

# Safeguarding Schools Policy

## 2022-23

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At Cheadle Catholic Infant School the following members of the school community hold the following positions

Designated Safeguarding Lead	Deputy Designated Safeguarding Lead	Safeguarding Governor
Pamela Glynn Headteacher	Claire Lees Deputy Headteacher  Deborah Dixon SENCO	Joanna Kirk

Concerns or allegations about a member of staff or volunteer should be shared with:

The Headteacher	Deputy Head (in the absence of the Headteacher)	Chair of Governors (in the event of an allegation against the headteacher)
Pamela Glynn	Claire Lees	Anne-Marie Nugnes

### **Foreword by Pamela Glynn, Headteacher**

At Cheadle Catholic Infant School our aim is to provide secure foundations for future learning. We want to ensure that our children acquire skills, knowledge and understanding through a love of learning. We want to nurture a belief that nothing is impossible and that all barriers to learning can be overcome.

Our ambition for all our children is for them to be happy, respectful, loving, caring, confident and resilient learners who will grow up to be inspirational adults who will shine in all that they do.

Cheadle Catholic Infant School's commitment to safeguarding the welfare of all children, staff and visitors is our highest priority.

At Cheadle Catholic Infant School we will strive to:

- Create and maintain a safe learning environment for our children.
- Identify where there are child welfare concerns and take action to address them, in partnership with other organisations where appropriate.
- Develop our children's understanding of how to keep themselves safe.
- Ensure that signs and symptoms of abuse are picked up, thus the opportunity for those wishing to cause harm to children is drastically reduced.

### **Purpose and principles:**

The purpose of this document is to ensure that all stakeholders are aware of the arrangements that Cheadle Catholic Infant School have in place for safeguarding and promoting the welfare of its pupils/students. It provides guidance to help staff who may have concerns about the safety or welfare of a child and sets out the school's position in relation to the safeguarding process.

This policy:

- has been written in line with the Department for Education (DfE) statutory guidance – Keeping children safe in education, September 2022, and any other relevant UK legislation and government guidance.

- applies at all times when the school is providing services or activities directly under the management of the Cheadle Catholic Infant School staff.
- is publicly available on the school's website, and a printed copy can be made available via the school office.

This policy is consistent with all other policies adopted by the Governors and should in particular be read in conjunction with the following policies relevant to the safety and welfare of children:

- Anti-Bullying Policy
- Behaviour Management Policy
- Staff Code of Conduct
- E Safety Policy
- Confidential Reporting Policy
- Whistleblowing Policy
- Children Missing from Education Policy

## **OUTLINE**

Safeguarding and promoting the welfare of children and young people is everyone's responsibility. Everyone who comes into contact with children, their families and carers has a role to play in safeguarding them and promoting their welfare. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

No single professional can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt and restorative action. In line with this understanding, any adult working or volunteering in the school community has a responsibility to recognise when a child or young person may be in need or be vulnerable in some way, and to respond to this recognition in a timely and appropriate way.

## **SAFEGUARDING DEFINITION:**

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as: protecting children from maltreatment; preventing impairment of children's 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.

*("Working Together to Safeguarding Children" 2018)*

## **CHILD PROTECTION DEFINITION:**

Child Protection is a part of the safeguarding agenda. It refers to the action that is required to be undertaken to protect children who are suffering, or are likely to suffer, significant harm.

## **THIS POLICY INCLUDES CHILD PROTECTION.**

## **RATIONALE:**

At Cheadle Catholic Infant School we recognise the responsibility we have under Section 175/157 of the Education and Inspections Act 2002, to have arrangements for safeguarding and promoting the welfare of children. The Governing Body approve the S175/157 return to the LA on a yearly basis. This policy demonstrates our commitment and compliance with safeguarding legislation.

Staff and volunteers working in our school have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to the correct persons or services for support and intervention.

Everyone working or volunteering at this school is trained to recognise signs of concern and in line with this policy, must report concerns following school and local authority procedures.

Staff and volunteers are updated on safeguarding issues frequently across the year

- Weekly safeguarding quizzes
- Annual whole staff training
- Regular safeguarding updates
- Cpoms updates
- Induction meeting with HT

These updates include learning from serious case reviews and local learning reviews on how to improve practice to prevent children from harm.

## Safeguarding- our approach

### Introduction

Cheadle Catholic Infant School recognise our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and pupils) are an important part of the wider safeguarding system for children and have an essential role to play in making our school a safe and secure setting, our students are at the centre of all that we do.

We believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity or orientation, have equal rights to protection.

When concerned about the welfare of a child, staff will always act in the best interests of the child and if any member of our community has a safeguarding concern about any child or adult, they should act and act immediately. (See page

Cheadle Catholic Infant School works continuously to build and maintain an effective culture of safeguarding. We seek to provide an environment within school that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Our core safeguarding principles are:

- **Prevention:** positive, supportive, safe culture, curriculum and pastoral opportunities for children, safer recruitment procedures.
- **Protection:** following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns.
- **Partnership:** to ensure timely, appropriate communications and actions are undertaken by collaborating with the right people at the right time where there are safeguarding concerns.
- **Support:** for all pupils, parents and staff, and where appropriate specific interventions are required for those who may be at risk of harm

The procedures contained in this policy apply to all staff, governors, temporary and partner agency staff and volunteers. This policy is consistent with the statutory guidance set out in KCSIE 2022.

This policy is implemented in accordance with our compliance with the statutory guidance from the Department for Education, 'Keeping Children Safe in Education' 2022 (KCSIE) which requires individual school/colleges and colleges to have an effective child protection policy.

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. As part of our commitment to and compliance with safeguarding legislation and guidance; we also refer to:

- Working Together to Safeguard Children 2018 (WTSC)
- Ofsted: Education Inspection Framework'
- Framework for the Assessment of Children in Need and their Families 2000
- Early Years and Foundation Stage Framework 2021 (EYFS)
- The Education Act 2002
- Education and Inspections Act 2006
- The Education (Independent School/college Standards) Regulations 2014
- The Non-Maintained Special School/colleges (England) Regulations 2015
- The Human Rights Act 1998
- The Equality Act 2010 (including the Public Sector Equality Duty)

### **Information sharing and confidentiality:**

We take data handling and information sharing seriously. School staff have received appropriate training in relation to information sharing and confidentiality. We have a trained Data Protection Officer (DPO) as required by the General Data Protection Regulations (GDPR) to ensure that our school is compliant with confidentiality and information sharing requirements. Our DPO is:

**Karen Lane**

**1<sup>st</sup> Floor, Stopford House**

**Piccadilly,**

**Stockport**

Sharing information enables practitioners and agencies to identify and provide appropriate services that safeguard and promote the welfare of children. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children. Staff also have a professional responsibility to be proactive in sharing information as early as possible to help identify, assess, and respond to risks or concerns about the safety and welfare of children; this may include sharing information with the DSL and with other agencies as appropriate.

In regard to confidentiality and information sharing staff will only involve those who need to be involved, such as the DSL (or a deputy) and other allocated services. All staff are aware they cannot promise a child that they will not tell anyone about a report of any form of abuse, as this may not be in the best interests of the child.

Where we share information in relation to safeguarding or a child protection matter we follow local and national guidance, we pay particular regard to:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1062969/Information\\_sharing\\_advice\\_practitioners\\_safeguarding\\_services.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1062969/Information_sharing_advice_practitioners_safeguarding_services.pdf)

### **PURPOSE:**



The purpose of the policy is to ensure that the welfare of children is always understood and promoted. In this school we understand that the welfare of the child is paramount.

We strive to ensure that all children regardless of their age, gender, ability, culture, race, language, religion or sexual identity are protected from harm in all its forms. All staff and volunteers have an equal responsibility to act on concerns, suspicions or disclosures that lead them to suspect or understand a child may be at risk of harm.

As part of our duty of care we also work to ensure that pupils and staff involved in safeguarding and child protection issues receive appropriate support. In line with Keeping Children Safe in Education 2022 we work with a range of partners and adhere to local practice guidance supported by The Stockport Safeguarding Children Partnership.

All staff, volunteers and sessional workers are required to adhere to our Code of Conduct (including the use of ICT and social media). All staff, volunteers and sessional workers understand what to do if there are concerns or allegations about any adult working or volunteering in our school during or outside of the normal school day.

**The procedures contained in this policy apply to all staff, volunteers, sessional workers, students, agency staff or anyone working** on behalf of Cheadle Catholic Infant School. We expect that this policy takes primacy over other agency policies when work is being delivered on this site and/or on our behalf, as we maintain a duty of care to all in our school community. Any expected exception to this must be named and negotiated ahead of work being undertaken. Colleagues from partner agencies who are **based** in our school adhere to school policies regarding reporting concerns, safer working practice and the use of ICT.

### **LANGUAGE:**

Safeguarding and promoting the welfare of children refers to the process of protecting children from maltreatment, preventing the impairment of children's health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and acting to enable all children to have the best life chances.

Early help refers to mechanisms 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.

Child protection refers to the activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Staff refers to all those working for or on behalf of the school in either a paid or voluntary capacity and will be used from this point on in this document.

Child refers to all children and young people who have not yet reached the age of 18.

Parent refers to birth parents and other adults who are in a parenting role including: step-parents, foster parents, carers and adoptive parents.

This policy has been divided into four key areas:

- Prevention
- Procedures and Record Keeping
- Safer Recruitment
- Additional information and sources of support

Additional materials are referenced or provided in the Appendices.

Detailed procedural guidance and additional references are available to all staff and governors here- [Greater Manchester Safeguarding Procedures](#) .

## **PREVENTION:**

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We will establish and maintain an ethos where:

Children feel safe and secure in an environment which allows them to learn and develop on a journey to achieving their full potential. We will educate and support our children in an inclusive, supportive non-judgemental environment.

Children understand that there are adults in the school whom they can talk to if worried, scared or facing difficulty. We will work hard to be a restorative staff team who actively listen and respond.

Staff development and awareness in respect of safeguarding is given the highest priority across the school to ensure we all fully understand and implement the national and local agenda. All our staff and volunteers are required to read Keeping Children safe in Education (KCSiE) Part 1 and other relevant documentation as directed. All staff are required to undertake annual safeguarding training, read materials provided and attend further training and update sessions

We deliver a broad, balanced and age appropriate PSHE (Personal, Social, Health & Economic) Education Programme, where children and young people acquire the knowledge, understanding and skills they need to manage their lives, now and in the future. It will support them to manage and assess risk effectively and develop the skills to recognise healthy and unhealthy relationships (both online and in the physical world); and where to find sources of support.

Children are supported in recognising risks in various forms including on the internet. They understand what kind of physical and *virtual* contact is acceptable and can recognise inappropriate pressure from others, including that which threatens their personal safety and well-being and give them strategies to counter this.

Staff feel empowered to share safeguarding concerns in a swift and timely way bringing them to the attention of the Designated Safeguarding Lead (DSL) or the Deputy DSLs. Accepting that safeguarding is the responsibility of all in our community, staff feel able to ask safeguarding questions and receive appropriate feedback following up on concerns as part of this shared responsibility to children. Concerns are recorded on Cpoms or on green incident forms which can be found in the staff room. All concerns raised are followed up with an action if needed.

Emerging issues and themes are proactively addressed and fed back to the Local Authority (LA) and Stockport Safeguarding Children Partnership (SSCP), via the Senior Advisor for Safeguarding in Education (SASE) to ensure a multi-agency awareness and that strategies are developed.

There is a clear approach to substance misuse (drugs and alcohol). Any issues of drugs and substance misuse are recorded and there are strategies to educate children appropriately delivered throughout the school and curriculum.

We use the mechanisms and services available to understand the range of issues which may make a child vulnerable and ensure children and young people receive the most appropriate support or referral and access to other provision; actively supporting multi agency planning for those children and, in doing so, providing information about the 'voice of the child' and the child's personal experiences and perspectives as evidenced by observations or information provided.

Our school's arrangements for consulting with, listening and responding to pupils are through:

- regular circle times
- resources such as worry bags and worry dolls
- daily check ins
- meet & greet time
- assemblies

Our school's arrangements for consulting with, listening and responding to parents are through:

- parent surveys
- questionnaires
- parent suggestion box
- parent's evenings
- staff emails
- phone calls
- staff available at the start and end of each day

There is a commitment to the continuous development of staff with regard to safeguarding training:

- All staff access training annually with regular updates across the academic year
- We undertake SSCP 'endorsed' Basic Awareness training and all new staff, as part of their induction, access safeguarding training within the first term of their employment/placement
- The Designated Lead and Deputy attends the SSCP DSL safeguarding training on bi-annual basis
- The Designated Safeguarding Lead, and Deputy attend the Designated Safeguarding Lead Network Meetings held each term, coordinated by the SASE, thereby enabling them to keep up to date with safeguarding practices and be aware of any concerns/themes emerging locally.

## **DEFINITIONS**

Staff are trained and supported to understand and recognise indicators of the types of abuse that some children experience and work to the following definitions:

All school staff are aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues may overlap with one another.

**Abuse**: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.

**Physical abuse**: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse**: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development.

It may involve conveying to a child 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 cyberbullying), 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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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

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

## **Complex Safeguarding**

Complex safeguarding is used to describe criminal activity (often organised) or behaviour associated to criminality, involving often vulnerable children where there is exploitation and/or a clear or implied safeguarding concern.

In Stockport domestic abuse has been included within this definition in acknowledgement of the similarities between the process of grooming and controlling victims of domestic abuse and those subject to complex abuse and the need for a specialist and sensitive approach to working with children and families at highest risk of all these areas of concerns to reduce risk and effect positive outcomes. Stockport family have agreed that the following areas are encompassed within complex safeguarding:

- Domestic Abuse including honour-based violence and forced marriage
- Child Sexual Exploitation (CSE)
- Serious Organised Crime – including Child Criminal Exploitation (CCE)
- Modern Slavery and Trafficking
- Female Genital Mutilation
- Radicalisation and Extremism

**Child Sexual Exploitation (CSE):** is a form of child sexual abuse, it involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts or money) as part of a grooming process. Ultimately, this results in them engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. All staff are alert to possible indicators and will raise concerns as appropriate.

