpline -see appendix.

4. Taking Action

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

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

Any child, in any family in any school could become a victim of abuse. Staff should always maintain an

attitude of “it could happen here” and remain professionally curious.

Key points for staff to remember for taking action are:

- If an emergency take the action necessary to help the child, for example, call 999 or seek medical attention.
- **REPORT your concern to a DSL as soon as possible.**
- **Complete a Safeguarding slip (School Pod) and immediately inform a DSL if you need assistance with this please speak to Louise Quinn, Adrian Coates, Sandra Shaw or Nicola Fradgley.**
- Do not start your own investigation.
- Share information on a need-to-know basis only – staff should never discuss with colleagues unnecessarily , and in no circumstances with their friends or family.
- Seek support for yourself if you are distressed, see helplines in contacts section.
- Ask for feedback and if there are no improvements push for reconsideration. See escalation section.

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

See flowchart in Keeping Children Safe in Education Part 1.

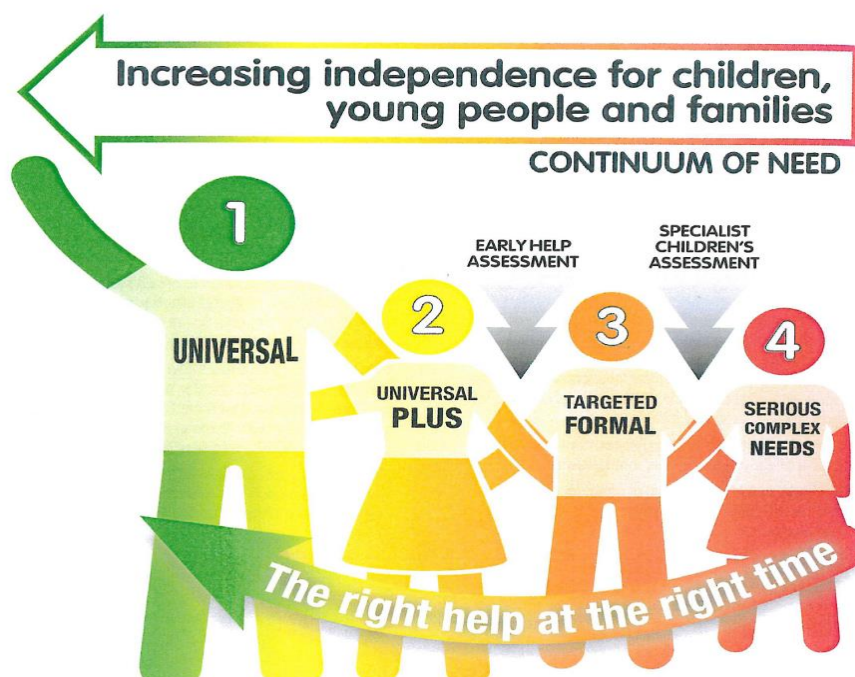
Wakefield has a Continuum of Need for children and families who need support, this ranges from Level 1 to level 4. It is worth noting that a cause for concern does not always require a Level 4 response, it may be the family need a lower level of support to help the situation.

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

[Wakefield Families Together – Wakefield Families Together](#). We will add this to our school website under parents info.

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

The Children First hubs and Team Around the School (TAS) arrangements are able to signpost school staff and offer support.



Level 1 – Universal services are meeting the needs – no extra intervention needed.

Level 2 – For example a universal service is providing extra support or have referred to one other single agency. Schools can use Signs of Safety to assess at this level.

Level 3 – Multi agency approach to support. Multi agency early help/ Early help assessment completed. EIP Service and TAS arrangements may be able to support.

Level 4 – Statutory intervention and assessment is needed where child is at risk or currently suffering significant harm. Social care/ police assess, investigate and lead at this level.

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

Local procedures for specific issues:

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

If you are concerned about a pupil's welfare

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

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

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

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

5. Notifying parents

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

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

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

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

6. Early Intervention

<http://www.wakefield.gov.uk/schools-and-children/early-help>

Early help directory

<http://earlyhelp.wakefield.gov.uk/>

Any Early intervention work will be registered on Wakefield Early Help Register:

<http://www.wakefield.gov.uk/schools-and-children/early-help>

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

- Use a restorative approach and engage with the parents/carers as soon as possible (unless the situation is so serious that would put the pupil at increased risk.) We then can evidence quick action was taken and the length of time of involvement.
- We will invite the parents/carers into school for a meeting to demonstrate professional concerns and discuss a supportive working partnership for the best interests of the pupil (e.g., breakfast club, additional in school support)
- At this meeting we will discuss the plan of next action should the situation not improve and offer signposting to other local services.

