

# The Moorlands Primary Federation Safeguarding Policy 2024

This policy is available on our school website and is available on request from the school office. We also inform parents and carers about this policy through our school newsletter.

The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our Staff Code of Conduct. In addition, all staff are provided with Part One of the Keeping Children Safe in Education statutory guidance.

[Keeping Children Safe 2024](#)

This policy will be reviewed in full by the Trust Board on an annual basis.

This policy applies to The Moorlands Primary Federation schools:  
Bishop Rawle C.E. Primary School, Dilhorne Endowed C.E. Primary School,  
Great Wood Primary School, Hollinsclough C.E. Academy, Manifold C.E. Academy,  
St. Peter's C.E. First School, St. Werburgh's C.E. Primary School, Talbot First School,  
The Valley Primary School *(list as of September 2024)*.

**The minutes of the Trust Board AGM Autumn 2024 will reflect approval of this policy, which was sent to School Leaders, DSLs and Trustees for consultation prior to ratification.**

**This policy will be reviewed in Autumn 2025**

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## Key Safeguarding Contacts

Role in school	Name
School Leaders	Averil Kirk – Bishop Rawle C.E. Craig Broome – Dilhorne Endowed C.E. Charlotte Bould – The Valley Natalie Ainsworth – St. Werburgh's C.E. Lynda O'Sullivan – Hollinsclough C.E. Ben Adamson – Great Wood Kelly Stanesby – Manifold C.E. Jonathan Farrington (Headteacher) – St. Peter's C.E. First & Talbot First
Executive Principals	Alex Brayford Kelly Stanesby
Designated Safeguarding Lead (DSL)	Averil Kirk – Bishop Rawle C.E. Craig Broome – Dilhorne Endowed C.E. Charlotte Bould – The Valley Natalie Ainsworth – St. Werburgh's C.E. Lynda O'Sullivan – Hollinsclough C.E. Ben Adamson – Great Wood Kelly Stanesby – Manifold C.E. Danielle Grocott - St. Peter's C.E. First Danielle Grocott - Talbot First
Deputy Designated Safeguarding Lead (DDSL)	Jo Hill – Bishop Rawle C.E. Kim Harrison – Dilhorne Endowed C.E. Chris Greaves – The Valley Hayley Bloor – St. Werburgh's C.E. Heather Brookes – Hollinsclough C.E. Rebecca Roberts – Great Wood Sara Joyce and Claire Smith – Manifold C.E. Melanie Vickers - St. Peter's C.E. First Melanie Vickers - Talbot First
Nominated Trustee for Safeguarding	John Ratcliffe
Chair of Trust Board	Nick Chesters
Designated Teacher for Looked After Children	Averil Kirk – Bishop Rawle C.E. Craig Broome – Dilhorne Endowed C.E. Chris Greaves – The Valley Chris Casey – St. Werburgh's C.E. Lynda O'Sullivan – Hollinsclough C.E. Ben Adamson – Great Wood Kelly Stanesby – Manifold C.E. Danielle Grocott - St. Peter's C.E. First & Talbot First

Prevent Lead	Averil Kirk – Bishop Rawle C.E. Craig Broome – Dilhorne Endowed C.E. Charlotte Bould – The Valley Natalie Ainsworth – St. Werburgh's C.E. Lynda O'Sullivan – Hollinsclough C.E. Ben Adamson – Great Wood Kelly Stanesby – Manifold C.E. Danielle Grocott - St. Peter's C.E. First & Talbot First
Mental Health Lead	Averil Kirk – Bishop Rawle C.E. Craig Broome – Dilhorne Endowed C.E. Alex Brayford – The Valley Natalie Ainsworth/ Andrea Eyre – St. Werburgh's C.E. Heather Mottram – Hollinsclough C.E. Lynn York – Great Wood Kelly Stanesby – Manifold C.E. A. Brayford - Trust
TMPF Vice Chief Executive Officer	Alex Brayford
TMPF Chief Executive Officer	Jared Eccles

**i. Introduction**

The Moorlands Primary Federation (TMPF) comprises:  
 Bishop Rawle C E Primary School;  
 Great Wood Primary School;  
 St. Werburgh's C E Primary School;  
 The Valley Primary School;  
 Hollinsclough C E Academy;  
 Dilhorne Endowed C E Primary School;  
 Manifold C E Academy;  
 St. Peter's C.E. First School;  
 Talbot First School.

For the purpose of this policy, all schools will collectively be referred to and identified as The Moorlands Primary Federation, or TMPF, or the Trust; unless specific schools are listed.

**1. Purpose and aims**

The purpose of our Safeguarding policy at The Moorlands Primary Federation is to ensure that we:

- **Are committed** to developing a robust safeguarding culture of vigilance and challenge.
- **Build resilience** by raising awareness of safeguarding and child protection issues, and equipping children with the language and skills to keep themselves safe.

- **Establish a safe environment** in which children can learn and develop within an ethos of openness and where children are taught to treat each other with respect, to feel safe, to have a voice and know that they will be listened to.
- **Support vulnerable pupils** who have been abused, have witnessed violence towards others or may be vulnerable to abuse.
- **Prevent unsuitable people** from working with children by ensuring we practice safe recruitment in checking the suitability of all school staff, supply staff and volunteers to work with our children and maintain an active, ongoing vigilance in line with the safeguarding culture.

**Our aim** is to follow the procedures set out by Staffordshire Safeguarding Children's Board, [Working Together to Safeguard Children 2023](#) and [Keeping Children Safe in Education 2024](#) by **knowing** and **understanding** that:

- Safeguarding and promoting the welfare of children is **everyone's** responsibility and the **voice of the child** is evident.
- **Everyone** who comes into contact with children and their families has a role to play.
- **Everyone** should ensure that their approach is **child-centred** considering, at all times, what is in the **best interests** of the child.
- By establishing a safe environment, we enable our children to learn and develop within an ethos of openness.
- **No single practitioner** can have the 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 children and their families has a role to play in identifying concerns, sharing information and taking prompt action.
- The importance of providing children with a balanced curriculum including PSHE, healthy relationship education, online safety, sexting, child-on-child abuse as well as 'abuse outside the home', County Lines, contextualised safeguarding issues, and Child Criminal Exploitation (inc Child Sexual Exploitation [CSE]). Also supporting this with online activities, enabling children to enhance their safeguarding skills and knowledge whilst understanding the risks.
- Undertaking the role to enable children at our school to have **best outcomes**.
- Ensuring that we have awareness of our staff's knowledge and understanding, as well as embedding safeguarding through clear systems of communication and Continuous Professional Development (CPD) so that safeguarding is a **robust element** of our practice.

At TMPF we strive to:

- **Provide** help and support to meet the needs of children as soon as problems emerge.
- **Protect** children from maltreatment, inside or outside the home, including online.
- **Prevent** impairment of our children's mental and physical health or development.
- **Ensure** that our children grow up in circumstances consistent with the provisions of safe and effective care.
- **Take action** to enable **ALL** children to have the best outcomes.

This policy provides guidance to **all** adults working within the school, whether paid or voluntary or directly employed by the school or a third party and should be read in

conjunction with the documents [Keeping Children Safe in Education 2024](#) and [Working Together to Safeguard Children 2023](#)

- This policy is available on our website and is available on request from the main office. We will also inform parents/carers about this policy when their children join our schools, or through communications.
- This policy will be reviewed in full by the Trust Board on an annual basis (at a Trust Board meeting in the autumn term) or sooner should legislation/guidance change.
- This policy sets out how the Trust Board discharges its statutory responsibilities relating to safeguarding and promoting the welfare of children who are pupils at Trust schools. Our policy applies to all staff; paid and unpaid, working in the school, including Trustees.
- Staff (including temporary staff, supply staff and volunteers) are directed to this policy at the point of induction, alongside our Staff Code of Conduct.
- Our Trust Board, working with the senior leadership team and especially our Designated Safeguarding Lead (DSL), ensure that those staff who do not work directly with children will read at least Part 1 or Annex A (condensed version of Part 1) of the Keeping Children Safe in Education (KCSiE) 2024 guidance.
- All staff who work directly with children, are provided with, and are to have read at least Part One of KCSiE 2024.
- The school follows the Staffordshire Safeguarding Children's Board policies and procedures. [StaffsSCB](#)

## **2. Our ethos and culture at The Moorlands Primary Federation**

The Moorlands Primary Federation is a child-focused Trust comprising of nine primary schools, six of which are proudly Anglican. Each school is proud of the role it plays in its communities and Parishes and works to involve parents and carers in the education and safeguarding of children. Staff receive appropriate Safeguarding training and updates, including the Prevent Duty, and have received training of how to speak with children regarding disclosures and what steps to take. A supportive culture is in place for children and staff in the event of any disclosures.