Child Sexual Exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person into sexual activity (a) in exchange for something the victim needs or wants, 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. Child sexual exploitation does not always involve physical contact; it can occur through the use of technology.***

(Child Sexual Exploitation, DfE)

Children and young people who harm others (**also referred to as Peer-on peer abuse**):

We understand that safeguarding issues can manifest themselves via peer on peer abuse. This may include:

- bullying (including cyber bullying and prejudice-based behaviours),
- gender based violence/sexual assaults
- taking, collecting and sharing of naked or semi-naked images and upskirting.
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- initiating/hazing type violence and rituals

Staff are clear on our procedures with regards to peer on peer abuse and such matters are always taken seriously. In our school we have clear Golden Rules to follow. Any incidents are followed up immediately and not dismissed. Parents are involved in any and all sanctions/ actions are agreed.

Children who have displayed harmful behaviour and children who have been harmed are supported through use of:

- social stories
- Nurture groups
- BSS involvement
- Circle Times
- PSHE lessons

## **Sexual Violence and Sexual Harassment**

Sexual violence and sexual harassment can occur between two children of **any age and sex**. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing, and it may adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physically and verbally) **and are never acceptable**. It is important that **all** victims are taken seriously and offered appropriate support.

We understand that reports of sexual violence and sexual harassment are extremely complex to manage. We will not tolerate or accept such behaviour and recognise that it is essential that victims are protected, offered appropriate support and every effort is made to ensure their education is not disrupted. It is also important that other children, adult students and school and college staff are supported and protected as appropriate. We take reports of sexual harassment and sexual violence seriously and will always act to address reports and concerns we do this by:

- not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “young people being young people”;
- challenging behaviour (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia and flicking bras and lifting skirts. Dismissing or tolerating such behaviours risks normalising them
- understanding that all the above can be driven by wider societal factors beyond the school and college, such as everyday sexist stereotypes and everyday sexist language. Ensuring we have a whole school/college approach (especially preventative education).
- we will always make referrals as appropriate and ensure our staff are trained and informed of our approaches to this matter.

**For information on the sharing of naked images please refer to page 24.**

## **Contextual Safeguarding**

Safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between children outside the school. All staff, but especially the designated safeguarding lead (or deputy) should be considering the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child’s life that are a threat to their safety and/or welfare. Children’s social care assessments should consider such factors, so it is important that schools and colleges provide as much information as possible as part of the referral process. This will allow any assessment to consider all the available evidence and the full context of any abuse.

## **Early Help**

**Team around the School (also known as TAS)** is a meeting held every half term involving DSLs, the school age plus worker, the school social worker, school nurse, EWO and other professionals.

The meeting allows the DSLs to share observations and concerns with other professionals. This then allows them to identify together where a young person might need extra support.

**The objectives of the team around the school:**

On raising and discussing concerns, the meeting does not seek to judge young people or their families. Instead, the meeting looks to work always with a view to making things better. Where a pupil is already in the 'Team Around the Child' process, the concerns will be passed on to those professionals already involved.

**How are parents/carers involved?**

Where concerns are raised about a pupil, the lead professional will contact the parent/carer of the pupil to share information. The school may also refer into the Local Authority safeguarding team where it is felt a pupil is in danger / at risk of harm.

**How do we store information / notes from the meeting?**

All notes from the meeting are recorded on a secure template in line with school data protection protocols. Parents/carers have a right to view these notes on request.

**Opt-out**

Permission is always sought from parents before a child is discussed at a TAS. In certain circumstances, some parents/carers may feel uncomfortable with their son/daughter being discussed at a group meeting. If this is the case, parents/carers can request for their son/daughter to be removed from this process.



## **ROLES AND RESPONSIBILITIES**

### **Governance and leadership**

The governing body and leadership team have a strategic responsibility for our safeguarding arrangements and will comply with their duties under legislation. The governing body have regard to the KCSIE guidance and will ensure our policies, procedures and training is effective and complies with the law at all times.

The governing body will facilitate a whole school approach to safeguarding which involves everyone. They will ensure that safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development, so that all systems, processes, and policies operate with the best interests of the child at their heart.

The governing body are aware of their obligations under the Human Rights Act 1998, the Equality Act 2010, (including the Public Sector Equality Duty), and the local multi-agency safeguarding arrangements set out by the Stockport Safeguarding Children Partnership (SSCP).

The governing body and leadership team will ensure that there are policies and procedures in place to ensure appropriate action is taken in a timely manner to safeguard and promote children's welfare.

The headteacher will ensure that our child protection and safeguarding policies and procedures adopted by the governing body, are understood, and followed by all staff.

The headteacher will allocate sufficient time, training, support, and resources, including cover arrangements, when necessary, to enable the DSL and deputy to carry out their roles effectively, including the assessment of students and attendance at strategy discussions and other necessary meetings.

The headteacher will ensure that all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with confidential reporting/whistle blowing procedures.

The headteacher will ensure that students are provided with opportunities throughout the curriculum to learn about safeguarding, including keeping themselves safe online.

The headteacher will liaise with the Local Authority Designated Officer where an allegation is made against a member of staff and ensures that anyone who has harmed or may pose a risk to a child is referred to the Disclosure and Barring Service.

The headteacher will ensure any learning requirements following an allegation management review are implemented effectively and will work with LA Officers as needed such as the Senior Advisor for Safeguarding in Education.

The governing body will ensure an appropriate senior member of staff, from the school leadership team, is appointed to the role of designated safeguarding lead. The governing body and leadership team will ensure that the DSL is supported in their role and is provided with sufficient time so they can provide appropriate support to staff and children regarding any safeguarding and welfare concerns.

The school has a nominated governor ( **Joanna Kirk**) for safeguarding. The nominated governor will support the DSL and have oversight in ensuring that the school has an effective policy which interlinks with other related policies, that locally agreed procedures are in place and being followed, and that the policies are reviewed at least annually or more often when required.

### **Designated Safeguarding Lead (DSL)**

The school has appointed a member of the senior leadership team, as the Designated Safeguarding Lead (DSL). Pamela Glynn

The DSL has overall responsibility for the day-to-day oversight of safeguarding and child protection systems (including online safety) in school. Whilst the activities of the DSL may be delegated to the



deputies, the ultimate lead responsibility for safeguarding and child protection remains with the DSL and this responsibility will not be delegated.

The school has also appointed two Deputy DSLs who will have delegated responsibilities and act in the DSL's absence. Claire Lees & Debbie Dixon.

The DSL (and deputies) ensure there are robust systems to build an understanding of the presenting safeguarding needs of our children and young people. They retain oversight and will support and advise where there are safeguarding concerns. They will ensure an appropriate response is co-ordinated.

It is the role of the DSL to carry out their functions as identified in Annex C of KCISE 2022. This includes but is not limited to:

- Acting as the central contact point for all staff to discuss any safeguarding concerns
- Maintaining a confidential recording system for safeguarding and child protection concerns
- Coordinating safeguarding action and intervention for individual children
- When supporting children with a social worker or looked after children, the DSL should have the details of the child's social worker and the name of the virtual school/college head in the authority that looks after the child, with the DSL liaising closely with the designated teacher.
- Liaising with other agencies and professionals in line with KCSIE 2022 and WTSC 2018
- Ensuring that locally established procedures as put in place by the three safeguarding partners as part of the Stockport Safeguarding Children Partnership (SSCP) procedures, including referrals, are followed, as necessary.
- Representing the school at multi-agency safeguarding meetings (including child protection conferences), or ensuring appropriate representation
- Managing and monitoring the school role in any multi-agency plan for a child.
- Being available during school hours for staff in the school to discuss any safeguarding concerns.
- Helping promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing, or have experienced, with teachers and school leadership staff.
- Ensuring adequate and appropriate DSL cover arrangements in response to any closures and out of hours and/or out of term activities.
- Ensuring all staff access appropriate safeguarding training and relevant updates in line with the recommendations within KCSIE.
- Liaising with the headteacher to inform them of any safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Ensuring that the requirement for children to have an Appropriate Adult ([PACE Code C 2019](#)) is understood and observed at all times.

The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. Deputy DSLs will be trained to the same standard as the DSL. The DSLs' training will be updated formally at least every two years, but their knowledge and skills will be updated through a variety of methods at regular intervals and at least annually. This will include attending network events, reading updates and bulletins and engaging with the SSCP.

## Members of staff

All staff play a particularly important role in safeguarding as they are in a position to identify concerns early, provide help for children, promote children's welfare, and prevent concerns from escalating.

All members of staff have a responsibility to:

- provide a safe environment in which children can learn.
- be aware of the indicators of abuse and neglect so that they can identify cases of children who may need help or protection.
- know what to do if a child tells them that they are being abused, neglected, or exploited and understand the impact abuse and neglect can have upon a child.

- be able to identify and act upon indicators that children are, or at risk of developing mental health issues.
- be prepared to identify children who may benefit from early help.
- understand the early help process and their role in it.
- understand the school safeguarding policies and systems.
- undertake regular and appropriate training which is regularly updated.
- be aware of the local process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- know how to maintain an appropriate level of confidentiality.
- reassure children who report concerns that they are being taken seriously and that they will be supported and kept safe.
- act in line with Teachers' Standards 2012 which state that teachers (including headteachers) should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

Staff at Cheadle Catholic Infant School recognise that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as being abusive or harmful. This should not prevent staff from having professional curiosity and speaking to a DSL if they have any concerns about a child.

Staff at Cheadle Catholic Infant School will seek to build trusted relationships with children, young people and parents/carers which facilitate appropriate professional communication in line with existing and relevant policies, for example:

- E Safety Policy
- Parent Code of Conduct
- Respect Policy
- Intimate Care Policy
- Anti-Bullying Policy

Where a member of staff is concerned that a child is in immediate danger or is at risk of harm, they should report this to the Designated Safeguarding Lead, or their Deputy, **without delay**. A written record will be made of these concerns as immediately following the disclosure/concern being raised.

Where staff have conversations with a child who discloses abuse, they follow the basic principles:

- listen and remain calm
- never ask a child if they are being abused
- make a record of discussion to include time, place, persons present and what was said (child language – do not substitute words)
- advise you will have to pass the information on
- never take photographs of any injury
- never record a child
- never undress a child to physically examine them
- allow time and provide a quiet space for support
- At no time promise confidentiality to a child or adult.
- Details of conversations with professionals, family member so or other relevant parties will be made and recorded on CPOMS.

We will notify any Lead Social Worker if:

- a pupil subject to a Child Protection Plan (CPP) is excluded (fixed term or permanent)
- there is an unexplained absence of a pupil on a CPP of more than 2 days or 1 day following a weekend, or as agreed as part of a CPP
- if a child is missing and there is a need to follow Stockport's policy and any statutory guidance on Children Missing Education (CME)

- additional concerns arise

We understand that parents often hold key information about incidents, allegations or concerns therefore, **in the majority of situations; the Designated Safeguarding Lead or key staff member of school staff will speak to the parents and gain their consent** to discuss any matters with other relevant agencies. There will be very few instances where, to speak to the parents, could further endanger the child. In those situations, they would still consult/refer, but would have clearly recorded reasons as to why they had not gained parental consent.

### **The use of 'reasonable force'**

There are circumstances when it is appropriate for staff in schools to use reasonable force to safeguard children. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury. 'Reasonable' in these circumstances means 'using no more force than is needed'

Our school staff are trained in Team Teach- Care & Control by the Behaviour Support Service. We follow their guidance.

Further information regarding our approach and expectations can be found in our behaviour policy and is in line with the DfE '[Use of reasonable force in school/colleges](#)' guidance. **Note: Further advice can be accessed in Part Two of KCSIE.**

### **Students who harm each other (peer on peer abuse)**

We believe that all students have the right to be taught in a safe environment to enable them to optimise their learning and achievement. We expect all students to have respect for themselves and others and work to ensure everyone in our community feels safe, valued and supported. The school promotes the values of honesty, acceptance, inclusion and fairness within a caring, restorative and nurturing environment. From September 2021 we have included Relationships and Sex Education in the school timetable, in line with DfE guidance and the national curriculum.

Students at our school have a variety of needs, some being very complex. We aim to provide a high level of pastoral care and support for all students and encourage appropriate and cooperative behaviour.

### **SAFER USE OF THE INTERNET AND DIGITAL TECHNOLOGY (including Early Years provision)**

Cheadle Catholic Infant School recognises that in a modern learning environment, use of the Internet, multimedia devices and digital imaging facilities are part of everyday requirements. However, a child/young person's safety will remain the priority of the school.

All staff are aware that any items that have capability for use of the Internet or the creation of digital images (including mobile phones) must be used by children/young people under appropriate supervision and in accordance with the school's acceptable use policy.



acceptable user  
policy 2022.odt

If any such item that belongs to a member of staff is brought onto the school site, it is the responsibility of that staff member to ensure that these items contain nothing of an inappropriate nature and that they are used in line with school policy.

If there is any suspicion that any multimedia device or computer contains any images or content of an inappropriate nature it will be locked, secured and, the Head Teacher or DSL will be informed immediately and the steps laid out in this guidance and guidance for the sharing of naked images and or When to call the police- guidance for schools and colleges may be applied.

### **Use of mobile phones**

Mobile phones have a place in settings, especially on outings when they are often the only means of contact available to settings and can be helpful in ensuring children are kept safe.

We will:

- only use mobile phones appropriately, and ensure staff have a clear understanding of what constitutes misuse and know how to minimise the risk.
- ensure the use of a mobile phone does not detract from the quality of supervision and care of children.
- ensure all mobile phone use is open to scrutiny.
- ensure staff are vigilant and alert to any potential warning signs of the misuse of mobile phones.
- ensure staff are responsible for their own behaviour regarding the use of mobile phones and understand how to avoid putting themselves into compromising situations, which could be misinterpreted and lead to potential allegations.
- ensure the use of mobile phones on outings is included as part of the risk assessment, for example, how to keep personal numbers that may be stored on the phone safe and confidential.
- adhere to the school policy on the recording of images and the use of equipment -Name where this is to be found

### **Personal mobile phones**

To protect children, we will ensure that personal mobiles:

- are stored securely in stock cupboards and will be switched off whilst staff are on duty.
- are not used to take pictures of the children attending the setting or that images are not shared.
- will not be used to take photographs, video or audio recordings in our setting.
- are not used to contact parents or children –exception will only be by agreement with the SLT.