- We will record all contacts with the family, dates and times, including phone calls/letters.
- We will then monitor the pupil closely - behaviour/concerns/interaction with peers and parents/academic progress etc. This will demonstrate the frequency of concerns and help to build patterns.

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

If school needs further help (i.e., move to level 3) other agencies will be contacted and if issues escalate or local advice is needed the Children First Hub/ TAS can be contacted, and a referral made using the MARF – Multi agency referral form – on webpage under templates.

Risk assessments may be required in certain circumstances e.g., HSB. Schools can use a general risk assessment template and may wish to consult with other agencies for additional support and input.

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

<https://www.wakefieldscp.org.uk/professionals-and-practitioners/neglect-strategy/>

It is important to continually reassess concerns if there are no improvements.

7. Dealing with Disclosures/ Allegations

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

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

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

During their conversations with the pupil it is best practice for staff to:

- Focus on listening rather than giving advice
- Allow pupils to speak freely
- Remain calm and not overreact – the pupil may stop talking if they feel they are upsetting their listener
- Give reassuring nods or words of comfort –‘I want to help’, ‘This isn’t your fault’, ‘You are doing the right thing talking to me’
- Not be afraid of silences, and allow space and time for pupil to continue, staff will recognise the

barriers the pupil may have had to overcome to disclose.

- Clarifying or repeating back to check what they have heard if needed but will not lead the discussion in any way and ***will not*** ask direct or leading questions – such as whether it happens to siblings too.
- Use questions such as Tell me what happened.....? Is there anything else you want to tell me?
- Never take photographs or videos of any injuries etc.
- At an appropriate time tell the pupil that in order to help them, the member of staff must pass the information on
- Not automatically offer physical touch as comfort. It may be anything but comforting to a child who has been abused. However, this will be case and age specific. If it is appropriate and in the child's best interest, the member of staff will use safe touch following advice given in Safer Working Practice guidelines and in training.
- Remember professional boundaries and not share personal experiences or information such as 'that happened to me'
- Never admonishing the child for not disclosing earlier. Saying things such as 'I wish you had told me about this when it started' or 'I can't believe what I'm hearing' is not helpful and may be interpreted by the child to mean that they have done something wrong
- Not pass judgement on the perpetrator
- Tell the pupil what will happen next. Provide reassurance. The pupil may agree to go with you to see the Designated Safeguarding Lead. Otherwise let them know that you will be consulting them to get them the help and support they need.
- Write up their conversation as soon as possible and hand it to the designated lead, do not discuss with other staff.
- Seek support if they feel distressed – From DSL team / helplines in contacts section.

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

8. Records and Monitoring

Why recording is important.

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

Cause for concerns recording form is available on daily staff briefing on school pod or safeguarding referral form on school pod.

Any concerns about a child will be recorded in a professional manner and passed to a DSL as soon as possible. All records will provide a factual and evidence-based account and there will be accurate recording of any actions. Records will be signed, dated and timed. The DSL team will then analyse this information.

We will seek the Child's voice/opinion and ensure this is noted in the records.

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

It may be appropriate on receipt of a concern for a DSL to open a secure safeguarding file and start a chronology page. This will help in building patterns and decision making.

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

9. The Safeguarding File

The establishment of a safeguarding file is an important principle in terms of storing and collating information about children which relates to either a safeguarding concern or an accumulation of welfare concerns which are outside of the usual range of concerns in ordinary life events.

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

This file will be kept separately from the main pupil file and will be held securely only to be accessed by appropriately trained DSL's. **The main file, open to staff, will have a marker to signify that a separate safeguarding file exists for that child so that all staff coming into contact with that child are aware that an additional vulnerability exists.**

The school will keep professionally written records of concerns about children even where there is no need to refer the matter to external agencies immediately. Each child will have an individual file i.e., no family files.

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

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

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

Records will be kept up to date and **reviewed regularly by a DSL** to evidence and support actions taken by staff in discharging their safeguarding arrangements. The DSL will use checklists and supervision toolkit from the WDSP education webpage.

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

If the child moves to another school, the file will be securely sent or taken to a DSL at the new establishment/school and a **written receipt will be obtained**. There will be a timely liaison between each school's DSL, and if necessary a face-to-face meeting, to ensure a smooth and safe transition for the child. We will retain a copy of the chronology to evidence actions, in accordance with record retention guidance.