### **2.1 Our Vision**

'To be class-leading in primary education.'

#### **2.1.1 Our Values**

As a mixed MAT, we offer parents and carers the choice of Anglican and non-denominational schools. Our Trust welcomes all types of schools/academies who share the same values and dedication to developing the whole child, being kind, and showing love to one another.

*The Moorlands Primary Federation Values (Anglican Schools)*

**Trust** – Trust lies at the heart of all relationships. By trusting in God we ourselves become trustworthy just as He is.

*'Some trust in chariots and some in horses, but we trust in the name of the LORD our God.'* (Psalm 20:7)

**Mindful** – Being mindful of others leads to a heart of compassion; compassion leads to a desire to act for the good of all.

*'Finally, all of you, live in harmony with one another; be sympathetic, love as brothers and sisters, be compassionate and humble.'* (Peter 3:8)

**Peace** – Peace and harmony lead to a stable and secure community where all are nurtured and can flourish.

*'Blessed are the peacemakers, for they will be called the children of God.'* (Matthew 5:19)

**Friendship** – Barriers are broken down in a loving, friendly community based around God.

*'If one falls down, a friend can lift him up'.* Ecclesiastes (4:10)

*The Moorlands Primary Federation Values (Non-denominational schools)*

**Trust** – Trust lies at the heart of all relationships.

**Mindful** – Being mindful of others leads to a heart of compassion; compassion leads to a desire to act for the good of all.

**Peace** – Peace and harmony lead to a stable and secure community where all are nurtured and can flourish.

**Friendship** – Barriers are broken down in a loving, friendly community.

At TMPF, our children's welfare is of paramount importance to us, and we are child-centred schools. Our children are reassured that they have a voice, will be listened to and what they say will be taken seriously.

Children are encouraged to talk freely with staff if they are worried or concerned about something and our staff understand that a victim of any type of abuse should never feel ashamed for making a report. Their views and wishes will inform any assessment and provision for them.

We make every effort to listen to and capture the voice of children to enable us to have a clear understanding of their daily lived experiences.

We are aware 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 harmful. They may feel embarrassed, humiliated or are being threatened. This could be due to vulnerability, disability and/or sexual orientation, gender identity, mental ill health or language barriers.

This does not prevent ALL staff from having professional curiosity and speaking to the DSL/ **DDSL** if they have concerns about a child and our staff determine how best to build trusted relationships with children which facilitate this communication.

We understand our statutory duty to safeguard and promote the welfare of children and we maintain a professional attitude of **'it could happen here'** where safeguarding is concerned. We expect all staff, Trustees, trainee teachers, placement students, volunteers, and visitors to share our commitment, maintaining a safe environment and a culture of vigilance.

Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused, neglected or exploited. It is our willingness to work safely and challenge inappropriate behaviours, that underpins this

commitment. We work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.

We have a culture of vigilance and staff are aware of the importance of the timely challenge of unacceptable behaviours and these are dealt with appropriately and robustly. Staff do not accept these behaviours as 'banter' or 'having a laugh'.

**All** staff are encouraged to report any concerns that they have and not to see these as insignificant. On occasions, a referral is justified by a single incident, such as an injury or disclosure. However, concerns can accumulate over time and are evidenced by building a picture of harm, particularly true in cases of abuse or neglect.

We know that it is crucial that our staff record and pass on any concerns in a timely manner and in accordance with this policy, to allow the DSL/DDSL to build up a picture and access support at the earliest opportunity.

When dealing with safeguarding matters, we are conscious of the language and terminology that we use, especially in front of children. Sometimes reference is made to a child who has been subjected to abuse as a victim. However, not all children will consider themselves a victim nor will they want to be referred to in this way. We are conscious of this and when managing any incident, we will be prepared to use terminology that children are most comfortable with.

In guidance, we may at times, use the term 'alleged perpetrator' and where appropriate 'perpetrator' and we know that these are widely used terms. However, we know that in some cases the abusive behaviour will have been harmful to the perpetrator as well and again we will be mindful of appropriate language and will decide appropriateness on a case-by-case basis.

We work closely with our safeguarding partners, sharing the same goals, sharing good practice and learn with and from each other. Both parties will challenge decisions and practice if deemed appropriate.

We acknowledge the four principles that as professionals we should aim to follow when working with parents/carers:

- Effective partnership and the importance of building strong, positive trusting and co-operative relationships;
- Respectful, non-blaming, clear and inclusive verbal and non-verbal communication that is adapted to the needs of parents/carers;
- Empowering parents/carers to participate in decision making by equipping them with information, keeping them updated and directing them to further resources;
- Involving parents/carers in the design of processes and services that affect them.

We recognise the stressful and traumatic nature of safeguarding and child protection work, and support staff by providing an opportunity to talk through their anxieties with the DSL/DDSL and to signpost and seek further support as appropriate. DSLs/ DDSLs have the opportunity to speak with colleagues in similar roles to offer support.



### **3. Legislation, guidance and links to other school policies**

This policy has been devised with due regard for the statutory guidance from the DfE [Keeping Children Safe in Education 2024](#) (KCSiE) and this document is read alongside:

- [Working Together to Safeguard Children 2023](#)
- [Staffordshire Safeguarding Children Board Procedures](#);
- [What to do if you are Worried a Child is being Abused-Advice for Practitioners](#);
- [Behaviour in Schools - Advice for headteachers and school staff](#);
- TMPF Behaviour Policy;
- TMPF Child-on-child Abuse Policy;
- TMPF Low Level Concerns Policy;
- TMPF Code of Conduct (for staff and Trustees);
- TMPF Whistleblowing Policy;
- TMPF Restrictive Physical Intervention Policy.

### **4. The role of all staff in keeping children safe**

All staff have read and have understanding of **at least Part One** of [Keeping Children Safe in Education 2024](#) and are aware of the safeguarding link to other policies relating to their daily practice.

All staff have read and will adhere to:  
TMPF Code of Conduct; and  
TMPF Behaviour Policy.

All staff receive appropriate safeguarding training (including online safety which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring – see para 142 for further information and [Filtering and Monitoring Standards](#)). This training takes place at induction and is updated. In addition, all staff should receive safeguarding (including online safety) updates as required, to continue to provide our staff with relevant skills and knowledge to safeguard children effectively.

All staff know who the school DSL/DDSL is, and understand that they are also there to support colleagues, volunteers, Trustees, Trainee Teachers and placement students.

All staff are aware of their responsibility to provide a safe environment in which children can learn.

Staff are aware of indicators of abuse and neglect and understand that children can be at risk of harm inside and outside of the school, inside and outside of home and online. Staff are reminded of the importance of exercising **professional curiosity** and understand that knowing what to look for is vital for the early identification of abuse, neglect and exploitation to identify cases of children who may be in need of our help or protection. They 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 will overlap with one another.

All staff, but especially the DSL/DDSL, consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms, including (but not limited to) sexual abuse (including harassment and exploitation), criminal exploitation, serious youth violence, county lines, and radicalisation.

Staff are aware that technology is a significant component in many safeguarding and wellbeing issues and that children are at risk of abuse and other risks online as well as face-to-face. They know that in many cases abuse and other risks will take place concurrently both online and offline. Children can also abuse other children online; this can take the form of abusive, harassing, and misogynistic/misandrist messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography, to those who do not want to receive such content.

All staff know what to do if a child tells them they are being abused, exploited, or neglected. Staff know how to maintain an appropriate level of confidentiality by only involving those who need to be involved, such as the DSL/DDSL and local authority children's social care. Staff know to never promise a child that they will not tell anyone about a report of abuse, as this may ultimately not be in the best interests of the child.

Staff know how to reassure victims that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting any form of abuse and/or neglect. Nor should a victim ever be made to feel ashamed for making a report.

Staff are aware of the early help process and understand their role in it and are confident to identify and support children who may benefit from early help, effectively giving children and their families the right help at the right time.

Staff are aware of how to (or know who to speak with to) make a referral to children's social care, especially section 17 (children in need) and section 47 (a child suffering, or likely to suffer, significant harm) that may follow a referral, along with their potential role in such assessments.

All staff understand their responsibility to report concerns about the behaviour of any adult in our school and know that they will be listened to and taken seriously.

Staff understand their responsibility to escalate concerns and 'press for reconsideration' if they believe a child's needs remain unmet or if the child is failing to thrive and in need or if the child is at risk of harm. In this circumstance, staff can refer to the [SSCB Escalation Policy](#).

All staff have access to, and know how to log concerns/reports on MyConcern, the Trust's safeguarding logging software. Staff are aware that they should speak to the DSL/DDSL if they are unsure how to log concerns.