Visitors are not permitted to use mobile phones or other camera/ internet enabled devices without the express permission of the Headteacher.

### **Cameras: Photography and Images**

Most people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. However, due to cases of abuse to children through taking or using images, we must ensure that we have safeguards in place.

To protect children, we will:

- obtain parents' and carers' consent for photographs to be taken used for or published (for example, on our website or displays).
- ensure the school's designated cameras or ipads are only used in the school and any images taken will not be emailed as it may not be secure. (In some instances, it may be required to seek parental permission to email images, but the potential risks must be made clear to parents).
- ensure that children are appropriately dressed, and only use the child's first name with an image.
- ensure that personal cameras are not used to take photographs, video or audio recordings in our school without prior explicit consent from the school, for example, for a special event, such as a Christmas play.

- ensure that all images are stored securely, and password protected. Where images are stored the setting will register with the Information Commissioners Office (ICO), in accordance with data protection laws.
- ensure where professional photographers are used, we have taken appropriate steps such as DBS checks, references and parental consent prior to photographs being taken.
- ensure the use of cameras is closely monitored and open to scrutiny.

### **The sharing of nude or semi-nude pictures (SOMETIMES KNOWN AS SEXTING)**

In the latest advice for schools and colleges (UKCIS, 2020), 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 'pics' or similar.

The motivations for taking and sharing nude and semi-nude images, videos and live streams are not always sexually or criminally motivated.

Where staff members or others working in our setting become aware of the sharing of any such imagery the following steps should be taken.

#### **What to do if an incident comes to your attention**

**Report it to your Designated Safeguarding Lead (DSL) or equivalent immediately. Your setting's child protection policy should outline codes of practice to be followed.**

**Never** view, copy, print, share, store or save the imagery yourself, or ask a child to share or download – **this is illegal.**

If you have already viewed the imagery by accident (e.g. if a young person has showed it to you before you could ask them not to), report this to the DSL (or equivalent) and seek support.

**Do not** delete the imagery or ask the young person to delete it.

**Do not** ask the child/children or young person(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the DSL (or equivalent).

**Do not** share information about the incident with other members of staff, the young person(s) it involves or their, or other, parents and/or carers.

**Do not** say or do anything to blame or shame any young people involved.

**Do** explain to them that you need to report it and reassure them that they will receive support and help from the DSL (or equivalent).

Further advice can be found here:

[sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people](#)

### **Online Harms**

We recognise that technology can be a significant component in many safeguarding and wellbeing issues; children are at risk of abuse online from people they know (including other children) and from people they do not know; in many cases, abuse will take place concurrently via online channels and in daily life We take

steps to reduce these harms through our curriculum and the application of our policies and ensure staff know to be professionally curious about the online lives of our children.

## Cybercrime

We understand that children with particular skill and interest in computing and technology may inadvertently or deliberately stray into 'cyber-enabled' (crimes that can happen offline but are enabled at scale and at speed online) or 'cyber dependent' (crimes that can be committed only by using a computer/internet enabled device) cybercrime.

If staff are concerned that a child may be at risk of becoming involved in cyber-dependent cybercrime, the DSL or a deputy will be informed, and consideration will be given to accessing local support which aims to intervene when young people are at risk of committing, or being drawn into, low level cyber-dependent offences and divert them to a more positive use of their skills and interests.

Where there are concerns about 'cyber-enabled' crime such as fraud, purchasing of illegal drugs online, child sexual abuse and exploitation, or other areas of concern such as online bullying or general online safety, they will be responded to in line with the child protection and other appropriate policies.

See also- <https://www.gmp.police.uk/advice/advice-and-information/fa/fraud/online-fraud/cyber-crime-fraud/>

### **CYBER-BULLYING**

Cyber bullying is defined and covered in our anti-bullying policy.



Anti- Bullying Policy  
2021-22.doc

### **ONLINE & GAMING SAFETY**

The internet and internet gaming are enjoyed by many people and are often activities families can enjoy together. However, use of the internet and online games isn't without risk.

As part of our approach to online safety we will support pupils and their families in understanding the potential risks of online activity and how best to avoid them. We will work with parents and carers to support them in the following:

- understanding the appropriateness of games and apps
- location and access to information and resources for adults and pupils
- teaching e-safety in the curriculum
- offering parental information and advice sessions
- raising awareness of online grooming
- teaching our children how to report abuse or concerns

Parental advice is available here- [https://www.thinkuknow.co.uk/11\\_13/Need-advice/Gaming/](https://www.thinkuknow.co.uk/11_13/Need-advice/Gaming/)

In school we ensure that we have suitable filtering and monitoring systems in place, as described in Keeping children Safe and the Prevent Duty.

See our E-Safety Policy



child-friendly-e-saf  
ety-policy 2021-22.p

September 2022

## **Mental health and wellbeing**

KCSiE 2022 reminds us of the importance of understanding emotional wellbeing and mental health and the relevance of these to the safeguarding agenda.

. <https://cheadlecatholicinfantschoolcheshire.secure-primariesite.net/well-being/>

All staff recognise that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Staff are aware that children's experiences, for example where children have suffered abuse and neglect, or other potentially traumatic Adverse Childhood Experiences (ACEs), can impact on their mental health, behaviour, and education.

Staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

If staff are concerned about a child's mental health, they understand they must treat it as a safeguarding concern, immediate action should be taken by speaking to the DSL or a deputy.

## **Procedures & Record Keeping**

Cheadle Catholic Infant School will follow Greater Manchester Safeguarding Procedures in detail and adhere to any local guidance and policies from SSCP as required.

## **Sharing concerns**

### **How to raise concerns- pupils**

Pupils are taught from a very young age that if they feel they have been treated inappropriately they should tell a trusted adult. Children are taught during PSHE lessons and circle times

### **How to raise concerns about staff, visitors, contractors, volunteers and others**



Confidential  
Reporting 2022.doc

### **How to raise concerns- information for parents and visitors**



Complaints Policy  
2021.docx

## **Responding to child-on-child abuse and harm**

We take reports of sexual harassment and sexual violence seriously and will always act to address reports and concerns we do this by:

- not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “young people being young people”;
- challenging behaviour (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia and flicking bras and lifting skirts. Dismissing or tolerating such behaviours risks normalising them



- understanding that all the above can be driven by wider societal factors beyond the school and college, such as everyday sexist stereotypes and everyday sexist language. Ensuring we have a whole school/college approach (especially preventative education).
- We will always make referrals as appropriate and ensure our staff are trained and informed of our approaches to this matter.

For information on the sharing of naked images please refer to page 24.

## Dealing with disclosures

*If a child discloses that he or she has been abused in some way, the member of staff or volunteer should follow this guidance:*

- **Listen** carefully and actively to the child. You don't need to ask any questions.
- **Do not investigate.** If you need to clarify what is being said and whether the child is at risk, speak to your DSL. Tell the child that you will need to let Mrs Glynn, Mrs Dixon or Mrs Lees know in order for them to help.
- Don't ask 'why?' as this can imply guilt / responsibility on the child.
- **Reassure** the child that they have done the right thing in talking to you.
- **Never promise to keep a secret or confidentiality.** Make sure the child understands what will happen next with their information.
- **Record** factually what the child told you or what you have observed as soon as possible. Include behaviour and words used **by the child**. Failure to accurately record information or writing down your 'interpretation' of the child's account may impact future legal processes.
- If you have seen bruising, marks or an injury, use a **body map** to record details, include any of the comments made by the child/young person about the injury in your record of disclosure.
- **Report to the DSL quickly, it is important not to ask the child to retell their story but do not ask the child to repeat what they have told you to another staff member.**

Any information the child shared with you should remain confidential, you should only tell those who 'need to know'. *Dealing with a disclosure from a child and safeguarding issues can be stressful. Consider seeking support for yourself and discuss this with the DSL*

## Supervision and support

The induction process will include familiarisation with child protection responsibilities and procedures to be followed if members of staff have any concerns about a child's safety or welfare.

The school will ensure that members of staff who are working within the foundation stage are provided with appropriate supervision in accordance with the statutory requirements of Early Years Foundation Stage (EYFS) 2021.

The school will provide appropriate supervision and support for all members of staff to ensure that:

- All staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children
- All staff are supported by the DSL in their safeguarding role.
- All members of staff have regular reviews of their own practice to ensure they improve over time.

Any member of staff affected by issues arising from concerns for children's welfare or safety can seek support from the DSL.

The DSL will also put staff in touch with outside agencies for professional support if they so wish. Staff can also approach organisations such as their Union, Counselling, and welfare services.



## Whistleblowing/Confidential Reporting

**Safer culture-** As part of our approach to safeguarding, the School has created and embedded a culture of openness, trust, and transparency in which our values and expected behaviour as set out in our staff code of conduct/safer working practice are constantly lived, monitored and reinforced by all staff (including supply teachers, volunteers and contractors) and where all concerns are dealt with promptly and appropriately.

Staff are encouraged and should feel confident to self-refer, if they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards. This includes where concerns may be felt to be deliberately invented or malicious; such allegations are extremely rare and as such all concerns should be reported and recorded.

As part of our ongoing commitment to safeguarding we work to ensure we have a culture where everyone has a voice. All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school's safeguarding regime and know that such concerns will be taken seriously by the senior leadership team.

If there are concerns about a colleague, or any other adult in our setting then these should be shared with the Head, or the Deputy in their absence.

If there are concerns about the Head, then these should be shared with the Chair of Governors.



Whistleblowing  
Policy Nov 2021.doc

Our Whistleblowing policy can be found here

If a staff member feels unable to raise an issue within our setting, or feels that their genuine concerns are not being addressed, other whistleblowing channels are open to them:

General guidance on whistleblowing can be found on the staff shared area.

The NSPCC's what you can do to report abuse dedicated helpline is available as an alternative route for staff who do not feel able to raise concerns regarding child protection failures internally, or have anxiety about doing so- 0800 028 0285.

Where school/college has a statutory duty to refer to the Disclosure and Barring Service (DBS) it will do so ensuring that the LADO and the Senior Advisor for Safeguarding in Education are aware

### Recording concerns

All safeguarding concerns, discussions, decisions, and reasons for those decisions, will be recorded in writing on the school safeguarding Cpm system and passed without delay to the DSL. Our records will include a clear and comprehensive summary of any concerns, details of how concerns were followed up and resolved, and a note of any action taken, decisions reached and outcomes.

Blank Notes of Concern are also kept in the staffroom.

Records will be completed as soon as possible after the incident/event, using the child's words, and will be signed and dated by the member of staff. Child protection records will record facts and not personal opinions. A body map will be completed if visible injuries have been observed.

If there is an immediate safeguarding concern the member of staff will consult with a DSL before completing the form as reporting urgent concerns takes priority.

If members of staff are in any doubt about recording requirements, they will discuss their concerns with the DSL.

Child protection records will include a clear and comprehensive summary of the concern, details of how the concern was followed up and resolved and details regarding any action taken, decisions reached and the outcome.

Child protection records will be kept confidential and stored securely. Child protection records will be kept for individual children and will be maintained separately from all other records relating to the child in the school. Child protection records are kept in accordance with data protection legislation and are retained centrally and securely by the DSL.

All child protection records will be transferred in accordance with data protection legislation to the child's subsequent school, under confidential and separate cover as soon as possible; within 5 days for an in-year transfer or within the first 5 days of the start of a new term. Child protection files will be transferred securely to the new DSL, separately to the child's main file, and a confirmation of receipt will be obtained.

In addition to the child protection file, the DSL will also consider if it would be appropriate to share any information with the DSL at the new school or college in advance of a child leaving, for example, information that would allow the new school or college to continue to provide support.

Where the school receives child protection files from another setting, the DSL will ensure key staff such as the Special Educational Needs Co-Ordinator and Deputy Headteacher, will be made aware of relevant information as required.

Where a pupil joins the school and no child protection files are received, the DSL will proactively seek to confirm from the previous setting whether any child protections exist for the pupil, and if so, if the files have been sent.

The school ensures that safeguarding information, including Child Protection information, is stored and handled in line with the principles of the Data Protection Act 2018 and General Data Protection Regulation (GDPR) ensuring that information is:

- used fairly and lawfully
- for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than necessary
- handled according to people's data protection rights
- kept safe and secure

There is always a DSL available who has the necessary seniority and skills, has undertaken appropriate safeguarding training, and is given the time to carry out this important role.

This safeguarding policy is updated annually or in line with any new DfE guidance (as required).

In the case of child protection referral, the DSL will contact MASSH immediately (alongside any other emergency or support services that may be required).

In the case of poorly explained serious injuries / injuries causing concern or where behaviour or concerns arouse suspicion or if in any doubt, the Designated Safeguarding Lead should contact the MASSH for advice.

The DSL will keep written (electronically or by hand), signed, timed and dated records detailing any disclosures and action taken as near to the time of disclosure as possible even when no investigation is undertaken; should the MASSH agree to initiate a referral verbally a Child Protection Referral Form will still be required within 24 hours.

Allegations are always shared directly with the Head. Where an allegation of abuse is made against any member of staff/ volunteer, deputy or designated safeguarding person, the Headteacher will speak with the Designated Officer (DO) at the Safeguarding Children Unit to discuss the next steps.

If the allegation is against the Head, the Chair of Governors should be contacted immediately, and s/he seek advice from the DO. If the allegation is against both Head and Chair, then the DO should be contacted directly. No member of staff will conduct their own investigation or pass on information to the alleged perpetrator. Professionals can contact the DO directly if they feel it is more appropriate to do so.

It is important to note that it is part of a professional's duty to report safeguarding issues, without the expectation of anonymity. Safeguarding and whistleblowing should not be confused. "Safeguarding" refers to reporting concerns designed to protect children from harm and acting to enable all children to have the best outcomes. In contrast "whistleblowing" describes the disclosure of concerns regarding a danger or illegality that has a public interest, usually because it threatens others or impacts on public funds. All members of staff are aware of the school/college Whistleblowing procedure and are aware of their duty to report concerns about the conduct of a colleague that could place a child at risk.