<https://learning.nspcc.org.uk/research-resources/briefings/child-protection-records-retention-storage-guidance>

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

10. Referral to Social Care MASH (Level 4)

Wakefield offers a consultation service before referral is taken. It is important to ring for a discussion before filling in a MARF.

A DSL will make a referral to Social Care MASH if it is believed that a pupil is suffering or is at risk of suffering significant harm – Level 4 on the Continuum of Need. In DSL absence anyone can make a referral. If in doubt if thresholds are met the link social worker can be contacted, however if this causes any delay we will refer directly. This is done in Wakefield with reference to the Continuum of Need (see link in appendix) and MARF Multi Agency Referral Form, sent securely. There is a DSL referral checklist and referral form available on WSCP safeguarding for schools webpage. Social care should inform the DSL of the outcome within one working day. If this does not happen the DSL should follow this up in the following days and escalate if required.

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

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

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

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

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

<https://www.wakefieldscp.org.uk/professionals-and-practitioners/neglect-strategy/>

Escalation / Professional Disagreement

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

https://westyorkscb.proceduresonline.com/p_res_profdisag.html?zoom_highlight=professional+disagreement

Any member of staff can refer to other agencies in exceptional circumstances i.e. in an emergency or when there is a genuine concern that action has not been taken.

11. Referral to Police

Remember if a criminal offence has occurred it will be necessary to contact the police 101 or 999 as appropriate. It may be useful to state which department we require e.g., child safeguarding unit / CVE team / indecent images team. If we believe a child is being radicalised we will refer to the Prevent police officer using the referral form on the WSCP education page.

When to Report to Police guidance:

[2491596 C&YP schools guides.indd \(npcc.police.uk\)](#)

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

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

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

Home Visits

When our staff are required to do home visits we will follow best practice and consult the checklist [Schools & Colleges Key Links & Resources • Wakefield Safeguarding Children \(wakefieldscp.org.uk\)](#)

12. Confidentiality and Information Sharing

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

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

However, if we believe that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from Wakefield Social Care Direct 0345 8 503 503.

The Seven Golden Rules for Safeguarding Information Sharing

- Data Protection/Human rights laws are not a barrier.
- Be open and honest. (unless unsafe or inappropriate)
- Seek advice. (anonymise if necessary)

- Share with consent if appropriate.
- Consider safety and wellbeing.
- Necessary, proportionate, relevant, adequate, accurate, timely and secure.
- Keep a record of decision and reason for it.

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

<https://www.gov.uk/government/publications/data-protection-toolkit-for-schools>

Data protection legislation GDPR does not prevent school staff from sharing information with relevant agencies, where that information may help to protect a child. Ideally information sharing will be done in writing so that there is an evidence trail however there may be occasions where this method is too slow. **In cases where agencies such as MASH (Multi Agency Safeguarding Hub) ring the school requesting information reception staff will take a message and inform a DSL *immediately***, the DSL will ensure they can identify who is requesting the information before sharing and then record what has been shared, when why and with whom. Information will always be shared in a timely manner- ideally the day the request is made.

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

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

13. Local & National Contact Details

Wakefield Social Care MASH

Phone: 0345 8503 503 consultations via phone call is necessary before submitting a referral form
Minicom: 01924 303450 (type talk welcome)
Email: social_care_direct_children@wakefield.gov.uk

Wakefield Continuum of Need document;

<https://www.wakefieldscp.org.uk/professionals-and-practitioners/early-help-strategy/>

West Yorkshire Procedures for specific issues:

Policies & Procedures (proceduresonline.com)

Central and Northwest Children First Hub
City Limits
Thornhill Street, Wakefield, WF1 1NL

Wakefieldcentral2@wakefield.gov.uk

01924 303600

Featherstone and Southeast Children's First Hub

Platform One

Wakefield Road

Hemsworth

WF9 4AB

outheast@wakefield.gov.uk

01977 723165

Normanton and Rural Children First Hub

Block A, Normanton Town Hall,

High Street, Normanton, WF6 2DZ

normandfeatherstone@wakefield.gov.uk

01924 307878

<http://earlyhelp.wakefield.gov.uk/children-and-families/children-first-hubs/>

School's Social Care Link Worker (social worker)

Noel Pickering

npickering@wakefield.gov.uk

01977 724350

07787578406

Schools' Early Help Link Worker (Children first hub practitioner)