In the event of any uncertainty with any area, staff should speak with the DSL/DDSL in their school, or within other Trust settings.

## **5. Roles and responsibilities of the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL)**

For full details of the DSL/DDSL roles and responsibilities please refer to Part 2 & Annex C of [Keeping Children Safe in Education 2024](#).

Our DSL/DDSL(s) have received the appropriate safeguarding training to provide them with an understanding of their role and the knowledge and skills to carry it out. Our DDSL(s) are trained to at least Level 2. Training received also supports their knowledge of the processes, procedures, and responsibilities of other agencies, particularly children's social care in line with [Working Together to Safeguard Children 2023](#). The aim of TMPF is to work towards this training to be updated at least every 2 years and in addition to this they regularly (at least annually) refresh and update their knowledge and skills. As appropriate, the DSL is given **additional** time, funding, training, DSL briefings, resources, and support needed to carry out the role effectively. DSLs are signposted towards attending the termly safeguarding briefings led by the SSCB and endeavour to receive (should they be unable to attend) and disseminate any information.

Our DSL takes the **lead responsibility** for safeguarding and child protection (including online safety as well as an understanding of the expectations, applicable roles and responsibilities in relation to the filtering and monitoring systems and processes in place).

Guidance:

[Filtering and monitoring standards for schools and colleges](#)

As part of online safety, we are aware of our responsibility for information security and access management, and we will ensure that we have the appropriate level of security protection procedures in place in order to safeguard our systems, staff and learners and review the effectiveness of these procedures periodically to keep up with evolving cyber-crime technologies.

Guidance:

[Cyber security standards for schools and colleges](#)

[Cyber Security Training for School staff](#)

During term time, the DSL/DDSL is available (during school hours) for staff in the school to discuss any safeguarding concerns. The DSL can delegate activities to the DDSL; however, the ultimate responsibility remains with them, and this lead responsibility is not delegated. In the absence of the DSL the DDSL(s) will take a lead on safeguarding with clear direction from the Senior Leadership Team. Support and advice is also available from within the Trust.

The DSL acts as a source of support, advice, and expertise for staff. Risk assessments/safety plans will be completed as required and should, where appropriate, involve other agencies, these are reviewed regularly and shared appropriately. DSL/DDSLs are aware of the availability of the SSCB's Education Safeguarding Advice Service (ESAS) and the role this can play.

The DSL maintains robust systems to monitor and record training of **all** staff and update and refresher time-scales are evident within the training record. Training is delivered in-

line with Staffordshire Safeguarding Children's Board (SSCB) and KCSIE 2024. This will include bulletins, email updates, briefings, online CPD, and INSET training as well as external events attended.

The DSL ensures that all staff have appropriate safeguarding training to equip them for their role in school. This includes training on how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information accurately. The DSL ensures systems are in place to induct new staff and that systems are robust and monitored and any non-compliance shared with Senior Leadership Team/Trust Board. The induction of new Trustees will be co-ordinated by a Safeguarding Trustee.

All staff record concerns about children, ensuring that the quality of information is accurate, proportionate and assessments/referrals are made if/when appropriate. The DSL monitors referrals listed on MyConcern to 'triage' concerns made by staff and to lead upon actions or interventions when necessary. The recording and storing of information are kept in-line with the [Data Protection Act 2018](#) and General Data Protection. The safeguarding records are kept in a secure location, away from academic records and there is a clear recording process of transfer, in or out, which if paper file transfer, using the 'transfer of records' form which is signed by the sending and receiving settings and a copy of this form kept by both.

When a parent chooses to remove their child/ren from school to receive EHE (Elective Home Education), the DSL will pass on any safeguarding concerns and the safeguarding file, if there is one, to the EHE Team within Staffordshire County Council ([electivehomeeducation@staffordshire.gov.uk](mailto:electivehomeeducation@staffordshire.gov.uk)) and inform other professionals who may be involved with that child.

Paper safeguarding files (outside of the MyConcern platform) have a front sheet, a chronology in addition to all other safeguarding paperwork in date order with the most recent at the front of the file. All concerns, discussions and decisions made, and the reasons for those decisions, are recorded within the safeguarding file.

The DSL monitors the quality of safeguarding files and will sample a selection of case files annually. DSLs offer support for colleagues with safeguarding concerns and documentation. DSLs/ DDSLs are encouraged to speak with a member of the Trust leadership team should they have any concerns or to support their wellbeing.

The DSL/DDSL will refer cases of suspected abuse to the local authority children's social care, as required, and support other staff to make these referrals. We understand the importance of attending case conferences and core group meetings as well as Child in Need meetings.

DSL/DDSL will liaise with all relevant staff (e.g. pastoral staff, school nurses, appropriate office staff, SEND/ Welfare co-ordinators and Mental Health-trained colleagues) on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. DSLs/ DDSLs may also consult members of the Trust Leadership team.

The DSL/DDSL/ appropriate Trust representative for safeguarding will represent school at child protection conferences and core group meetings and will be the lead within our setting to support staff in liaising with other agencies, making assessments and any

referrals. Any staff member may be required to be part of strategy discussions with other interagency meetings and contribute to the assessment of child/ren. The DSL will notify children's social care if a child with a child protection plan is absent for more than two days without explanation. When sufficient notice is given, staff will complete the education report prior to any conference.

The DSL/DDSL helps to promote educational outcomes by sharing appropriate information about the welfare, safeguarding and child protection issues that children (including children with, or who have previously had, a Social Worker) are experiencing, or have experienced, with teachers and school leadership staff. Their role could include ensuring that the schools and their staff know who these children are, understand their academic progress and attainment and maintain a culture of high aspirations for this cohort; supporting teaching and learning staff to identify the challenges that children in this group might face and the additional academic support and adjustments that they could make to best support these children.

The DSL has an understanding of the community/ Parish the school serves, the risks and its resilience.

## **6. Our Trust Board**

Within The Moorlands Primary Federation, our Trust Board have a strategic leadership responsibility for safeguarding arrangements, and they must ensure that we comply with our duties under legislation. They must have regard to this guidance in ensuring policies, procedures and training are effective and comply with the law at all times. See Part 2 of [Keeping Children Safe in Education 2024](#). The Chair of the Trust Board has read Part Four of KCSiE.

School Leaders ensure that the policies and procedures, adopted by the Trust Board (particularly those concerning referrals of cases of suspected abuse and neglect), are understood, and followed by all staff. These policies are transparent, clear, and easy to understand for staff, children and their parents/carers.

The Trust Board ensure that all trustees receive appropriate safeguarding (including online which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring) at induction. This training should be regularly updated and in line with any advice from the safeguarding partners. This training will equip Trustees with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place are effective and support the delivery of a robust whole school approach to safeguarding and this training is regularly updated.

In considering their responsibility to safeguard and promote the welfare of children and provide them with a safe environment in which to learn, our Trust Board will ensure that our school has appropriate filters and monitoring systems in place.

A member of The Trust Board will review the following standards and discuss with the Trust Systems Technician what more needs to be done to support our setting in meeting this standard:

- identify and assign roles and responsibilities to manage filtering and monitoring systems;
- review filtering and monitoring provision at least annually;
- block harmful and inappropriate content without unreasonably impacting teaching and learning;
- have effective monitoring strategies in place that meet their safeguarding needs.

Guidance:

[Filtering and monitoring standards for schools and colleges](#)

The Trust Board are aware of their responsibility to ensure that there is the appropriate level of security protection procedures are in place in order to safeguard systems, staff and learners and that there is the need to review the effectiveness of these procedures periodically to keep up with evolving cyber-crime technologies.

Guidance:

[Cyber security standards for schools and colleges](#)

[Cyber Security Training for School staff](#)

The Trust Board are aware of their obligations under the [Human Rights Act 1998](#), the [Equality Act 2010](#), (including the [Technical Guidance on the Public Sector Equality Duty](#)), and local multi-agency safeguarding arrangements. Further guidance is found in [Keeping Children Safe in Education 2024](#) & [Equality Act 2010-Advice for schools](#)

The Trust Board facilitate a whole school approach to safeguarding involving everyone in school, ensuring that safeguarding is at the forefront and underpins all relevant aspects of process and policy development. These systems, processes and policies operate with the **best interests** of our children at the heart of what we do. The Trust Board is confident that each school has a Designated Safeguarding Lead (DSL) who takes **lead responsibility** for safeguarding and child protection (including online safety which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring). This is explicit in their job description, and they ensure that the DSL understands their responsibility in leading safeguarding across the school. They also ensure that the DSL is given additional time, funding, training, resources, and support needed to carry out the role effectively. See Annex C [Keeping Children Safe in Education 2023](#).