**School staff can also contact the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection processes - 0800 028 0285.**

Where school has a statutory duty to refer to the Disclosure and Barring Service (DBS) it will do so ensuring that the DO and the Senior Advisor for Safeguarding in Education are aware.

### **Children Missing Education**

Under section 175 of the Education Act 2002 we have a duty to investigate any unexplained absences. At Cheadle Catholic Infant School we follow Stockport's procedures for dealing with children that go missing from school - missing-from-school, and adhere to the guidance set out by the DfE-Children Missing Education - Statutory guidance. All staff are aware that children going missing, particularly repeatedly, are potentially vulnerable to harm including abuse and neglect, such as sexual abuse or exploitation and child criminal exploitation. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage.

We also ensure that we are rigorous in our attendance procedures; these are outlined in our attendance policy. Where a child's destination is unknown when they have left our school, we ensure we carry out all necessary checks and refer them as a child missing from education.

### **Elective Home Education (EHE).**

Where a parent/carer expresses their intention to remove a child from school with a view to educating at home, we will respond in line with Elective Home Education – national guidance and local Stockport guidance. We will work together with parents/carers and other key professionals and organisations to ensure decisions are made in the best interest of the child.

### **Searching and Screening**

Following a concern about a child's safety or welfare, the searching and screening of children and confiscation of any items, including any electronic devices, will be managed in line with the school/college behaviour policy and/or 'Searching, Screening and Confiscation' policy which is informed by the DfE 'Searching, screening and confiscation at school' guidance.

The designated safeguarding lead (or deputy) will be informed of any searching incidents, this will be done as a matter of urgency where the member of staff has reasonable grounds to suspect a pupil was in possession of a prohibited item/s such as:

- knives and weapons
- alcohol
- illegal drugs
- stolen items

or any article that the member of staff reasonably suspects has been, or is likely to be used:

- to commit an offence,
- to cause personal injury to, or damage to property of; any person (including the pupil)
- an article specified in regulations
- tobacco and cigarette papers
- fireworks
- pornographic images

Staff members should also involve the designated safeguarding lead (or deputy) without delay if they believe that a search has revealed a safeguarding risk.

**Advice from the Head and or DSL will be sought if it is thought a police search is required.**

The headteacher and DSL are aware of the requirement for children to have an Appropriate Adult (PACE Code C 2019) where there is a need for detention, treatment and questioning by police officers and will respond to concerns in line with our school behaviour policy, which is informed by the DfE 'Searching, screening and confiscation at school' guidance.

## SUPPORTING VULNERABLE PUPILS

The school will endeavour to support vulnerable pupils through:

- Its ethos and culture which promotes a positive, supportive and secure environment; giving pupils a sense of being valued
- Its behaviour policy - aimed at supporting vulnerable pupils in school. All staff will agree a consistent approach, working to support children in developing positive behaviour
- our Team Around the School (TAS) partnership
- liaison with other appropriate agencies which support the pupil
- developing supportive relationships
- recognition that children living in difficult home environments are vulnerable and need support and protection
- monitoring pupil welfare, keeping accurate records and notifying appropriate agencies when necessary
- ensuring designated safeguarding staff and their team have the opportunity to attend face to face SSCP training and network updates. (For example, Network events, child sexual exploitation, domestic violence, drugs / alcohol substance misuse, Female Genital Mutilation-FGM, etc.)
- ensuring information is transferred safely and securely when a pupil with a child protection record moves to another school. Also notifying Key Workers or Social Workers where a child leaves the school (as appropriate)

### **Children with special needs and disabilities**

We ensure that staff have knowledge and understanding of the additional barriers which can exist when recognising abuse and neglect in children with special needs/disabilities.

These barriers **can** include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- children with SEN and disabilities being disproportionately impacted by things like bullying - without outwardly showing any signs; and communication barriers and difficulties in overcoming these barriers

We regularly review our training and practice to enable staff to respond to these specific needs.

### **EARLY IDENTIFICATION RECOGNISING AND RESPONDING TO SAFEGUARDING NEEDS**

The school acknowledges the findings of Serious Case Reviews, local learning reviews and audits. Findings are shared with all staff as part of a culture of improvement and learning. The DSL ensures s/he has information from SSCP in relation to learning reviews and ensures this information is passed on to staff to promote improvement in respect of safeguarding. As part of our ongoing culture of vigilance and development we will share learning and responses from any other relevant issues to ensure we are offering the safest environment for our pupils and staff.

All staff have seen and understand the Stockport Levels of Need document and know how to pass on any concerns no matter how 'small or low level' they seem. In accordance with local and national guidance all staff receive regular training and updates to help them identify when a child is vulnerable. We ensure that the most appropriate referrals are made in a timely manner. We seek to work in a transparent way with our families and where appropriate will share our concerns directly with parents and indicate possible routes of support. We actively support multi agency approaches when supporting children and families. We do this based on an awareness that early help and intervention can prevent future escalation of any presenting issues. We aim to provide information from the child's point of view in the context of their lived experience as evidenced by observations or information provided. Where staff have concerns, they will always alert the DSL.

In school staff are trained and support each other to identify and respond to:

September 2022

- Neglect
- Drug/substance/alcohol misuse (both pupil and parent)
- Child sexual exploitation / trafficked children
- Children missing education
- Domestic abuse
- Peer relationship abuse
- Child-on-child
- Children at risk of radicalisation
- Emotional wellbeing & mental health
- Sexual health needs
- Obesity/malnutrition
- Online grooming
- Inappropriate behaviour of staff towards children
- Self-Harm
- Bullying in its various forms
- Discrimination in its various forms
- Female Genital Mutilation
- Forced Marriage
- Young carers
- The potential additional needs of some learners such as- Children Looked After (CLA), children who are care experienced, those who have Special Educational Needs or Disabilities (SEND) and children whose families are seeking asylum.
- How an Education Health Care (EHC) plan links with other safeguarding processes

**The DSL and their deputy are member(s) of the school senior leadership team.** In line with local and national guidance they receive regular training and updates to equip them with the skills and knowledge to deliver in this role. A DSL is always available to offer advice and support to school staff when school is open including before and after school activity or for trips and visits.

School staff contribute to assessments and actively support multi- agency planning for children. Staff have an understanding of the Stockport Early Help Assessment (EHA) and Intervention model and make decisions based on a child's development needs, parenting capacity and family & environmental factors to support referrals.

We use the Stockport Levels of Need document to inform our decision making.

In contributing to meetings, in addition to information about the child's academic functioning, the school provides information about the 'voice of the child' and the child's experiences of life as evidenced by observations or information provided through the multi-agency forum.

Our school operates a ***Team around the school model*** (TAS).

### **EXTREMISM AND RADICALISATION**

Cheadle Catholic Infant School seeks to protect children and young people from the influences of all violent extremism including, but not restricted to;

- Extremist Far Right / Neo Nazi / White Supremacist ideology
- Islamic extremist ideology
- Irish Nationalist and Loyalist paramilitary groups
- Extremist animal rights movements.

The current threat from terrorism and extremist groups in the United Kingdom may include the exploitation of vulnerable people. Groups may seek to influence vulnerable children and involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation.

Cheadle Catholic Infant School is clear that where there is concern in respect of exploitation of this kind it will be treated as safeguarding concern. We are aware of the duties placed on us under section 26 of the Counter-Terrorism and Security Act 2015- prevent-duty-departmental-advice

Prevention work and reductions of risks will include the SMSC, PSHE curriculum, SEND policy, integration of pupils by gender and SEN, the application of the anti-bullying policy and a commitment to building and maintaining an inclusive and fair school environment and community.

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## **OTHER SPECIFIC SAFEGUARDING ISSUES**

**Domestic abuse/violence:** In our school we believe that all our pupils have the right to be safe at school and in their own homes. We are aware that some children may be living in situations where they are directly or indirectly affected by incidents of domestic abuse or violence. Where we are concerned that domestic abuse or violence is present in the home, we will follow our safeguarding and domestic abuse processes.

We are an **Operation Encompass School**. We receive information from the Police informing us of domestic abuse incidents relating to the circumstances of children and young people on our roll. Based on the information received our trained staff will make informed decisions on how best to support children and their families.

So Called Honour Based Violence (HBV) including Forced Marriage (FM): Our staff have been trained to understand honour-based violence and forced marriage; they are alert to possible indicators. They are aware that forced marriage is an entirely separate issue from arranged marriage; that it is a human rights abuse and falls within the Crown Prosecution Service definition of domestic violence and that HBV and FM can affect both young men and women.

As a school we would never attempt to intervene directly; where this is suspected, nor would we speak to parents before sharing our concerns with appropriate agencies.

**Female Genital Mutilation (FGM):** All Members of our school community are alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. They have been made aware of potential indicators that a child or young person may be at risk of FGM and will act accordingly on any concerns or disclosures. We will also follow national guidance on mandatory reporting requirements.

**Breast Ironing:** Staff have been made aware of an act of abuse performed on young girls (from around the age of 9 years old) in which their breasts are ironed, massaged and/or pounded, burned with heated objects or covered with an elastic belt to prevent or delay the development of their breasts. Where such abuse is suspected, or disclosed staff will follow safeguarding and child protection systems.

### **The criminal exploitation of children**

The criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs.

**Human trafficking** is defined by the United Nations, in respect of children, as "the recruitment, transport, transfer, harbouring or receipt of a person by such means as threat or use of force or other forms of coercion, of abduction, of fraud or deception for the purpose of exploitation." **Any** child transported for exploitative reasons is considered to be a trafficking victim.



As a school we are alert to the possible indicators both for our children and their families. Any concerns will be reported using our safeguarding and child protection processes. In addition to Greater Manchester guidance we also refer to Criminal exploitation of children and vulnerable adults: County Lines.

## **Serious Youth Violence**

Serious youth violence (including Knife crime) has a huge impact on children and the communities in which they live. It is a societal problem and it cannot be tackled by schools or single agencies alone.

In our school we will seek to support, help and protect children on the school site, and to teach our children/young people about the dangers of weapons/knives and other related dangers. We understand that violence and knife crime do not exist in a vacuum and children who are victims or perpetrators may also be experiencing multiple vulnerabilities. If we become aware that a child or young person is vulnerable, we will use the most appropriate interventions and pathways to address these needs such as; completing an Early Help Assessment, Child protection referral or support from Stockport Youth Offending Service.

## **Exceptional Circumstances (closures, partial closures, home learning)**

At Cheadle Catholic Infant School if we find that there is a need to close or partially close the school and offer home learning, we will ensure that any communication, information sharing, and the use of online learning platforms is in line with privacy and data protection requirements.

All communication with pupils, parents and carers will take place using school communication systems; for example, school email accounts, phone systems and agreed platforms: Seesaw. **Should exception be required this will be with permission of the Headteacher.**

There is an expectation that staff and pupils will engage with home learning by adhering to the principles described in our existing staff code of conduct, pupil behaviour policy and online acceptable behavior policies. Where we have issued additional guidance in relation to online working, this will be circulated via school systems and staff will be advised accordingly.

Information on who will deliver sessions, along with lesson content and any sites children may be asked to visit as part of their studies will be shared with parents and carers. Parents/carers will be asked to ensure children are supervised in line with our home school distance learning agreement-

In making our arrangements we will be cognisant of Safeguarding and remote education during coronavirus (COVID-19)

## **Site safety & security**

We take the safety of staff and pupils seriously and have in place a range of measures to protect and promote the wellbeing of all on site. This includes controlled access to our premises such as; undertaking appropriate checks, signing visitors in and out and issuing guidance on acceptable conduct on site.

We follow the Government Guidance of November 2019 -school-and-college-security and have a site security policy in place, which is known by staff and is overseen by our caretaker Phil Roberts. For further details see our Health and Safety policy.



Health, Safety &  
Welfare Policy 2022.



## SAFER RECRUITMENT AND SAFER WORKING PRACTICE

The school pays full regard to part three of DfE guidance 'Keeping Children Safe in Education' 2021 and with reference to the 'Position of Trust' offence (Sexual Offences Act 2003). We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult.

We do this by:

Operating safer recruitment practices including appropriate Disclosure and Barring Service (DBS) and reference checks, verifying identity, academic and vocational qualifications, obtaining professional references, checking previous employment history and ensuring the person has the right to work in the UK. Our practices also include undertaking interviews and checking if individuals are barred or prohibited from working with children in accordance with DBS and Department for Education (DfE) guidance. In line with statutory guidance, we maintain a single central record to evidence checks completed for staff and volunteers working in the school/college community. This document is reviewed termly by a member of the SLT.

- All members of staff are required to work within our clear guidelines on safer working practice as outlined in the staff code of conduct.



staff Code of  
Conduct Policy Sept

- The DSL will ensure that all staff and volunteers (including agency and third-party staff) have read our Safeguarding and child protection policy and are aware of the school expectations regarding safe and professional practice via the staff code of conduct and Acceptable User Policy (AUP).



acceptable user  
policy 2022.odt

- Staff will be made aware of the school behaviour management and physical intervention policies. Staff will manage behaviour effectively to ensure a good and safe educational environment and will have a clear understanding of the needs of all children. Any physical interventions and/or use of reasonable force will be in line with our agreed policy and procedures, and national guidance.



Behaviour Policy  
2022-23.pdf



Care and Control  
Policy 2021.pdf

- All staff will be made aware of the professional risks associated with the use of social media and electronic communication (such as email, mobile phones, texting, social networking). Staff will adhere to relevant school policies including staff code of conduct, mobile phone policy and Acceptable User Policy

Every volunteer and member of staff (including supply staff and those contracted to deliver sports or other activities such as counselling) has a 'safeguarding induction' and we ensure that staff and volunteers always adhere to a published code of conduct and other relevant professional standards. This extends to before and after school activities. Staff and visitors are aware of the requirements in respect of phone usage, camera enabled devices, social media and on-line conduct. Other professionals and visitors to our school are made aware of the requirement and expectations we have in respect of safeguarding our children including the use of mobile and camera enabled devices.