Vicki Spencer

vspencer@wakefield.gov.uk

01977 724650

Police

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

Child Safeguarding Unit

wakefield.sguchild@westyorkshire.pnn.police.uk

[01924 378387](tel:01924378387)

CVE Police Team

cveteam@wakefield.gov.uk

01924 303570

[Wakefield Safeguarding Children Partnership WSCP/ 3 Safeguarding Partners](#)

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

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

lado.referrals@wakefield.gov.uk

01977 727032

Safeguarding Advisor for Education

Vicki Maybin

vmaybin@wakefield.gov.uk

07788743527

Safeguarding training page specific to schools/colleges:

Wakefield Safeguarding Children Partnership | Wakefield Traded Services

Safeguarding Information webpage for Wakefield Schools:

Training offer, templates, audit, resources and local and national agencies, managing allegations.

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

CAMHS Team

Monday to Friday, 9:00am – 5:00pm

Wakefield CAMHS SPA team: 01977 735865.

Monday to Sunday, 9:00am – 8:00pm

For urgent support that cannot wait until the next day, you can contact the CAMHS ReACH team (previously crisis team), on: 01977 735865.

Outside of these hours please contact your out of hours GP (by calling your practice number as usual) or NHS 111.

<https://www.southwestyorkshire.nhs.uk/services/camhs-wakefield/>

Wakefield Resilience Framework

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

Wakefield School nursing/ Health visiting service

<https://www.bdct.nhs.uk/services/school-nursing-teams-wakefield/>
<https://www.bdct.nhs.uk/services/health-visiting-wakefield/>

Wakefield District Domestic Abuse Service WDDAS

<http://www.wakefield.gov.uk/health-care-and-advice/adults-and-older-people-services/domestic-abuse>

0800 915 1561

domesticabuse@wakefield.gov.uk

Wakefield Spectrum

RSE – Spectrum Community Health CIC (spectrumhealth.org.uk)

Child Sexual Exploitation – Spectrum Community Health CIC (spectrumhealth.org.uk)

Prevent Contacts – referral form, see templates on WSCP website.

Prevent – Wakefield Community Safety Team communitysafety@wakefield.gov.uk

01924 306645 / 01924 306776 Or 07468 700810 / 07827 955425

Prevent Police Officers

wd.prevent@westyorkshire.pnn.police.uk or 07789753634 / 07590357469

Child Missing Education Officers

Marina Oldreive,

Educational Welfare Officer

01924 307467

Wakefield Education Welfare service

<http://www.wakefield.gov.uk/schools-and-children/supporting-families/education-welfare-service/about-education-welfare-service>

ews@wakefield.gov.uk

01924 307451

Personal Advisor Care Leaver

Hillary Hicks – Reach Team

Thereachteam@wakefield.gov.uk

Wakefield Local Offer – for children with SEND and their families

<http://wakefield.mylocaloffer.org/Home>

Drug support for young people

<https://www.turning-point.co.uk/>

Wakefield voluntary sector Young Lives Consortium

<http://www.ylc.org.uk/>

Wakefield Adult Services

<http://www.wakefield.gov.uk/health-care-and-advice/adults-and-older-people-services>

Wakefield Well Women Centre

<http://www.wellwomenwakefield.org.uk/>

Wakefield District Housing WDH

<https://www.wdh.co.uk/ContactUs/>

OneCALL 0345 8 507 507

Education Welfare Officer – Jo Smith josmith@wakefield.gov.uk

Education Psychologist – Angele Wright 01924 307403

Wakefield Signs of Safety webpage.

<https://www.wakefieldscp.org.uk/professionals-and-practitioners/signs-of-safety/>

Wakefield Youth Work Team

<http://wfyouth.co.uk/>

Wakefield Young Carers

<http://www.wakefield.gov.uk/schools-and-children/early-help/young-carers>

NSPCC Helpline

0808 800 5000

NSPCC Whistleblowing Helpline

0800 028 0285

Counter Terrorism helpline

0800 789 321

Forced Marriage Unit

020 7008 0151

fmu@fco.gov.uk

National Association People Abused in Childhood NAPAC

0808 801 0331

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

Stop It Now

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

0808 1000 900

<http://www.stopitnow.org.uk/>

Professional Online Safety helpline

0844 3814772

National Services – Domestic Abuse

Domestic Violence & Abuse · Emergency Injunction Service (ncdv.org.uk)