The Trust Board is confident that there is a Deputy Designated Safeguarding Lead(s) (DDSL), who is trained to ideally the same level as the DSL, but at least to level 2.

The Trust Board ensure that children are taught about how to keep themselves and others safe, including online. It is recognised that effective education will be tailored to the specific needs and vulnerabilities of individual children, including children who are victims of abuse, and children with special educational needs or disabilities (SEND). There is an expectation that all teachers manage behaviour effectively to ensure a good and safe educational environment and requires teachers to have a clear understanding of the needs of all pupils.

Resources:

- [Teaching about relationships, sex and health](#)
- Annex B KCSiE including [Harmful online challenges and online hoaxes](#)

The Trust Board will be aware of the need for compliance with the completion of the Section 175/157 Safeguarding audit return, via the Phew electronic system, to the Local Authority and that any areas of concern in safeguarding are identified and a safeguarding action plan is developed. They also ensure that the school contributes to inter-agency practice in line with [Working Together to Safeguard Children 2023](#).

The Trust Board ensure that those involved with the recruitment and employment of staff to work with children have received safer recruitment training and are compliant with safer recruitment procedures. This includes the requirement for appropriate checks to be carried out in line with national guidance. When candidates are shortlisted for posts, they will be made aware that online searches may be carried out into any online or social media presence.

- Part 3 Safer Recruitment [Keeping Children Safe in Education 2024](#)

Our Trust Board/ Trust leadership team/ School Leaders have ensured that there is a current whistleblowing policy and staff are aware of this policy. We have a culture where staff can raise concerns about poor or unsafe practice and such concerns are addressed professionally and sensitively in accordance with agreed whistleblowing procedures. Further guidance on [whistleblowing](#) is available here and the NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding safeguarding failures internally. Staff can call on 0800 028 0285 and the line is available from 8am to 8pm, Monday to Friday. Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

When the Trust Board hire/rent out school facilities/premises to organisations or individuals (e.g. community groups, sports associations, and service providers to run community or extra-curricular activities), they can liaise with School Leaders and the Deputy Trust Business Manager to ensure that appropriate arrangements are in place to keep children safe (see agreement for hire).

When services or activities are provided by the Trust Board, under the direct supervision or management of their school staff, their arrangements for safeguarding will apply. However, where services or activities are provided separately by another body, this is not necessarily the case.

The Trust Board will ensure that safeguarding requirements are included in any transfer of control agreement (i.e., lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.

Guidance

[After-school clubs, community activities and tuition: safeguarding guidance for providers](#)

A Safeguarding Trustee visits each school at least twice per year to check the school Single Central Record.

### **The Designated Teacher**

Each school has a Designated Teacher (DT) who works with the local authority to promote the educational achievement of registered pupils in our setting, who are looked after. Our Designated Teacher works across the school to promote and improve educational outcomes for children in care using evidence-based interventions.

Our Designated Teacher also has responsibility for promoting the educational achievement of children who have left care through adoption, special guardianship, or child arrangement orders or who were adopted from state care, outside of England and Wales.

The Designated Teacher works closely with the Virtual School to provide the most appropriate support, utilising Pupil Premium Plus funding, to ensure that they meet the needs identified in the child's personal education plan (PEP). They work with the Virtual School to promote the educational achievement of previously looked after children.

[Designated Teacher](#)

The Designated Teacher has the details of the Local Authority Personal Advisor who has been appointed to guide and support the care leaver and liaises as necessary regarding any issues of concern affecting the care leaver.

We are aware of the additional duties of the virtual school headteacher extended in June 2021, to include a non-statutory responsibility for the strategic oversight of the educational attendance, attainment, and progress of children with a social worker. We understand the role that we play in improving outcomes for children with a social worker.

[Virtual Headteacher Role-Children with a social worker](#)

## **7. Working with parents/carers.**

At TMPF, we are committed to working in partnership with parents/carers to safeguard and promote the welfare of their children, and to support them to understand our statutory responsibilities in this area.

When new pupils join our schools, parents/carers will be informed that we have a safeguarding policy. A copy will be available to parents/carers upon request and is available on the website. Parents/carers will be informed of our legal duty to assist our safeguarding colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to the relevant local authority or other agencies.

We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission, or if it is necessary to do so to safeguard a child from harm.

We will seek to share with parents/carers any concerns we may have about their child before making a referral, unless to do so may place a child at increased risk of harm, or advised not to do so by a relevant body. A lack of parental engagement or agreement regarding the concerns the school has about a child will not prevent the DSL from making a referral to the local authority in those circumstances and where it is appropriate to do so.



To keep children safe and provide appropriate care for them, the school requires parents/carers to provide accurate and up to date information regarding:

- Names and contact details of all adults with whom the child normally lives;
- Names and contact details of all persons with parental responsibility (if different from above);
- Emergency contact details (if different from above) and **at least two contacts**;
- Full details of any other adult authorised by the parent/carer to regularly collect the child from school (if different from the above);
- Any legal or criminal changes which effects parental responsibility e.g. bail conditions, court orders, Special Guardianship orders, Child Arrangement Orders etc.

The school will retain this information on the pupil file. The school will only share information about pupils with adults who have parental responsibility for a pupil or where a parent has given permission and the school has been supplied with the adult's full details in writing.

We recognise that we are likely to be in regular contact with parents and carers. We will use these communications to reinforce the importance of children being safe online and parents/carers are likely to find it helpful to understand what systems schools use to filter and monitor online use.

At TMPF, we will update parents/carers about safeguarding through one or more of the following methods newsletters/ emails/ website/ notice boards/ social media platforms.

## **8. Staffordshire Earliest & Early Help**

Any child may benefit from earliest or early help, but **all** staff are particularly alert to the potential need for early help for a child who:

- is disabled or has certain health conditions and has specific additional needs;
- has special educational needs (whether or not they have a statutory Education, Health and Care Plan);
- has a mental health need;
- is a young carer;
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines;
- is frequently missing/goes missing from education, home or care;
- has experienced multiple suspensions, is at risk of being permanently excluded from school and is in alternative provision;
- is at risk of modern slavery, trafficking, sexual and/or criminal exploitation;
- is at risk of being radicalised or exploited;
- has a parent/carer in custody, or is affected by parental offending;
- is in a family circumstance presenting challenges for the child, such as drug or alcohol misuse, adult mental health issues and domestic abuse;
- is misusing alcohol or other drugs themselves;
- has returned home to their family from care;
- is at risk of 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage;
- is a privately fostered child; and
- is persistently absent from education, including persistent absences for part of the school day.

The DSL ensures that all staff are aware of the early help process and understand their role in it. This includes identifying emerging problems, liaising with the DSL/DDSL, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment.

Guidance documents can be accessed at the following links:

- [Early Help - SSCB](#)
- [Threshold Framework 2023 - SSCB](#)

## **9. What happens if a referral is deemed necessary to escalate beyond early help.**

### **Child in Need (Section 17)**

If the DSL considers that the welfare concerns indicate that a Child in Need referral is appropriate, they will speak with parents/child and obtain their consent for a referral to Staffordshire Childrens Advice and Support Service (SCAS), or the appropriate social care team if a different authority, to request an assessment. If parents/carers refuse to give consent, but the child's needs are not being met, the DSL will discuss these issues with SCAS. Appropriate school staff will attend Child in Need (CIN) meetings convened by Children's Social Care when children are deemed to require Section 17 services.

### **Child Protection (Section 47)**

If the local authority has reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm, they make enquires under Section 47 to enable them to decide whether they should take any action to safeguard and promote the child's welfare. This duty also applies if a child is subject to an emergency protection order (under S44 of the Children Act 1989) or in police protective custody (under S46 of the Children Act 1989).

Child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved and will work in an open, honest, and transparent way with any parent whose child has been referred to SCAS or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents/carers wherever possible.

## **10. Escalation process**

Staffordshire Safeguarding Children Board expects staff working directly with families to share information appropriately and work to plans agreed in all relevant forums. Good practice includes the expectation that constructive challenge amongst colleagues within agencies, and between agencies, provides a healthy approach to the work.

This process will be kept as simple as possible and the aim will be to resolve difficulties at a professional practitioner level, wherever possible and always in a restorative way. We

recognise that differences in status and experience may affect the confidence of some workers to pursue this course of action, and support should be sought from the DSL/DDSL.

If we believe that concerns regarding a child are not being addressed and their outcomes are not improving, we will escalate our concerns in line with the [SSCB Escalation Policy](#).