Our commitment to safer recruitment continues post appointment, we ensure that:

- any disciplinary proceedings against staff related to safeguarding and child Protection matters are concluded in full in accordance with Government guidance "Keeping Children Safe in Education 2021" and SSCP, DO and HR Policy, procedures and guidance.
- all staff and other adults on site are aware of the need for maintaining appropriate and professional boundaries in their relationship with pupils and parents, following the Code of Conduct.
- adequate risk assessments are in place including extended school/ wrap around provision, volunteers, work placements and holiday activities (directly related to school).
- staff are clear how to raise a concern, and where, when appropriate, to find 'whistleblowing' policies. They are also confident of how to report concerns of misconduct.
- all staff are required to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting).
- anyone using our buildings is required to evidence that they have adequate safeguarding arrangements in place as described in KCSiE 2021, paras 155-156
- supply teachers are informed of expectations regarding behaviour and behaviour management. Any concerns relating to supply teachers or others will be passed to the DO and or others as required. NB Whilst the placing Teaching Agency is responsible for the investigation, the referring school will be expected to assist with this process

More detailed information can be found by visiting [Greater Manchester Safeguarding Procedures-allegations management](#)

### Concerns that do not meet the 'harm threshold' (low level concerns)

In some cases, we may still need to take action in response to 'low-level' concerns about staff. Additional information regarding low-level concerns is contained with our low-levels concerns policy – this includes what a low-level concern is, the importance of sharing them and the confidential procedure to follow when sharing them.



Low Level Concern  
2022a.docx

We strive to build an open and transparent culture in which concerns about **any** adults working in or on behalf of the school are dealt with promptly and appropriately; this enables us to identify inappropriate, problematic, or concerning behaviour early, minimise the risk of abuse and ensure that adults working in or on behalf of the school are clear about and act within appropriate professional boundaries, and in accordance with our ethos and values.

- A 'low-level' concern does not mean that it is insignificant; a low-level concern is any concern that an adult working in or on behalf of the school may have acted in a way that is inconsistent with our staff code of conduct, including inappropriate conduct outside of work

and does not meet the 'harm threshold' or is otherwise not serious enough to consider a referral to the LADO.

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

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It is crucial that all low-level concerns are shared responsibly, recorded, and dealt with appropriately to protect staff from becoming the subject of potential false low-level concerns or misunderstandings.

Low-level concerns should be shared confidentially in line with our low levels concern policy and code of conduct to Pamela Glynn ( HT & DSL).

Where low-level concerns are reported to the school, the headteacher will be informed of all low-level concerns and is the ultimate decision maker in respect of the response to all low-level concerns.

- The headteacher will share concerns and liaise with the LADO
- Low-level concerns shared about supply staff and contractors will be shared with their employers so any potential patterns of inappropriate behaviour can be identified.
- If the school is in any doubt as to whether the information which has been shared about a member of staff as a low-level concern in fact meets the harm threshold, we will consult with the LADO or the SASE.

Low-level concerns will be recorded in writing and reviewed so potential patterns of concerning, problematic or inappropriate behaviour can be identified.

- Records will be kept confidential and will be held securely and retained and in compliance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR) and other relevant policies and procedures (for example data retention policies).
- Where a pattern is identified, the school will implement appropriate action, for example consulting with the LADO or the SASE and following our disciplinary procedures.

### **Staff learning and development:**

Learning about safeguarding is given an essential part of staff development at Cheadle Catholic Infant School. We are committed to building knowledge and expertise and to ensuring strong internal capacity through performance management and continuous personal development. The senior leadership team ensure that all staff regularly undertake a comprehensive range of learning to promote safe practice in classrooms, around the school and off site.

All new staff to the school has a comprehensive induction, this includes reading and understanding:

- Information sharing: advice for practitioners who are providing safeguarding services
- Part one and Annex A of 'Keeping children safe in education 2022.'
- School Behaviour Policy
- Staff Code of Conduct
- This Safeguarding & Child Protection Policy
- 'What to do if you're worried a child is being abused' guidance
- Safer Working Practice Document

Designated staff are trained in specialist areas of work, such as:

- Designated Safeguarding Lead
- Mental Health Leader
- Designated Teacher for Looked After Children

A variety of learning materials on safeguarding are made available in school to ensure staff continually develop their understanding and practice around safeguarding, these include:

- Annual update training
- SSP Multi-Agency Learning and Development Programme
- Leaflets
- Mentoring
- Online learning
- The sharing of materials detailing referral processes and key topic
- Staff handbook
- Standing agenda item staff meetings
- In-house training

All learning and training are documented which also helps us map learning needs across the staff team for further development. A checklist is used as part of the induction process, and thereafter in the performance management process to ensure all compulsory learning has taken place.

All training events are offered out to all volunteers working in school and the governing body, to ensure they too have the opportunity to understand the processes and practices as they apply in the school.

As and when required, other external agencies may be consulted to assist with staff learning and development.

## **Working in our school- practice & expectations**

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### **Staff awareness, induction, and training**

All members of staff have been provided with a copy of part one of 'Keeping Children Safe in Education' 2022 which covers safeguarding information for staff.

- School leaders, including the DSL will read KCSIE in its entirety.
- School leaders and all members of staff who work directly with children will read annex B.
- All members of staff have signed to confirm that they have **read and understood** the national guidance shared with them. This is recorded on a file in the HT office and on CPoms.

All new staff and volunteers (including agency and third-party staff) receive safeguarding and child protection training (including online safety), including information to ensure they are aware of the school internal safeguarding processes, as part of their induction. This is done by:

- Training led by the HT
- Reading safeguarding documents

This training is regularly updated and is in line with advice from the safeguarding partners.

All governors and trustees receive appropriate safeguarding and child protection (including online safety) training at induction. This training equips them with the knowledge to provide strategic challenge to test and assure that our safeguarding policies and procedures are effective and support the delivery of a robust whole school approach to safeguarding. This training is regularly updated.

All staff members (including agency and third-party staff) will receive appropriate child protection training (including online safety) to ensure they are aware of a range of safeguarding issues. This training will be updated at least annually through Inset & Twilight training.

Online safety training for staff will be integrated, aligned, and considered as part of the whole school safeguarding approach and wider staff training and curriculum planning

In addition to specific child protection training, all staff will receive regular safeguarding and child protection updates, at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. This will be achieved through Inset, twilights, weekly briefing meetings and staff meetings.

Cheadle Catholic Infant School recognises the expertise staff build by undertaking safeguarding training and from managing safeguarding concerns on a daily basis and staff are encouraged to contribute to and shape Cheadle Catholic Infant School safeguarding arrangements and child protection policies via input from knowledgeable and experienced staff, inviting input at staff meetings.

The DSL and headteacher will provide an annual report to the governing body/proprietor detailing safeguarding training undertaken by all staff and will maintain an up-to-date record of who has been trained

### **OTHER RELATED POLICIES:**

The school takes safeguarding seriously and understands this policy is over- arching. The school also maintains other linked policies in line with the legislative requirements; together these make up the suite of policies to safeguard and promote the welfare of children in this school.

- Attendance Policy
- Data Protection
- Staff Code of Conduct
- Pupil Behaviour Policy
- Acceptable User Policy
- Intimate Care Policy

## APPENDICES



**The staff and volunteers in our school are committed to safeguarding all our children**

We work to:

- provide a safe environment for our children
- support children and families using early intervention strategies
- notice and take appropriate action to help any of our children who are either at risk of, or are suffering from, significant harm

**Our Designated Safeguarding Lead is:  
Pamela Glynn (Headteacher)**



**Our Deputy Designated Safeguarding Leads are :**

**Claire Lees  
(Deputy  
Headteacher)**



**Deborah Dixon  
(SENCO)**



**If you have any concerns about the welfare of any of our children, you can report them to the above-named persons.**

**Staff and volunteers must record their concerns on CPoms or a note of concern form and include a physical injury/body map where appropriate**

**These should be passed to the Designated Safeguarding Lead immediately**

Further Advice and guidance can also be sought from

The Safeguarding Unit 0161 474 5657

## USEFUL LINKS, FURTHER ADVICE AND GUIDANCE

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### Local Guidance

Greater Manchester Safeguarding Procedures- follow the link and search key words.

Stockport Suicide Prevention

Stockport Early Help Assessment

Information Sharing and Team Around the School

Information Governance

Levels of Need (PLEASE NOTE THIS ITEM IS DUE TO BE UPDATED)

### Professional standards

Teachers standard information.pdf

The-7-principles-of-public-life

National-standards-of-excellence-for-headteachers

### NSPCC 'Report Abuse in Education' Helpline

- 0800 136 663 or help@nspcc.org.uk

### National Organisations

- NSPCC: www.nspcc.org.uk
- Barnardo's: www.barnardos.org.uk
- Action for Children: www.actionforchildren.org.uk
- Children's Society: www.childrenssociety.org.uk
- Centre of Expertise on Child Sexual Abuse: www.csacentre.org.uk

### Support for Staff

- Education Support Partnership: www.educationsupportpartnership.org.uk
- Professional Online Safety Helpline: www.saferinternet.org.uk/helpline
- Harmful Sexual Behaviour Support Service: https://swgfl.org.uk/harmful-sexual-behaviour-support-service

### Support for pupils/students

- ChildLine: www.childline.org.uk
- Papyrus: www.papyrus-uk.org
- The Mix: www.themix.org.uk
- Shout: www.giveusashout.org
- Fearless: www.fearless.org
- Victim Support: www.victimsupport.org.uk

### Support for Adults

- Family Lives: www.familylives.org.uk
- Crime Stoppers: www.crimestoppers-uk.org
- Victim Support: www.victimsupport.org.uk

- The Samaritans: [www.samaritans.org](http://www.samaritans.org)
- NAPAC (National Association for People Abused in Childhood): [www.napac.org.uk](http://www.napac.org.uk)
- MOSAC: [www.mosac.org.uk](http://www.mosac.org.uk)
- Action Fraud: [www.actionfraud.police.uk](http://www.actionfraud.police.uk)
- Shout: [www.giveusashout.org](http://www.giveusashout.org)

## Support for Learning Disabilities

- Respond: [www.respond.org.uk](http://www.respond.org.uk)
- Mencap: [www.mencap.org.uk](http://www.mencap.org.uk)
- Council for Disabled Children: <https://councilfordisabledchildren.org.uk>

## Contextual Safeguarding Network

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

## Resilience Hub

[Greater Manchester Resilience Hub](#)

## Substance Misuse

- MOSAIC-MOSAIC Drug and Alcohol Services
- Talk to Frank: [www.talktofrank.com](http://www.talktofrank.com)

## Domestic Abuse

- Domestic abuse services: [www.domesticabuseservices.org.uk](http://www.domesticabuseservices.org.uk)
- Refuge: [www.refuge.org.uk](http://www.refuge.org.uk)
- Women's Aid: [www.womensaid.org.uk](http://www.womensaid.org.uk)
- Men's Advice Line: [www.mensadvice.org.uk](http://www.mensadvice.org.uk)
- National Domestic Abuse Helpline: [www.nationaldahelpline.org.uk](http://www.nationaldahelpline.org.uk)
- Respect Phoneline: <https://respectphoneline.org.uk>

## Criminal and Sexual Exploitation

- National Crime Agency: [www.nationalcrimeagency.gov.uk/who-we-are](http://www.nationalcrimeagency.gov.uk/who-we-are)
- It's not okay: [www.itsnotokay.co.uk](http://www.itsnotokay.co.uk)
- NWG Network: [www.nwgnetwork.org](http://www.nwgnetwork.org)
- County Lines Toolkit for Professionals:  
[www.childrenssociety.org.uk/information/professionals/resources/county-lines-toolkit](http://www.childrenssociety.org.uk/information/professionals/resources/county-lines-toolkit)

## Honour Based Abuse

- Karma Nirvana: <https://karmanirvana.org.uk>
- Forced Marriage Unit: [www.gov.uk/guidance/forced-marriage](http://www.gov.uk/guidance/forced-marriage)
- FGM Factsheet:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/496415/6\\_1639\\_HO\\_SP\\_FGM\\_mandatory\\_reporting\\_Fact\\_sheet\\_Web.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/496415/6_1639_HO_SP_FGM_mandatory_reporting_Fact_sheet_Web.pdf)
- Mandatory reporting of female genital mutilation: procedural information:  
[www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information](http://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information)
- The right to choose - government guidance on forced marriage:  
[www.gov.uk/government/publications/the-right-to-choose-government-guidance-on-forced-marriage](http://www.gov.uk/government/publications/the-right-to-choose-government-guidance-on-forced-marriage)



## Peer on Peer abuse, including bullying, sexual violence and harassment

- Rape Crisis: <https://rapecrisis.org.uk>
- Brook: [www.brook.org.uk](http://www.brook.org.uk)
- Upskirting – know your rights: [www.gov.uk/government/news/upskirting-know-your-rights](http://www.gov.uk/government/news/upskirting-know-your-rights)
- Lucy Faithfull Foundation: [www.lucyfaithfull.org.uk](http://www.lucyfaithfull.org.uk)
- Stop it Now! [www.stopitnow.org.uk](http://www.stopitnow.org.uk)
- Parents Protect: [www.parentsprotect.co.uk](http://www.parentsprotect.co.uk)
- Anti-Bullying Alliance: [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)
- Diana Award: [www.antibullyingpro.com/](http://www.antibullyingpro.com/)
- Bullying UK: [www.bullying.co.uk](http://www.bullying.co.uk)
- Kidscape: [www.kidscape.org.uk](http://www.kidscape.org.uk)

## Online Safety

- NCA-CEOP: [www.ceop.police.uk](http://www.ceop.police.uk) and [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- Internet Watch Foundation (IWF): [www.iwf.org.uk](http://www.iwf.org.uk)
- Childnet: [www.childnet.com](http://www.childnet.com)
- UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- Report Harmful Content: <https://reportharmfulcontent.com>
- Marie Collins Foundation: [www.mariecollinsfoundation.org.uk](http://www.mariecollinsfoundation.org.uk)
- Internet Matters: [www.internetmatters.org](http://www.internetmatters.org)
- NSPCC: [www.nspcc.org.uk/online-safety](http://www.nspcc.org.uk/online-safety)
- Get Safe Online: [www.getsafeonline.org](http://www.getsafeonline.org)
- Parents Protect: [www.parentsprotect.co.uk](http://www.parentsprotect.co.uk)
- Cyber Choices: <https://nationalcrimeagency.gov.uk/what-we-do/crime-threats/cyber-crime/cyberchoices>
- National Cyber Security Centre (NCSC): [www.ncsc.gov.uk](http://www.ncsc.gov.uk)

## Mental Health & Emotional Wellbeing

- Mind: [www.mind.org.uk](http://www.mind.org.uk)
- Kooth- <https://www.kooth.com/>
- Moodspark: <https://moodspark.org.uk>
- Young Minds: [www.youngminds.org.uk](http://www.youngminds.org.uk)
- Anna Freud: [www.annafreud.org/schools-and-colleges/](http://www.annafreud.org/schools-and-colleges/) Stockport

## Radicalisation and hate

- Educate against Hate: [www.educateagainsthate.com](http://www.educateagainsthate.com)
- Stop Hate UK- <https://www.stophateuk.org/>
- Counter Terrorism Internet Referral Unit: [www.gov.uk/report-terrorism](http://www.gov.uk/report-terrorism)
- True Vision: [www.report-it.org.uk](http://www.report-it.org.uk)

## Children with Family Members in Prison

- National information Centre on Children of Offenders (NICCO): <https://www.nicco.org.uk/>

## Children in the court system

- Children are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. There are two age appropriate guides to support children 5-11 year olds and 12-17 year olds.