## **11. A safer school culture**

### **Safer Recruitment and Selection**

At TMPF, we pay full regard to 'Keeping Children Safe in Education 2024'. Our Safer Recruitment and selection practice includes scrutinising applicants, verifying identity, checking academic or vocational qualifications, obtaining professional and character references, checking previous employment history, and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and appropriate checks including criminal record checks (DBS checks), barred list checks, prohibition checks whether they are known to the police and/or social care, if they have been disqualified from providing childcare and any relevant overseas information. Evidence of these checks is recorded on our Single Central Record which is checked at least twice per year by a Safeguarding Trustee.

Staff who have lived or worked outside the UK for a period of three months or more within the previous five years will undergo the same checks as all other staff, even if they have never been to the UK. We will ensure that any other appropriate checks are carried out so that any relevant events that occurred outside the UK can be considered. These checks could include criminal records checks for overseas applicants and for teaching positions obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach. In the event of TMPF being unable to access full information, following discussions with a member of the Trust Board, a risk assessment may be put into place.

#### Guidance

- [Application process for criminal records checks overseas](#)
- [Regulated professions database](#)
- [UK Centre for Professional Qualifications](#)

Separate barred list checks are only to be carried out in the following circumstances:

- for newly appointed staff who are engaging in regulated activity, pending the receipt of an Enhanced Certificate with Barred List information from the Disclosure and Barring Service (DBS) (and where all other relevant checks as per paragraph 213 have been carried out); or,
- where an individual has worked in a post in a school or college that brought them into regular contact with children or young persons which ended not more than three months prior to that person's appointment to the organisation (and where all other relevant checks as above have been carried out).

All recruitment materials will include reference to the school's commitment to safeguarding and promoting the wellbeing of pupils.

Relevant staff have undertaken appropriate training in Safer Recruitment.

One of the colleagues trained in safer recruitment will be involved in all staff and volunteer recruitment processes and sit on the recruitment panel. A member(s) of the Trust Board has received Safer Recruitment training.

### **Induction**

All staff will be made aware of the systems we have in place to support safeguarding. These are explained as part of staff induction, including:

- Safeguarding Policy;
- Behaviour Policy;
- Child-on-Child Abuse Policy;
- Staff Code of Conduct;
- The role of the DSL (including the identity of the DSL and any deputies);
- At least part one of KCSIE 2024.

If visitors, supply staff, trainee teachers, placement students, volunteers, or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school, who they are with and for how long. Doors should ideally have a clear glass panel in them and where possible be left open. It is the responsibility of the member of staff leading the activity to ensure that visitors and volunteers are supervised appropriately.

Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

### **Use of reasonable force**

There are circumstances when it is appropriate for staff in school to use reasonable force to safeguard children and young people. The term 'reasonable force' covers the broad range of actions used by staff that involves 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'. The use of force may involve either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as (but not limited to) leading a pupil by the arm out of the classroom. Departmental advice for schools is available [here](#).

When using reasonable force in response to risks presented by incidents involving children, including any with SEND, or with medical conditions, staff should consider the risks carefully.

By planning positive and proactive behaviour support, for instance by drawing up individual behaviour plans for more vulnerable children and agreeing them with parents and carers, we will reduce the occurrence of challenging behaviour and the need to use reasonable force.

See TMPF Restrictive Physical Intervention Policy.

## **12. Keeping Children Safe in Education 2024 - Specific Safeguarding issues.**

Staff have an awareness of the following safeguarding issues through training and briefings. Staff are aware that these behaviours can make children vulnerable and put them in danger and that often these issues overlap. Please read and refer to Appendix 2 for additional information and guidance on the below topics.

- Abuse (incl. Physical/Emotional/Sexual/Neglect) Annex 1;
- Behaviours linked to safeguarding issues;
- Bullying including cyberbullying;
- Child-on-child abuse (inc sexual violence and sexual harassment/ sexting-sharing of nude/semi-nude images & upskirting);
- Children and the court system (5-11 yrs);
- Children missing from education;
- Children who are absent from education;
- Child missing from home or care;
- Child Criminal Exploitation (CCE);
- Child Sexual Exploitation (CSE);
- County Lines;
- Domestic abuse;
- Drugs;
- Fabricated or induced illness;
- Faith abuse;
- Female genital mutilation (FGM);
- Forced marriage;
- Gangs and youth violence;
- Gender-based violence/violence against women and girls (VAWG);
- Homelessness;
- Mental health;
- Online safety;
- Private fostering;
- Preventing radicalisation;
- Prevent Duty and Channel;
- Serious violence;
- Trafficking.

For further information, advice and guidance on these issues please see Annex 2 of this document.

### **13. Children potentially at greater risk of harm**

All children should be protected, however our staff and Trust Board recognise that some groups of children are potentially at greater risk of harm than others. This list is not exhaustive but highlights some of these groups:

- Children who need a social worker (Child in Need & Child Protection);
- Children missing from education;
- Elective Home Education (EHE);
- Children requiring mental health support;
- Looked after children (LAC) and previously looked after children;
- Children with special educational needs & disabilities (SEND)/health issues;
- Children who are lesbian, gay, bi or gender questioning (LGBTQ+).

We support these groups by having:

- **Vigilance:** to have adults notice when things are troubling them;
- **Understanding and action:** to be heard and understood; and to have that understanding acted upon;
- **Stability:** to be able to develop an on-going stable relationship of trust with those helping them;
- **Respect:** to be treated with the expectation that they are competent, rather than not;
- **Information and engagement:** to be informed about and involved in procedures, decisions, concerns and plans as appropriate;
- **Explanation:** to be informed of the outcome of assessments, decisions and how they have been reached, positive or negative as appropriate;
- **Support:** to be provided with support in their own right as well as a member of their family;
- **Advocacy:** to be provided with advocacy, to assist them in putting forward their views.

Updated DfE guidance advises that when school place with an alternative provision provider, school continues to be responsible for the safeguarding of the pupil.

- [Alternative Provision-DfE Statutory Guidance](#)
- [Education for children with health needs who cannot attend school-DfE Statutory Guidance](#)

### **14. Educational visitors to school**

We will undertake risk assessment and use professional judgement and experience when deciding whether to seek an enhanced DBS for any volunteer not engaging in regulated activity.

We will endeavour to ensure that where individuals come onto our premises that we consider the following:

- Assessing the education value;
- The age appropriateness of what is going to be delivered;
- Whether relevant checks will be required.

In regards to educational visitors in school will consider:

- What we know about the individual/company, including formal and informal information offered by staff, parents/carers, other establishments, or volunteers;
- Whether the individual/company has other employment or undertakes voluntary activities where references can be advised, and suitability recorded;
- Whether the role is eligible for an enhanced DBS check;
- We will clearly have decided the level of supervision required through risk assessment – the supervision will be “reasonable in all the circumstances to ensure the protection of children” as stated in KCSIE 2024.

We have a visitor’s procedure that enables us to offer pupil experiences of meeting other professionals to extend knowledge and curriculum. This will identify whether they are supervised or unsupervised within the school.

## **15. Allegations made against/concerns raised in relation to teachers, including supply teachers, other staff, volunteers, and contractors**

Our aim is to provide a safe and supportive environment securing wellbeing and best possible outcomes for the children at our schools. We take steps to safeguard our children and to check that the adults who work at The Moorlands Primary Federation's family of schools are safe to work with children. However, we do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

The Trust Board ensures that there are procedures in place for dealing with the two sections covering two levels (see below) of concern and/or allegations against staff members, supply staff, volunteers, Trustees and contractors:

- Allegations that **may** meet the harms threshold;
- Allegation/concerns that do not meet the harms threshold, referred to for the purposes of this guidance as ‘**low level concerns**’.

We have an understanding and give due regard to Part 4 of [Keeping Children Safe in Education 2024](#) guidance and [Allegations of Abuse - SSCB](#) where it is alleged that anyone working in our education setting providing education for children under 18 years of age, including supply teachers, volunteers and contractors has:

- behaved in a way that has harmed a child or may have harmed a child; and/or
- behaved towards a child or children in a way that indicates he/she/they may pose a risk of harm to children;

This relates to members of staff, supply staff, volunteers, and contractors, who are currently working in any education setting, regardless of whether the school is where the alleged abuse took place.

If we are not the employer of an individual, we still have responsibility to ensure allegations are dealt with appropriately. In no circumstances will we decide to cease to use a supply teacher due to safeguarding concerns, without finding out the facts (and if appropriate liaising with the LADO to determine a suitable outcome). Our Trust Board will discuss with the agency whether it is appropriate to suspend the supply

teacher, or redeploy them to another part of the school, whilst they carry out their investigation.

If an allegation is made or information is received about an adult who works at our school which indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the School Leader immediately. Should an allegation be made against the School Leader, this will be reported to the Executive Principal/Headteacher. If the allegation is related to the Executive Principal/Headteacher, this should be reported to the CEO. If the allegation is related to the CEO, this should be reported to the Chair of the Trust Board. If the Executive Principal/Headteacher is not available on that day, the information should be passed to the member of staff acting in that role, or, in the case of the Chair – to the Vice Chair.