- Making child arrangements via the family courts following separation can be stressful and entrench conflict in families. This can be stressful for children. The Ministry of Justice has launched an online [child arrangements tool](#) | with clear and concise information on the dispute resolution service. This may be useful for some parents and carers.

## What to do if you are concerned that a child/young person is being abused (flowchart for Education)

### INFORMATION YOU MAY BE ASKED TO PROVIDE

When you make a referral to Social Care (Children's Services) or to the police, you should provide as much of the following information as possible:

- **Child's name, date of birth, address, telephone number and ethnic origin;**
- **Family details** - who lives in the home - and any other significant adults;
- What is causing concern and the **evidence** that you have gathered to support your concerns;
- Any **additional needs** the child and/or family may have including language, disability and communication;
- Clarification of discussion with any family members if a discussion has been appropriate;
- Clarification of any ongoing assistance that you are giving to the family;
- Your name, workplace and contact telephone number.

All Child Protection referral phone calls made to the Multi-Agency Safeguarding & Support Hub (MASSH) to secure a response from Social Care must be supported with written documentation. In Stockport this is through the online Child Protection Referral form.

**Remember- Anyone in school can make a child protection referral**

### INFORMATION & TELEPHONE NUMBERS FOR CONSULTATION AND REFERRAL

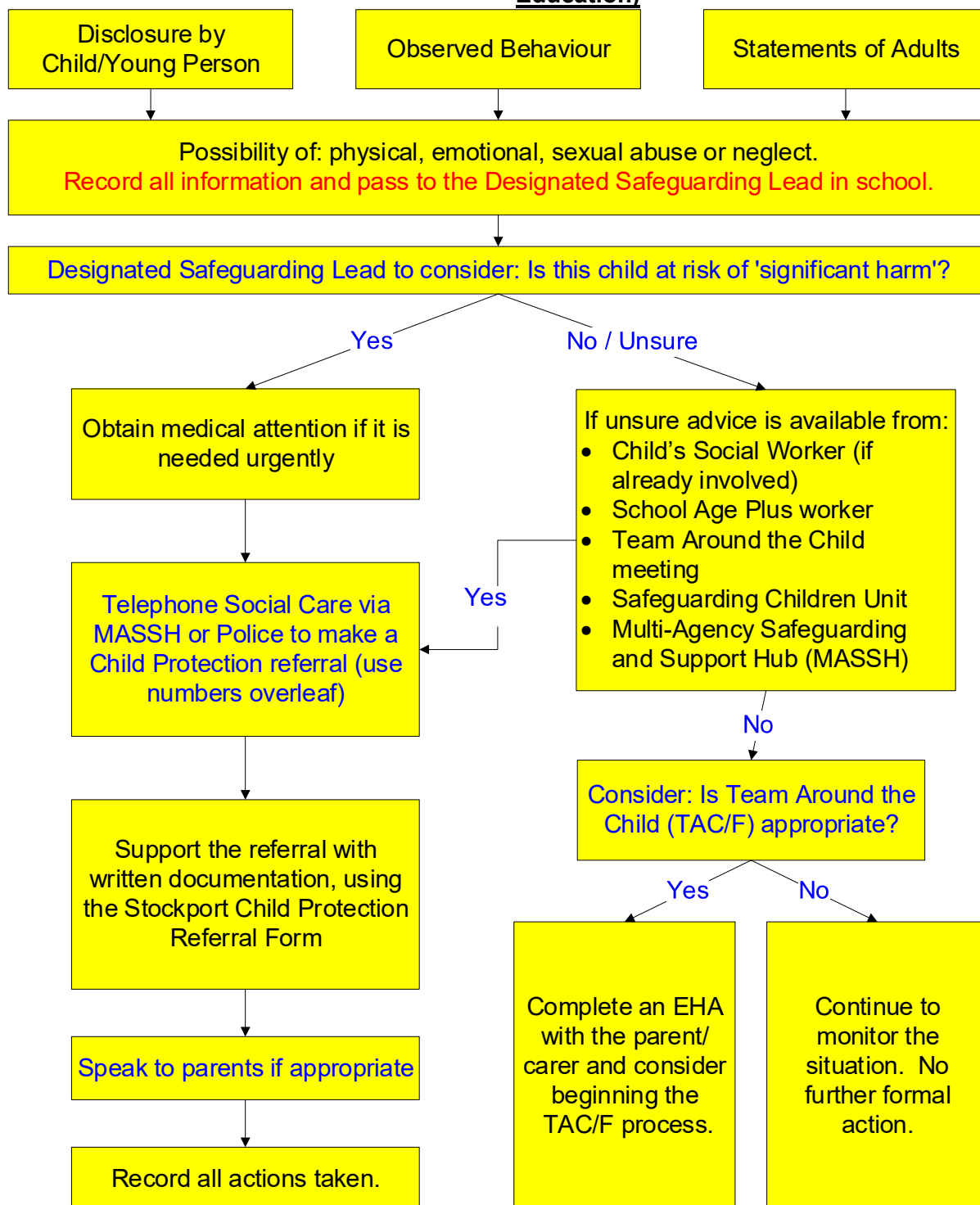
#### Children's Services- child protection referral

- Online (to the MASSH)- <https://www.stockport.gov.uk/contacting-the-massh>
- The Multi –agency Safeguarding and Support Hub (MASSH)  
Monday to Thursday 8.30am to 5.00pm,
- Friday 8.30am to 4.30pm.  
tel. (0161) 217-6028 or 6024.  
Out of hours referrals and advice tel: (0161) 718-2118
- Greater Manchester Police tel:101 (non- emergency) 999 emergency

#### Advice is available from:

- Child's Social Worker (if already involved)
- Named School Social Worker
- School Age Plus worker
- Team Around the School meeting
- Safeguarding Children Unit tel. (0161) 474-5657
- The Multi –agency Safeguarding and Support Hub (MASSH)  
tel. (0161) 217-6028 or 6024
- Senior Adviser for Safeguarding in Education tel. (0161) 474-5657

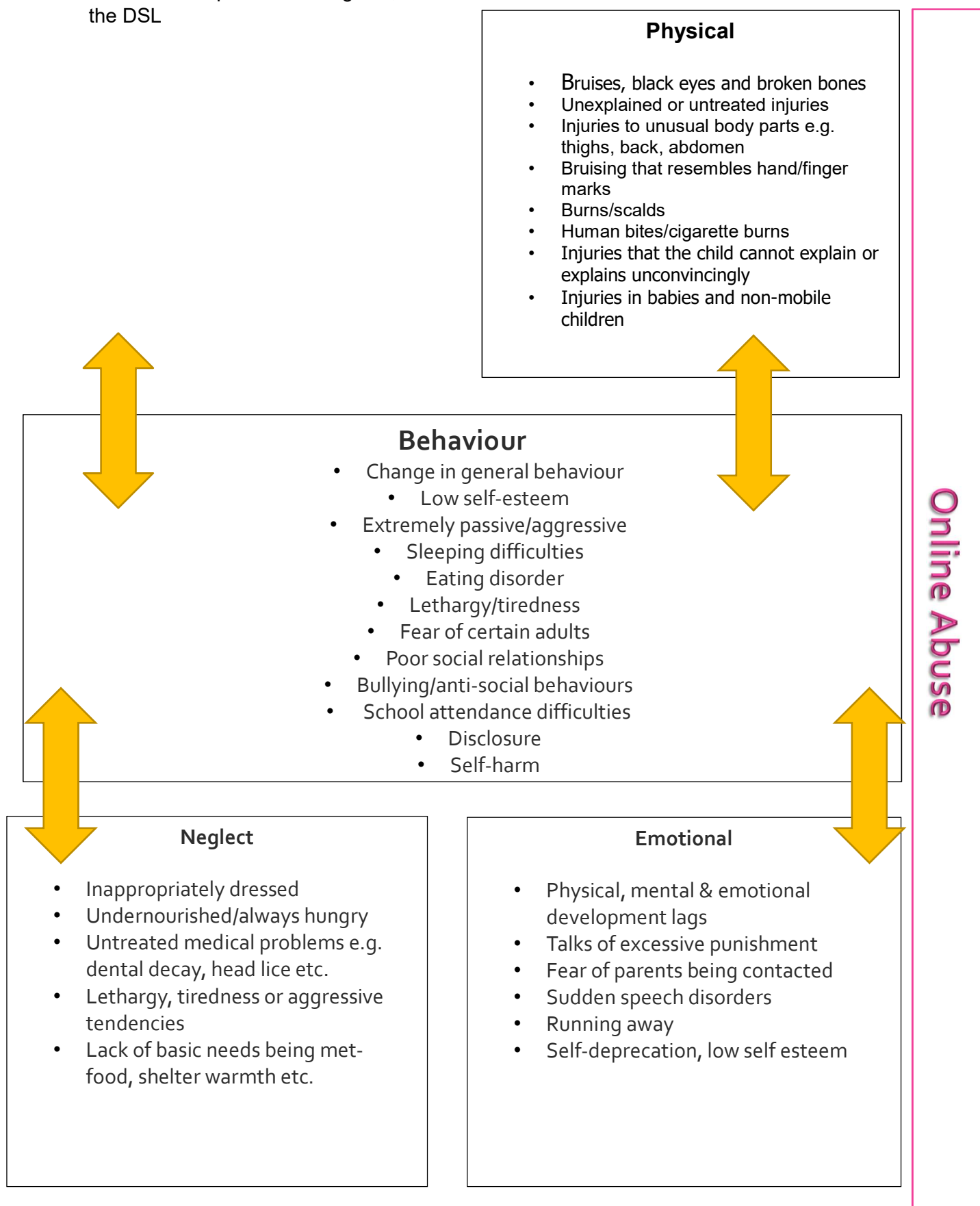
**What to do if you are concerned that a child/young person is being abused (flowchart for Education)**



**REMEMBER:** It is not the role of Education to investigate a Child Protection concern. Report the information you have and Social Care and/or the Police will investigate.

## Possible indicators of abuse

Indicators are provided as a guide, concerns and context should be discussed with the DSL



26/09/2018

The Designated Officer (DO) -also known as the Local authority Designated Officer (LADO)

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### Greater Manchester procedures online- Allegation management

The process of managing allegations starts where information comes to the attention of a manager which suggests that an adult working with children may have:

- Behaved in a way that has harmed a child, 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 he/she may pose a risk of harm to children.

Concerns or allegations about the behaviour of an adult may be brought to the attention of a manager in a variety of ways. For example:

- An allegation made directly by a child or parent;
- An allegation made by a colleague or member of staff;
- Information from police or local authority social care team;
- Information from a third party or the general public;
- Information disclosed anonymously or online; or
- Concerns generated through an employment relationship.

The procedures allow for consideration of the adult's behaviour at the earliest opportunity when a concern or allegation arises and is brought to the manager/employer's attention.

### **When to contact the Local Authority Designated Officer (DO)**

It is important to ensure that even apparently less serious allegations are seen to be followed up, and that they are examined objectively by someone independent of the organisation concerned.

Discussion should always take place between the employer and the DO when the concern or allegation meets the criteria.

Some examples of this may be where an individual has:

- Contravened or has continued to contravene any safe practice guidance given by his/her organisation or regulatory body;
- Exploited or abused a position of power;

- Acted in an irresponsible manner which any reasonable person would find alarming or questionable given the nature of work undertaken;
- Demonstrated a failure to understand or appreciate how his or her own actions or those of others could adversely impact upon the safety and well-being of a child;
- Demonstrated an inability to make sound professional judgements which safeguard the welfare of children;
- Failed to follow adequately policy or procedures relating to safeguarding and promoting the welfare of children;
- Failed to understand or recognise the need for clear personal and professional boundaries in his or her work;
- Behaved in a way in her or her personal life which could put children at risk of harm;
- Become the subject of criminal proceedings not relating to a child;
- Become subject to enquiries under local child protection procedures and/or child subject to **Child Protection Plan**;
- Behaved in a way which seriously undermines the trust and confidence placed in him or her by the employer.

Colleagues with concerns can contact the DO on 0161 474 5657.