The School Leader, or Executive Principal/ Headteacher, or CEO, or Chair of the Trust Board will seek advice from the Local Authority Designated Officer (LADO) within one working day. No member of staff or the Trust Board will undertake further investigations before receiving advice from the LADO.

### Learning lessons

It is important that lessons are learnt when managing all levels and types of allegations – including those unfounded, false or malicious. The School Leader, or whoever is fulfilling the role of 'case manager' will review the circumstances of all substantiated cases to determine whether improvements can be made to the school's procedures to help prevent similar events in the future.

### Allegation/concerns that do not meet the harms threshold – referred to for the purposes of this guidance as 'low level concerns'

At TMPF, we promote an open culture in which all concerns about adults are dealt with promptly and appropriately. Creating this culture enables us to identify inappropriate, problematic, or concerning behaviour early, minimising the risk of abuse and ensuring that adults who work in or on behalf of our school are clear about professional boundaries and act within them in accordance with our ethos and values.

### *What is a low-level concern?*

Low level does not mean that the concern is insignificant. It is any concern, no matter how small, and even if no more than causing a sense of unease or nagging doubt that an adult working in or on behalf of the school may have acted in a way that is:

- inconsistent with the 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.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children;
- taking photographs of children on their mobile phone, contrary to school policy;
- humiliating pupils.

### *Sharing low-level concerns*

We understand how crucial it is that all low-level concerns are shared responsibly with the right person and recorded and dealt with appropriately. Ensuring they are dealt with effectively will also protect those working in or on behalf of our setting from



potential false allegations or misunderstandings (see KCSiE 2024, para 440-447). If we are in doubt as to whether information shared about a member of our staff as a low-level concern in fact meets the harms threshold, we will consult with the LADO.

Any member of staff or volunteer who does not feel confident to raise their concerns with the School Leader/ Executive Principal/ Headteacher/ CEO/ Chair of Trust Board can contact the LADO on 0300 111 8007.

The Trust has a duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has been removed from working (paid or unpaid) in regulated activity or would have been removed had they not left.

## **16. Information sharing**

We work in partnership and endeavour to establish effective working relationships with parents, carers, and colleagues from other agencies in line with [Working Together to Safeguard Children 2023](#) & [Information sharing advice for safeguarding practitioners](#)

Information sharing is vital in identifying and tackling all forms of abuse, neglect and exploitation, and in promoting children's welfare, including their educational outcomes. Schools have clear powers to share, hold and use information for these purposes.

As part of meeting a child's needs, our Trust Board recognise the importance of information sharing between practitioners and local agencies. This includes ensuring arrangements are in place to set out clearly the processes and principles for sharing information within our setting and with children's social care, the safeguarding partners, other organisations, agencies, and practitioners as required.

We are proactive in sharing information to help identify, assess, and respond to risks or concerns about the safety and welfare of children, whether this is when problems are first emerging, or where a child is already known to the local authority children's social care.

Our Trust Board are aware that among other obligations, the Data Protection Act 2018 and the GDPR place duties on organisations and individuals to process personal information fairly and lawfully and to keep the information they hold safe and secure. Our Trust Board ensure that relevant staff have due regard to the relevant data protection principles, which allow them to share (and withhold) personal information, as provided for in the Data Protection Act 2018 and the GDPR.

Where children leave our schools, the DSL and School Leader will ensure that any relevant Safeguarding file is transferred to the new setting as soon as possible, ensuring secure transit, with confirmation of receipt. In addition to the safeguarding file, our DSL and School Leader will also consider if it would be appropriate to share any information with the new school/college in advance of the child leaving.

The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children.

Guidance documents:

[Data Protection: Toolkit for schools](#)

## **17. Managing complaints**

In line with our school ethos and culture, we encourage children and parents/carers to talk to us if they are unhappy with anything to do with school. We have an internal investigation process.

Our complaints policy outlines the various stages of complaint and where to escalate concerns following completion and outcome of our complaints process. Our complaints policy is available on our school website for parents/carers and is also available on request.

Safeguarding concerns should be raised with school immediately. If a concern means a child is at immediate risk, then the individual needs to contact Staffordshire Childrens Advice and Support Team on (0300 111 8007). All visitors are given safeguarding information which outlines how to share concerns and basic expectations of visitors/contractors.

See TMPF Complaints Policy

## **18. Site Security**

At TMPF schools, we provide a secure site, but the site is only as secure as the people who use it. All people on our site must adhere to the rules which govern it.

Procedures may include:

- Gates are kept closed when pupils are outside; visitors gain access through the main entrance. Arrangements for gated security are school-specific.
- Visitors and volunteers must only enter through the main entrance and after signing in at the office will be issued with a school lanyard or visitor's pass. School has a system of ensuring staff are accompanied / supervised by regulated staff member. Any visitor on site who is not identifiable by a visitor's pass, is unaccompanied, or is not known by staff will be challenged by any staff member and this will be reported to a member of the Senior Leadership Team.
- Upon arrival, visitors to the school (who are not regular visitors) will be directed towards the safeguarding details provided by the office. Visitors will be asked to read these before entering – staff will be available to support the reading of this should it be necessary.
- School staff, trainee teachers and placement students must sign-in when arriving at the school site each day and sign-out when they leave.
- Parents, carers, and grandparents etc attending functions have access only through the designated and supervised entrances.

- Children will only be allowed home with adults with parental responsibility or those with confirmed permission.
- Empty classrooms should have closed doors.
- **All** staff and contracted staff (including kitchen and cleaning [where not employed by TMPF]) have a responsibility to ensure that the school is 'site safe' at all times when occupied.
- Children should never be allowed to leave school alone during school hours unless collected by an adult, such as a parent/carer who is doing so for a valid reason. They should report to the office to do this.
- At least one member of staff is always on duty at break times.
- A health and safety audit/visit is completed termly for Bishop Rawle C.E., Dilhorne Endowed C.E., Great Wood, St. Werburgh's C.E. and The Valley; and annually for Hollinsclough C.E., Manifold C.E., St. Peter's C.E. and Talbot which identifies risk assessment/ safety planning and forms part of the termly report to Trustees. This will include fire evacuation procedures being tested.
- The risk management of site security is managed by School Leaders and we have a clear system of risk assessments and review timescales of these.

## **19. Early Years Foundation Stage**

This framework is mandatory for all early years' providers ([Early years foundation stage \(EYFS\) statutory framework](#) 4<sup>th</sup> Sept 2023): maintained schools; non-maintained schools; independent schools; all providers on the Early Years Register. Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high-quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up.

The Early Years Foundation Stage (EYFS) sets the standards that all early years' providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life. For our staff who work in childcare provision or who are directly concerned with the management of such provision, the school needs to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Child Care (Disqualification) Regulations 2018. Further information on the staff to whom these regulations apply, the checks that should be carried out, and the recording of those checks can be found the following document (2<sup>nd</sup> bullet point).

Guidance documents:

- [Statutory framework for the early years foundation stage](#)
- [Early years foundation stage \(EYFS\) statutory framework](#)

As a school we aim to ensure that where possible at least one person who has a current paediatric first aid certificate is on the premises and available when children are present and accompanies EYFS pupils on outings.

## Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers.

We all have a statutory duty to safeguard and promote the welfare of children, and at our school we take this responsibility seriously.

If you have any concerns about a child or young person in our school, you must share this information immediately with our Designated Safeguarding Lead (see below) or Deputy Designated Safeguarding Lead (see below).

Do not think that your worry is insignificant if it is about hygiene, appearance, or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find the Designated (or Deputy) Safeguarding Lead and provide them with a record of your concern (staff would also input this onto the MyConcern platform).

If you are unable to locate them, ask a member of the school office staff or a colleague to find them and to ask them to speak with you immediately about a confidential and urgent matter.

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the School Leader. If an allegation is made about the School Leader, you should pass this information to the Executive Principal/Headteacher. If it is regarding the Executive Principal/Headteacher, pass this to the CEO. If it is regarding the CEO it should be passed to the Chair of the Trust Board. If it is regarding the Chair of the Trust Board, this would be passed to the Diocesan Corporate Member. Alternatively, you can contact the Local Authority Designated Officer (LADO) on 0300 111 8007.