### **Dealing with a disclosure:**

Advice for all members of staff & Volunteers

***If a child discloses that he or she has been abused in some way, the member of staff or volunteer should follow this guidance:***

- **Listen** carefully and actively to the child. You don't need to ask any questions.
- **Do not investigate.** If you need to clarify what is being said and whether the child is at risk, speak to your DSL. Tell the child that you will need to let Mrs Glynn, Mrs Dixon or Mrs Lees know in order for them to help.
- Don't ask 'why?' as this can imply guilt / responsibility on the child.
- **Reassure** the child that they have done the right thing in talking to you.
- **Never promise to keep a secret or confidentiality.** Make sure the child understands what will happen next with their information.
- **Record** factually what the child told you or what you have observed as soon as possible. Include behaviour and words used **by the child**. Failure to accurately record information or writing down your 'interpretation' of the child's account may impact future legal processes.
- If you have seen bruising, marks or an injury, use a **body map** to record details, include any of the comments made by the child/young person about the injury in your record of disclosure.
- **Report to the DSL quickly, it is important not to ask the child to retell their story but do not ask the child to repeat what they have told you to another staff member.**

**Any information the child shared with you should remain confidential, you should only tell those who 'need to know'. *Dealing with a disclosure from a child and safeguarding issues can be stressful. Consider seeking support for yourself and discuss this with the DSL.***

7

The DSL has responsibility for managing and overseeing child protection referrals. The designated safeguarding lead or a deputy should always be available to discuss safeguarding concerns. If in exceptional circumstances, the designated safeguarding lead (or deputy) is not available, **this should not delay appropriate action being taken**. Staff must take responsibility by speaking to a member of the senior leadership team and/or take advice from local children's social care (this can be the named school social worker or the MASSH-See Appendices). In these circumstances, any action taken should be shared with the designated safeguarding lead (or deputy) as soon as is practically possible. For more information and access to the online referral form follow this link- <https://www.stockport.gov.uk/contacting-the-massh> .

Further information about what to do if you are worried that a child is being abused is available here in advice for practitioners:

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

All notes of concern are reported on Cpoms or on green 'notes of concern' forms found in the staffroom.

## **The role of the Designated Safeguarding Lead**

### MANAGING REFERRALS

Refer all safeguarding cases, including Early Help, through the relevant routes-

<https://www.stockport.gov.uk/early-help-assessment/assessing-needs-eha>

<https://forms.stockport.gov.uk/v2/contacting-the-massh/level-select>  
to the Police if a crime may have been committed.

Identify any safeguarding issues relating to individual children, especially ongoing enquiries under section 47 of the Children Act 1989.

Act as a source of support, advice and expertise to staff members on matters of child protection and safeguarding.

Escalate inter-agency concerns and disagreements about a child's wellbeing. Further information can be found here:

[https://greatermanchesterscb.proceduresonline.com/search/search.html?zoom\\_sort=0&zoom\\_query=escalation+process&zoom\\_per\\_page=10&zoom\\_and=0](https://greatermanchesterscb.proceduresonline.com/search/search.html?zoom_sort=0&zoom_query=escalation+process&zoom_per_page=10&zoom_and=0)

Have responsibility to ensure there is at least one key adult for 'Operation Encompass\*' and the point of contact for Child Exploitation. \*Guiding principles of the scheme are here

<https://www.operationencompass.org/school-participation>. An annual information letter to be sent to parents. All downloadable documents are here: <https://www.operationencompass.org/school-participation/school-downloads>.

To ensure that the Local Authority are notified if children are persistently absent or missing from education-<https://www.stockport.gov.uk/start/missing-from-school-report-form>



## RECORD KEEPING:

Keep accurate and up to date records of safeguarding and welfare concerns and ensure a file separate from the pupil record is created as necessary for children with safeguarding concerns. Ensure the confidentiality of these records.

National guidance suggests that there are at least two emergency contacts for every child in the school in case of emergencies, or welfare concerns at the home, to increase the possibility of successfully establishing contact with family members where welfare and/or safeguarding concerns are identified. (Keeping Children Safe in Education 2022). We will contact parents/carers termly to ensure information is up to date

Maintain a chronology of significant incidents for each child with safeguarding concerns.

When a child leaves our school, the Designated Safeguarding Lead will contact the Designated Safeguarding Lead at the new school and will ensure that the safeguarding file is forwarded to the receiving school within five working days. We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery. Where a parent elects to remove their child from the school roll to home educate, the school will make archive any records in line with the schedule of retention.

We will support the transition of any pupil leaving the school about whom there have been concerns, by ensuring that all appropriate information, including Safeguarding and welfare concerns, is forwarded under confidential cover to the pupil's new school or provision as a matter of priority.

## INTER-AGENCY WORKING AND INFORMATION SHARING:

Co-operate and comply with Children's Social Care for enquiries under section 47 of the Children Act 1989.

Promote an understanding of our lawful duty in line with the Data Protection Act 2018 and GDPR, including an awareness these do not prevent, or limit, the sharing of information for the purposes of keeping children safe; and this includes allowing practitioners to share information without consent (Keeping Children Safe in Education 2021) where appropriate.

Complete reports and attend, or ensure other relevant staff members attend, child protection conferences, core group meetings and other multi-agency meetings, as required.

Liaise with other agencies working with the child, share information as appropriate and contribute to assessments.

The school's information sharing policy is located on the school website and refers to confidentiality in line with 'Information sharing: advice for practitioners providing safeguarding services' (DfE, 2018).

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/721581/Information\\_sharing\\_advice\\_practitioners\\_safeguarding\\_services.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf)

## TRAINING:

Undertake appropriate annual training in order to

- be able to recognise signs of abuse and how to respond to them, including special circumstances such as child sexual exploitation, female genital mutilation, fabricated or induced illness
- understand the assessment process for providing early help and intervention, e.g. SSCP levels of need-

<https://www.stockport.gov.uk/contacting-the-massh/contacting-the-massh>

- have a working knowledge of how the local authority conducts initial and review child protection (CP) case conferences and contribute effectively to these; and
- be alert to the specific needs of children in need (as specified in section 17 of the Children Act 1989), those with special educational needs, pregnant teenagers, young carers, those who are privately fostered, vulnerable to exploitation, racialisation and subject to listening or hearing to domestic abuse.

Ensure (as directed) each member of staff has read and understands the school's safeguarding policy and procedures, including providing induction on these matters to new staff members. Induction and training must include the school's behaviour policy and the school's procedures for managing children who are missing education, as well as the staff code of conduct, and the child protection policy, dealing with disclosures and managing allegations processes.

Organise face-to-face whole-school Safeguarding training for all staff members at least annually. Ensure staff members who miss the training receive it by other means, e.g. by joining another school's training. The DSL must provide all staff members with safeguarding updates (for example, via email, e-bulletins and staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

Ensure staff are aware of systems within school which support safeguarding, explaining these as part of staff induction. This should include the:

- safeguarding policy
- behaviour policy
- staff code of conduct
- Intimate Care Policy
- safeguarding response to children who go missing from education
- role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies).

Copies of policies and a copy of Part one of the KCSIE 2021 document should be provided to staff at induction (Keeping Children Safe in Education 2021) For staff who don't work directly with children on a regular basis the condensed version of part 1 (annex A) can also be accessed

Best practice would also see staff and leaders reading - '[What to do if you're worried a child is being abused](#)', as it contains examples of the different types of safeguarding issues.

Ensure the school allocates time and resources every year for relevant staff members to attend training and receive continuous professional development opportunities.

Encourage and secure a culture of listening to children and taking account of their wishes and feelings in any action the school takes to protect them.

Maintain accurate records of staff recruitment, induction, ongoing training and continual professional development (CPD) relating to safeguarding. SSCP training courses can be found here- Safeguarding training- [www.educationstockport.uk](http://www.educationstockport.uk)

### **AWARENESS RAISING:**

Ensure the school's or college's child protection policies are known, understood and used appropriately.

Ensure the school's or college's safeguarding 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 safeguarding 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; and

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. (KCSIE 2021)

### **QUALITY ASSURANCE:**

Monitor the implementation of and compliance with policy and procedures, including periodic audits of safeguarding and welfare concerns files once a year.

Complete an audit of the school's safeguarding arrangements at frequencies specified by the Stockport Safeguarding Children Partnership

Provide regular reports, to the governing body detailing changes and reviews to policy, training undertaken by staff members and the number of children with child protection plans and other relevant data.

Take lead responsibility for remedying any deficiencies and weaknesses identified in safeguarding arrangements.

### **SUPERVISION AND REFLECTION:**

The school will have a framework for providing an opportunity to staff who are working directly with vulnerable young people, particularly those who are being managed on a child protection, child in need or team around the family plan, to have regular access to an appropriate manager to talk through and reflect on their involvement with the child's case.

## **Information for the DSL**

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### **DISCUSSING CONCERNS WITH THE FAMILY AND THE CHILD – ADVICE FOR THE DESIGNATED SAFEGUARDING LEAD (DSL)**

In general, you should always discuss any concerns the school may have with the child's parents. They need to know that you are worried about their child. However, you should not discuss your concerns if you believe that this would place the child at greater risk or lead to loss of evidence for a police investigation.

If you decide not to discuss your concerns with the child's parents or carers, this must be recorded in the child's Safeguarding file with a full explanation for your decision.

It is important to record and consider the child's wishes and feelings, as part of planning what action to take in relation to concerns about their welfare. Capturing the lived experience of the child is paramount to ensure that actions remain child-centred **and their own words when possible**.

When talking to children, you should take account of their age, understanding and preferred language, which may not be English. It is also important to consider how a SEND child may need support in communicating.

How you talk to a child will also depend on the substance and seriousness of the concerns. You may need to seek advice from the Integrated Front Door or the police to ensure that neither the safety of the child nor any subsequent investigation is jeopardised.

If concerns have arisen as a result of information given by a child, it is important to reassure the child but not to promise confidentiality.

It is expected that you discuss your concerns with the parents and seek their agreement to making a referral to the MASSH, unless you consider that this would place the child at increased risk of significant harm.

You do not need the parents' consent to make a referral if you consider the child is in need of protection, although parents will ultimately be made aware of which organisation made the referral. If parents refuse to give consent to a referral but you decide to continue, you should inform the staff at the MASSH when making your referral.

If you decide to refer the child without the parents' consent, make sure to record this with a full explanation of your decision.

When you make your referral, you should be clear with MASSH colleagues what the child and parents will be told, by whom and when.

The DSL has responsibility for managing and overseeing child protection referrals. The designated safeguarding lead or a deputy should always be available to discuss safeguarding concerns. If in exceptional circumstances, the designated safeguarding lead (or deputy) is not available, this should not delay appropriate action being taken. Staff must take responsibility by speaking to a member of the senior leadership team and/or take advice from local children's social care (this can be the named school social worker or the MASSH-See Appendices). In these circumstances, any action taken should be shared with the designated safeguarding lead (or deputy) as soon as is practically possible. For more information and access to the online referral form follow this link-

<https://www.stockport.gov.uk/contacting-the-massh>

**The DSL must ensure staff understand this and are able to act accordingly.**

### **Peer Abuse including Sexual Violence and Harassment**

All staff must be aware safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to: bullying (including cyber bullying), gender-based violence/sexual assaults, harassment and sexting. Staff should be clear as to the school or college's policy and procedures with regards to peer on peer abuse; and on how the risk of peer-on-peer abuse is being minimised, how suspected abuse will be recorded and investigated; as well as how the victims and perpetrators will be supported. More support can be found:

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

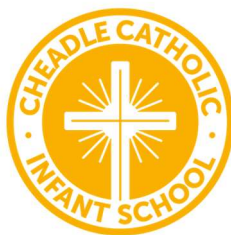
It is important that schools record incidents across the whole spectrum of sexual violence, sexual harassment, and harmful sexualised behaviours so that they can understand the scale of the problem in their own schools and make appropriate plans to reduce it. For more guidance go to:

[Sexual violence and sexual harassment between children in schools and colleges \(publishing.service.gov.uk\)](https://publishing.service.gov.uk) – from September 2021

All such incidents should be immediately reported to the Designated Safeguarding Lead (DSL) or equivalent and managed in line with your setting's child protection policies. Victims of harm should be

supported by the school's pastoral system. **It is important that all staff new or otherwise, have input on these matters at least annually.**

A bespoke helpline for children and young people who've experienced abuse at school, and for worried adults and professionals that need support and guidance. If you are concerned about something, you can contact the NSPCC helpline Report Abuse in Education on 0800 136 663 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)



## **Safeguarding and Welfare requirements for Early Years**

The following should be read alongside the schools Safeguarding Policy

### **The Early Years Frame work states that:**

*Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them. The safeguarding and welfare requirements, specified in this section, are designed to help providers create high quality settings which are welcoming, safe and stimulating, and where children are able to enjoy learning and grow in confidence.*

We provide all the necessary steps to keep children safe and well. We safeguard children, ensure the suitability of adults who have contact with children; promote good health; manage behaviour; and maintain records, policies and procedures.

### **We follow the procedures and policies of the whole school.**

### **Providers must be alert to any issues of concern in the child's life at home or elsewhere**

At CCIS, we carry out Nursery home visits when able, invite parents into to meet Early Years staff working with their child and complete a getting to know you sheet (All About Me). Parents provide detail on life at home. EYFS staff are available to talk to and to have handover conversations at the beginning and end of the day.

### **Policy and procedures for safeguarding concerns**

- Action to be taken when there are safeguarding concerns about a child (page 18-25 Safeguarding Policy)
- Action to be taken if an allegation has been made against a member of staff (page 27, 28)
- Use of mobile phones and cameras in the setting (page 21)
- As outlined for the whole school – raise concerns with DSL, record on CPOMS , speak to parents if appropriate.

DSL – Pamela Glynn. Deputy DSLs- Claire lees & Debbie Dixon

### **Providers must train all staff to understand their safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues**

- All staff attend training every year as part of a whole staff in September / Local authority training.
- Staff have completed online Prevent Training
- When a staff member joins the school they receive safeguard training as part of their induction



Safeguarding  
Induction.docx

**Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles. Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children**

- School follows safer recruitment guidelines – carrying out interviews that detail safeguarding
- The application form includes disclosure and prohibition for teaching
- All staff fill in a Childcare Disqualification Form annually



Disclosure  
Declaration Form Nc

- Single central record is kept updated
- Suitability checks are carried out for new staff

### **Key Person**

- Each Reception class has an assigned teacher and teaching assistant.
- The EYFS leader is Linda Pullar
- We have 5 TA's (4 x TA level 3, 1 x TA level 2).
- The Nursery Class has an assigned teacher and 2 TAs ( 1 TA level 3 and 1 TA level 2)
- EYFS is overseen by the Head Teacher and Leadership Team.