The people you should talk to in school are:

- Designated Safeguarding Lead:
  - A. Kirk (Bishop Rawle C.E.),
  - C. Broome (Dilhorne Endowed C.E.),
  - B. Adamson (Great Wood),
  - L. O'Sullivan (Hollinsclough C.E.),
  - K. Stanesby (Manifold C.E.),
  - D. Grocott (St. Peters C.E. First & Talbot First)
  - N. Ainsworth (St. Werburgh's C.E.),
  - C. Bould (The Valley).
- Deputy Designated Safeguarding Lead:
  - J. Hill (Bishop Rawle C.E.),
  - K. Harrison (Dilhorne Endowed C.E.),
  - R. Roberts (Great Wood),
  - H. Mottram (Hollinsclough C.E.),
  - S. Joyce & C. Smith (Manifold C.E.),
  - M. Vickers (St. Peter's C.E. First & Talbot First),
  - H. Bloor (St. Werburgh's C.E.),
  - C. Greaves (The Valley).
- Executive Headteacher:
  - K. Stanesby
- Executive Principal:
  - A. Brayford
- CEO:
  - J. Eccles
- Chair of Trust Board:
  - N. Chesters (Contact: 01538 702355 [opt2])

## Safeguarding Induction Checklist

Name:

Date:

	<u>Criteria</u>	<u>Comments</u>	<u>Signature</u>
<b>DAY 1</b>	Welcome		
	Employment Checks Complete		
	School Background information: Pupils, Ofsted, Community/Special		
	School Structure, Governance arrangement		
	Keeping Children Safe in Education, Part One issued and explained		
	School Ethos explained		
	Role & Responsibility: reporting structure, Safeguarding role in school. Process for reporting inductee absence.		
	Name of DSL and DDSL, role described and contact details		
	Role of the Trust Board & members		
	Staff Conduct of Code Policy		
	Behaviour Policy		
	Confidentiality and breaches		
	General Data Protection Act		
<b>WEEK 1</b>	Health & Safety: Fire and evacuation procedures, inductee medication or medical conditions of which school need to be aware.		
	Meet with School Leader, Assistant School Leader (as appropriate), DSL and DDSL, Executive Principal/ Headteacher. Discuss role of the Trust.		
	Welfare Co-ordinator, Designated Teacher (for LAC), Mental Health Co-ordinator, other leads as appropriate		
	Named Trustees Safeguarding- J. Ratcliffe Chair- N. Chesters		

	Access to online platforms and the necessity of maintaining professional presence and use.		
	Alternatives to reporting in school in an emergency		
	Signs and types of Abuse		
	Where to find safeguarding policy and other relevant policies		
	What to do regarding disclosure – reporting systems. Introduce to MyConcern		
	<b>Policies to read:</b> Health & Safety Complaints Safeguarding Child-on-Child Abuse policy Code of Conduct Whistle Blowing KCSIE (part 1 and 2 if appropriate) Online Safety Prevent Duty Site Security Behaviour		
<b>WEEK 2</b>	Training needs identified		
	Training needs scheduled		
	Any other issues		
	Review date:		

Date Induction carried out on:

By:

Signed by Employee:

Date of Completion:

Areas to follow up:

Training needs identified

## Appendix 1

### Definitions and Indicators of Abuse

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

- Provide adequate food, clothing, and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate caregivers); or
- Ensure access to appropriate medical care or treatment.

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

The following may be indicators of neglect (not designed to be used as a checklist):

- Constant hunger;
- Stealing, scavenging and/or hoarding food;
- Frequent tiredness or listlessness;
- Frequently dirty or unkempt;
- Often poorly or inappropriately clad for the weather;
- Poor school attendance or often late for school;
- Poor concentration;
- Affection or attention seeking behaviour;
- Illnesses or injuries that are left untreated;
- Failure to achieve developmental milestones, for example growth, weight;
- Failure to develop intellectually or socially;
- Responsibility for activity that is not age appropriate such as cooking, ironing, caring for siblings;
- The child is regularly not collected or received from school;
- The child is left at home alone or with inappropriate carers;
- Adolescent neglect;
- Affluent neglect.

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

The following may be indicators of physical abuse (not designed to be used as a checklist):

- Multiple bruises in clusters, or of uniform shape;
- Bruises that carry an imprint, such as a hand or a belt;
- Bite marks;
- Round burn marks;
- Multiple burn marks and burns on unusual areas of the body such as the back, shoulders, or buttocks;
- An injury that is not consistent with the account given;
- Changing or different accounts of how an injury occurred;
- Bald patches;
- Symptoms of drug or alcohol intoxication or poisoning;
- Unaccountable covering of limbs, even in hot weather;

- Fear of going home or parents/carers being contacted;
- Fear of medical help;
- Fear of changing for P.E.;
- Inexplicable fear of adults or over-compliance;
- Violence or aggression towards others including bullying; or
- Isolation from peers.

**3. 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 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, 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 (**child-on-child abuse**).

The following may be indicators of sexual abuse (not designed to be used as a checklist):

- Sexually explicit play or behaviour or age-inappropriate knowledge;
- Anal or vaginal discharge, soreness, or scratching;
- Reluctance to go home;
- Inability to concentrate, tiredness;
- Refusal to communicate;
- Thrush, persistent complaints of stomach disorders or pains;
- Eating disorders, for example anorexia nervosa and bulimia;
- Attention seeking behaviour, self-mutilation, substance abuse;
- Aggressive behaviour including sexual harassment or molestation;
- Unusual compliance;
- Regressive behaviour, enuresis, soiling;
- Frequent or open masturbation, touching others inappropriately;
- Depression, withdrawal, isolation from peer group;
- Reluctance to undress for PE or swimming; or
- Bruises or scratches in the genital area.

**4. Emotional Abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children 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 the 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 also involve seeing or hearing the ill-treatment of another person. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment.



The following may be indicators of emotional abuse (not designed to be as a checklist):

- The child consistently describes him/her/themselves in very negative ways – as stupid, naughty, hopeless, ugly;
- Over-reaction to mistakes;
- Delayed physical, mental, or emotional development;
- Sudden speech or sensory disorders;
- Inappropriate emotional responses, fantasies;
- Neurotic behaviour: rocking, banging head, regression, tics and twitches;
- Self-harming, drug, or solvent abuse;
- Fear of parents being contacted;
- Running away;
- Compulsive stealing;
- Appetite disorders - anorexia nervosa, bulimia; or
- Soiling, smearing faeces, enuresis.

N.B.: Some situations where children stop communicating suddenly (known as “traumatic mutism”) can indicate maltreatment.

### **Parental response**

Research and experience indicate that the following responses from parents/carers may suggest a cause for concern across all four categories:

- Delay in seeking treatment that is obviously needed;
- Unawareness or denial of any injury, pain, or loss of function (for example, a fractured limb);
- Incompatible explanations offered, several different explanations or the child is said to have acted in a way that is inappropriate to her/his/their age and development;
- Reluctance to give information or failure to mention other known relevant injuries;
- Frequent presentation of minor injuries;
- A persistently negative attitude towards the child;
- Unrealistic expectations or constant complaints about the child.
- Alcohol misuse or other drug/substance misuse.
- Parents request removal of the child from home;
- Violence between adults in the household;
- Evidence of coercion and control.

### **Disabled Children**

When working with children with disabilities, practitioners need to be aware that additional possible indicators of abuse and/or neglect may also include:

- A bruise in a site that may not be of concern on an ambulant child such as the shin, maybe of concern on a non-mobile child;
- Not getting enough help with feeding leading to malnourishment;
- Poor toileting arrangements;
- Lack of stimulation;
- Unjustified and/or excessive use of restraint;
- Rough handling, extreme behaviour modification such as deprivation of medication, food, or clothing, disabling wheelchair batteries;
- Unwillingness to try to learn a child's means of communication;
- Ill-fitting equipment, for example, callipers, sleep boards, inappropriate splinting;
- Misappropriation of a child's finances; or
- Inappropriate invasive procedures.

## Appendix 2

### **Specific safeguarding issues**

#### **Behaviours linked to safeguarding issues**

All staff have an awareness of safeguarding issues that can put children at risk of harm. Presenting behaviours linked to issues such as drug taking and or alcohol misuse, deliberately missing education, serious violence (including the link to county lines), radicalisation and consensual and non-consensual sharing of nude and semi-nude images and/or videos can be signs that children are at risk.

#### **Bullying, including Cyberbullying**

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period, where it is difficult for those bullied to protect themselves. It can take many forms, but the main types are:

- Physical (e.g. hitting, kicking, theft);
- Verbal (e.g. racist, or homophobic remarks, threats, name-calling);
- Emotional (e.g. isolating an individual from the activities and social acceptance of their peer group);
- Cyberbullying (including sexting).

Guidance on bullying can be found at: [Preventing & tackling bullying](#)  
[Cyberbullying advice](#)

#### **Child-on-child abuse (incl sexual violence and sexual harassment)**

Staff have the knowledge and awareness that children are capable of abusing other children (including online). Staff are clear about policy and procedure regarding child-on-child abuse. We have a separate Child-on-Child Abuse Policy in addition to behaviour policies to guide, inform and support children, staff and parents/carers.