**At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present, and must accompany children on outings.**

- 12 members of staff in school are fully trained with Paediatric first aid certificates (5 in EYFS)

**Ratios** - 40 place Nursery currently have 39 children across different sessions

- N1 -2.5 days (All day Mon, Tues and Wednesday morning)
- N2- 2.5 days (Wednesday afternoon, all day Thursday and Friday)
- FT- 5 full days
- Ratio never exceeds 1:13 in school
- Trips - On trips ratios are 1:4 adult to child (Reception) 1:3 adult to child (Nursery)

### **Before/After School Provision**

- **Nursery children do not attend before or after school provision**
- Always sufficient staff for Reception children. (1:15)
- Paediatric trained member of staff on site at all times
- MA- Dec 2024
- TH- Dec 2024
- JMcM- Sept 2021 (Sept 2022)
- FT- May 2022 (May 2025)

**Providers must ensure there is a first aid box accessible at all times with appropriate content for use with children. Providers must keep a written record of accidents or injuries and first aid treatment. Providers must inform parents and/or carers of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given.**

- First aid bag/box in EYFS area and Nursery
- Incidents logged in first aid books
- Head injuries always receive a phone call home to their parent or carer



**Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risk**

- EYFS Risk Assessment



Early Years Risk  
Assessment 2022.doc

## Promotion of health

- EYFS policy



EYFS 2022-23.doc

## Medicines

- We follow the school policy and procedure in our Medical Needs Policy
- Only prescribed medicines given and parent permission needed to administer. The first dose is always administered by parents at home
- Inhalers are kept in the classroom, sent home annually to be cleaned and expiry dates are checked termly



Medical needs  
policy.pdf

## Food and Drink

- Children bring a healthy snack to school for morning break and they receive a piece of fruit in the afternoon for snack

## Managing behaviour

- See behaviour policy



Behaviour Policy  
2022-23.pdf

## Safety and suitability of premises, environment and equipment

- Floor space and outdoor facilities are all fit for purpose and suitable for the age of the children
- Fire drills take place in line with whole school.
- The Nursery classroom is provided with fire extinguishers and evacuation plan is in place
- The EYFS area is provided with fire extinguishers and evacuation plans are in place
- Fire exits are clearly identified and always free of obstruction.
- Adequate toilets and hand basins are provided.

## Smoking and Vaping

- Smoking and vaping are not allowed on the school premises



Smoke Free Policy  
2022-23.pdf

## Outings

- Risk assessment is carried out before outing takes place.
- Ratios of 1:4 adult to children (Reception) & 1:3 (Nursery) are followed
- Each trip is assessed and ratio's increased if necessary.
- First Aid kits/Inhalers are taken on trips.
- School mobile phones and emergency contact numbers are taken on trips
- Vehicles in which children are being transported are fully seat belted, insured and a company who is well established is used



Educational Visits  
policy 2021.docx

## SEN

- EYFS SEN provision matches the support and practise across the school



SEND Policy  
2021-2022.docx

- Transition meetings and visits are planned
- Regular reviews are held

## Information and records

- Information about progress is shared with parents regularly
- School will share appropriate records with appropriate bodies in order to support a child/ family well-being
- Thumbs Up events are offered to parents to attend and join in with their children's learning.
- Curriculum termly newsletters are given to parents and published on the website
- Information e.g. policies, SEND support are all published on the website
- Welcome Meetings take place in the Summer term
- All EYFS children are invited to a welcome visit in the Summer term

## Complaints

- We follow the school procedure and policy
- Policies are published on the website.

## Information about the Provider

- Names and email addresses of staff are published on the website.
- Daily registers are taken to record attendance.

# CHECKLIST

CHILD PROTECTION	YES/NO
<p>A policy and procedures for safeguarding children is in place which covers:</p> <p>Action to be taken where there are safeguarding concerns about a child</p> <p>Action to be taken in the event of allegations against staff</p> <p>The use of mobile phones and cameras in the setting</p>	Yes
The policy and procedures are in line with the guidance and procedures of Stockport LA	Yes
A staff member has been appointed as the designated safeguarding lead (DSL), with responsibility for liaison with local statutory children's service agencies and with Stockport LA. They provide support, advice and guidance to other staff on an ongoing basis and on any specific safeguarding issue as required	Yes P.Glynn D.Dixon C.Lees
The designated safeguarding lead (DSL) has attended DSL training that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect	Yes
All staff have received training on the school's safeguarding policy and procedures	Yes
All staff have up-to-date knowledge of safeguarding issues, and have received training that enables them to identify signs of possible abuse and neglect at the earliest opportunity, and to respond quickly and appropriately	Yes 1.9.22 22.9.22 Weekly Briefing questions
<p>The school has regard to the following statutory guidance documents:</p> <p><u>Working Together to Safeguard Children</u></p> <p><u>Keeping Children Safe in Education</u></p> <p><u>Prevent Duty Guidance for England and Wales</u></p>	Yes
Social services – and, in emergencies, the police – are notified where the school has concerns about children's safety or welfare	Yes
Ofsted is informed where allegations of serious harm or abuse by staff or volunteers are made, and notified of the action taken in respect of the allegations, within 14 days of the allegations being made	Yes

SUITABLE PEOPLE	YES/ NO
Systems are in place to ensure that staff and others who have regular contact with children are suitable for their roles (for example, safer recruitment policies and procedures)	Yes
<p>Staff have been told that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings (except protected convictions and cautions) that may affect their suitability to work with children (whether received before or during their employment at the setting)</p> <p>Note: you shouldn't ask for self-disclosure during the recruitment process, due to UK GDPR restrictions – see <a href="#">this article</a> for more information</p>	Yes

Enhanced DBS checks, with barred list checks as appropriate, have been obtained for all individuals aged 16 and over who: Work directly with children Live on the premises; and/or Work on the premises (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present)	Yes
An additional criminal records check (or checks, if more than one country) has been carried out for anyone who has lived or worked abroad	Yes
Individuals who have not undergone suitability checks are not allowed unsupervised contact with children	Yes
Information about staff qualifications, identity checks and vetting processes is recorded, including: Criminal records check reference number Date the check was obtained Details of who obtained the check	Yes
A referral is made to the Disclosure and Barring Service (DBS) where a member of staff is dismissed (or would have been, had they not left first) because they have harmed a child or put a child at risk of harm	Yes
Procedures are in place to ensure that anyone who is disqualified from working in childcare is not employed to work at the setting	Yes
Appropriate action is taken to ensure the safety of children where information is found that may lead to the disqualification of an employee	Yes
Ofsted is informed of any significant event (including disqualification) which is likely to affect the suitability of any person who is in regular contact with children on the premises	Yes
The registered provider gives Ofsted the following information about themselves or any person who lives or is employed in the same household as the registered provider: <ul style="list-style-type: none"> <li>Details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006</li> <li>The date of the order, determination or conviction, or the date when the other ground for disqualification arose</li> <li>The body or court which made the order, determination or conviction, and the sentence (if any) imposed</li> <li>A certified copy of the relevant order (in relation to an order or conviction)</li> </ul> This information is given to Ofsted within 14 days of the date the provider became aware of the information or ought reasonably to have become aware of it if they had made reasonable enquiries	Yes
Staff are not under the influence of alcohol or any other substance that may affect their ability to care for children	Yes
Staff seek medical advice where they are taking medication that may affect their ability to care for children, and are only allowed to work directly with children if medical advice confirms the medication is unlikely to impair their ability to do so	Yes
Staff medication is securely stored and out of reach of children at all times	Yes

## STAFF QUALIFICATIONS, TRAINING, SUPPORT AND SKILLS

YES/ NO

All staff are treated fairly and equally, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation	Yes
<p>All staff receive induction training which covers:</p> <p>Emergency evacuation procedures</p> <p>Safeguarding and child protection</p> <p>Health and safety issues</p>	Yes
Staff are supported to undertake appropriate training and professional development opportunities	Yes
<p>Arrangements are in place for the supervision of staff working with children and families, which provides opportunities for them to:</p> <p>Discuss any issues, particularly concerning children's development or wellbeing</p> <p>Identify solutions</p> <p>Receive coaching to improve their effectiveness</p>	Yes
<p>Supervision provides support, coaching and training for staff, promotes the interests of children, and fosters a culture of:</p> <p>Mutual support</p> <p>Teamwork</p> <p>Continuous improvement</p> <p>Encouraging confidential discussion of sensitive issues</p>	Yes
<p>The EYFS co-ordinator has:</p> <p>At least a full and relevant level 3 qualification; and</p> <p>2 or more years' experience working in an early years setting, or</p> <p>2 or more years' other suitable experience</p>	<p>Yes</p> <p>Linda Pullar is a qualified teacher and member of the SLT. Every Reception class is taught by a qualified teacher and supported by a level 3 TA</p>
At least 1 person with a current paediatric first aid (PFA) certificate is on the premises and available at all times children are present, and accompanies children on outings	Yes there are 3 members of staff with a current PFA within the EYFS dept
The PFA training is renewed every 3 years and is relevant for workers caring for young children	Yes
PFA certificates or a list of staff with a current certificate is on display or made available to parents	Yes. Information is available on our website
Staff have sufficient understanding and use of English to ensure the wellbeing of children	Yes

## STAFF RATIOS

YES/ NO

Staffing arrangements meet the needs of all children and ensure their safety	Yes
Children are adequately supervised, including while eating, and staff are deployed in a way that ensures children's needs are met	Yes
Children are always within sight or hearing of staff (and usually within sight <i>and</i> hearing)	Yes
Only those aged 17 or over are included in ratios (though staff working as apprentices in early education who are aged 16 or over can be included in ratios if the provider is satisfied that they are competent and responsible)	Yes
Staff aged under 17 are supervised at all times	Yes
In reception classes there are never more than 30 children per teacher, except where permitted exceptions apply (teaching assistants (TAs), higher level teaching assistants (HLTAs) and other support staff do not count as teachers)	Yes
For children <b>aged 3 and over</b> (below reception class) the following ratios are always followed (including outings)  There is at least 1 member of staff for every 13 children At least 1 member of staff is a school teacher At least 1 other member of staff holds a full and relevant level 3 qualification	Yes

HEALTH	YES/ NO
Good health, including oral health, is promoted	Yes
Procedures are in place for dealing with children who are ill or infectious	Yes
Illness/infection procedures are discussed with parents and carers	Yes
Necessary steps are taken to prevent the spread of infection	Yes
Appropriate action is taken if children are ill	Yes
A policy and procedures for administering medicines, including systems for obtaining and updating information about medical needs, are in place	Yes
Where administering medicines requires medical or technical knowledge, training is provided for staff	Yes
Prescription medicines are not administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor)	Yes
Medicines (both prescription and non-prescription) are only administered where written permission is obtained from a child's parent or carer to administer that particular medicine	Yes
A written record is kept of each time medicine is administered	Yes
Where medicine is administered to a child, their parents or carers are informed on the same day, or as soon as possible	Yes

Meals, snacks and drinks are healthy, balanced and nutritious	Yes
Before a child is admitted to the setting, information about special dietary requirements, preferences, food allergies and special health requirements is obtained	Yes
Information from parents and carers about dietary needs is recorded and acted on	Yes
Fresh drinking water is available and accessible at all times	Yes
A first aid box with contents suitable for use with children is accessible at all times	Yes
Written records of accidents, injuries and first aid treatments are kept	Yes
Parents and carers are informed of any accident, injury or first aid treatment on the same day or as soon as possible	Yes

BEHAVIOUR	YES/NO
Written records of physical intervention are kept	Yes
Parents and carers are informed of any physical intervention on the same day, or as soon as possible	Yes
Corporal punishment and any other punishment that could adversely affect a child's wellbeing is never used or threatened	Yes

SAFETY AND SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT	YES/NO
Health and safety legislation is complied with, including fire safety and hygiene requirements	Yes
Appropriate insurance, including public liability insurance, is in place and in date	Yes
Emergency evacuation procedures are in place	Yes
Appropriate fire detection and control equipment is in place and in working order (for example, fire alarms, smoke detectors, fire blankets and and/or fire extinguishers)	Yes
Fire exits are clearly identifiable, and fire doors are free from obstruction and can be opened easily from the inside	Yes
Smoking is prohibited on the premises	Yes
Staff do not vape or use e-cigarettes when children are present	Yes
Access to an outdoor play area is provided, or outdoor activities are provided on a daily basis	Yes
Legal requirements under the Equality Act 2010 are adhered to, including the duty to make reasonable adjustments for those with disabilities	Yes
An adequate number of toilets and hand basins are available	Yes
Separate toilet facilities for children and adults are available	Yes
Hygienic nappy-changing facilities are available	Yes



Children are only released to their parents or carers, or to individuals who have been approved by their parents or carers	Yes
Children do not leave the premises unsupervised	Yes

SPECIAL EDUCATIONAL NEEDS (SEN)	YES/NO
Arrangements are in place to support children with SEN or disabilities	Yes
The Special Educational Needs and Disability (SEND) Code of Practice is followed	Yes
A SEN co-ordinator (SENCO) has been identified	Yes Deborah Dixon

INFORMATION AND RECORD KEEPING	YES/NO
Records are maintained and are easily accessible and available	Yes
A regular, two-way flow of information between the school and parents or carers, and between providers, is maintained	Yes
Information is shared with other professionals, the police, social services and Ofsted, as appropriate	Yes
The provider is aware of their duties under the Data Protection Act, UK GDPR and the Freedom of Information Act	Yes
All staff understand the need to protect the privacy of children and the legal requirements that exist to ensure confidentiality of information	Yes
Parents and carers are given access to their child's records (provided no legal exemptions apply)	Yes
The following information is recorded for each child: Full name Date of birth Name and address of each known parent or carer Information about any other person who has parental responsibility Which parent(s) or carer(s) the child normally lives with Emergency contact details for parents and carers	Yes

<p>The following information is made available to parents and carers:</p> <p>How the EYFS is being delivered, and how parents/carers can access more information</p> <p>What activities and experiences are provided</p> <p>The daily schedule/routines</p> <p>How parents can share learning at home</p> <p>How children with SEN or disabilities are supported</p> <p>Details of policies and procedures</p> <p>Staffing arrangements</p>	Yes
A written procedure for dealing with concerns and complaints is in place	Yes
Written records of all complaints, and their outcomes, are kept	Yes
Written complaints relating to the EYFS requirements are always investigated	Yes
Parents and carers are notified if the provider becomes aware that the setting is to be inspected by Ofsted	Yes
A copy of the Ofsted inspection report is sent to parents and carers	Yes