Child-on-child abuse can occur, both physically and verbally, either online or face to face, between two children of any age and sex, with a single child or group of children and can happen both inside and outside of our settings. Children who are victims of this abuse, will find the experience stressful and distressing and it is likely to have an adverse effect their educational attainment. This type of abuse can exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable.

Staff at TMPF recognise the indicators and signs of child-on-child abuse and know how to identify it and respond to reports of it. They understand the importance of the timely challenge of inappropriate behaviours between peers, many listed below, that are abusive in nature. They are aware of the age-appropriate importance of:

- Making clear that child-on-child abuse including sexual violence and sexual harassment, is never acceptable;
- Not dismissing this abuse as “banter”, “just having a laugh” or “boys being boys”;
- Challenging behaviours (potentially criminal in nature), such as physical and sexual assaults e.g. grabbing bottoms, breasts, and genitalia, flicking bras and the lifting up of skirts.

Staff know that if we do not challenge and support our children that this will lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

We know that the initial response to a report from a child is vitally important. We do not want to miss that opportunity and so we reassure victims that their reports are being taken seriously and that they will be supported and kept safe. We never give victims the impression that they are creating a problem by reporting sexual violence or sexual harassment. We reassure victims that they should not feel ashamed for making a report.

We have well-promoted and easily understood systems in place so that our children feel confident to knowing their concerns will be treated seriously. Allegations of child-on-child abuse will be recorded on the MyConcern platform and processes will align with the Child-on-Child Abuse Policy.

All victims are reassured that they are being taken seriously, regardless of how long it has taken them to come forward, and that they will be supported and kept safe. Abuse that occurs online or outside of the school will not be downplayed and will be treated equally seriously. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report. In an age-appropriate manner, we will aim to ensure that children know that the law is in place to protect them rather than criminalise them, and we will be explained in such a way that avoids alarming or distressing them.

Staff are aware of some of the groups that are potentially more at risk as evidence shows that girls, children with SEND and LGBTQI+ children are at greater risk. The DfE states that child-on-child abuse should be taken as seriously as abuse by adults and should be subject to the same child protection procedures.

Victims of child-on-child abuse will be supported by the school's pastoral system and referred to specialist agencies if appropriate. Risk assessment and/or safety planning are an integral part of this support plan, particularly regarding the post incident management.

Staff understand, that even if there are no reports in our setting, this does not mean that it is not happening, it may be the case that it is just not being reported. As such it is important that if staff at TMPF schools have any concerns regarding child-on-child abuse, they speak to their Designated Safeguarding Lead (DSL) or deputy (DDSL). Our staff will not develop high thresholds before acting.

Child-on-child abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- abuse in intimate personal relationships between peers;
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse);
- sexual violence such as rape, assault by penetration and sexual assault and may include an online element which facilitates, threatens and/or encourages sexual violence. Causing someone to engage in sexual activity without consent, such

- as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
- sexual harassment such as sexual comments, remarks about clothes and/or appearance, jokes, taunting and online sexual harassment. This also includes the telling of sexual stories, making lewd comments and calling someone sexual names and physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes, and displaying pictures, photos or drawings of a sexual nature; and online sexual harassment.
  - causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.
  - consensual and non-consensual sharing of nudes and semi-nude images and or videos (also known as sexting or youth produced sexual imagery); consensual image sharing, especially between older children of the same age, may require a different response. It might not be abusive – but children still need to know it is illegal- whilst non-consensual is illegal and abusive;
  - upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm; and
  - initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

These will all be considered alongside the children's age and stage of development.

Staff are aware of the importance of understanding intra familial harms and any necessary support for siblings following incidents.

Staff are clear as to the Trust's policy and procedures with regards to child-on-child abuse and the important role they play in preventing it and responding where they believe a child may be at risk from it.

If staff have a concern about a child or a child makes a report to them, they will follow the safeguarding referral process. As in any case, if staff are in any doubt as to what to do, they should speak to the DSL/DDSL. Our behaviour policy will support any sanctions.

Guidance Documents:

- [Staffsccb-Responding to Sexting Guidance](#)
- [Disrespect NoBody campaign](#)
- [CEOP-Safety centre](#)
- [UKCIS Guidance: Sharing Nudes and Semi-Nudes](#)
- [Review of sexual abuse in schools and colleges - GOV.UK \(www.gov.uk\)](#)
- [Searching, screening and confiscation in schools](#)
- [Sharing nudes and semi-nudes: advice for education settings working with children and young people](#)
- [Undressed \(lgfl.net\)](#)

### **Children Missing Education**

All professionals working with children, as well as the wider community can help by remaining vigilant to children's safety. The law states every child should be receiving an education, and we stand a better chance of ensuring a child's safety if we know

where and how they are receiving this. The Education and Inspections Act 2006 places a duty on local authorities in England and Wales to make arrangements to identify children and young people of compulsory school age missing education in their area; we work closely to ensure we put appropriate safeguarding responses in place for children who go missing from education.

A child going missing, particularly repeatedly, can be a vital warning sign of a range of safeguarding risks, including abuse and neglect, which may include sexual abuse or exploitation; child criminal exploitation; mental health problems; substance abuse and other issues. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of them going missing in future.

Our school aims to hold **at least two** emergency contact numbers for each pupil. If a child goes missing from our school and we are unable to locate them, we will inform parents/carers and we will also contact the Police to report them missing. This will ensure that the Police and other partners have a true picture of missing episodes, which are indicators of risk for some children.

Staff will accurately complete registers for both the morning and afternoon sessions using Arbor or ScholarPack in a timely manner to support children's safeguarding. In the event of the program not being operational, or a staff member not having direct access to these, then a paper copy will be completed and shared with the school office as soon as possible in the registration periods.

The school will notify the Local Authority of any pupil who fails to attend school regularly after making reasonable enquiries or has been absent without the school's permission for a continuous period of 10 days or more. The school will also notify the Local Authority of any pupil who is to be deleted from the admission register because she/he/they:

- Has/have been taken out of school by their parents and is being educated outside the school system (e.g. elective home education);
- Has/have ceased to attend school and no longer lives within a reasonable distance of the school at which she/he is/ they are registered (moved within the city/ country or moved abroad but failed to notify the school of the change);
- Displaced because of a crisis e.g. domestic abuse or homelessness;
- Has been permanently excluded.

Our school will demonstrate that we have taken reasonable enquiries to ascertain the whereabouts of children that would be considered ['missing'](#).

### **Children who are absent from education**

Children being absent from education for prolonged periods and/or on repeated occasions can act as a vital warning sign to a range of safeguarding issues, including neglect, child sexual and child criminal exploitation - particularly county lines. It is important the school's response to persistently absent pupils and children missing education supports identifying such abuse, and in the case of absent pupils, helps prevent the risk of them becoming a child missing education in the future.

This includes when problems are first emerging but also where children are already known to local authority children's social care and need a social worker (such as a child who is a child in need or who has a child protection plan, or is a looked after

child), where being absent from education may increase known safeguarding risks within the family or in the community.

Further information and support, includes:

- [Working together to improve school attendance](#) including information on how schools should work with local authority children's services where school absence indicates safeguarding concerns.
- Information regarding schools' duties regarding children missing education, including information schools must provide to the local authority when removing a child from the school roll at standard and non-standard transition points, can be found in the department's statutory guidance: [Children missing education](#).
- General information and advice for schools can be found in the Government's [Missing Children and Adults strategy](#).

### **Child Missing from Home or Care**

There are strong links between children involved in criminal and sexual exploitation and other behaviours such as running away from home, care or school, bullying, self-harm, teenage pregnancy, truancy, and substance misuse.

In addition, some children are particularly vulnerable, for example, children with SEND, those in residential or foster care, those leaving care, migrant children, particularly those who are unaccompanied, those forced into marriage, those involved in gangs and unaccompanied asylum-seeking children. Most children who go missing are not in care and go missing from their family home. However, children who are looked after are much more likely to run away than those who live at home, and over 50% of young people in care have run away at some point.

Guidance document:

- [Children who run away or go missing from home or care](#)

### **Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE).**

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

### **Child Criminal Exploitation (CCE)**

Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting, or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others. Children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims (particularly older children), is not always recognised by adults and professionals and they are not treated as victims

despite the harm they have experienced. They may still have been criminally exploited even if the activity appears to be something they have agreed or consented to.

It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls who are being criminally exploited may be at higher risk of sexual exploitation.

Some of the following can be indicators of CCE:

- children who appear with unexplained gifts or new possessions;
- children who associate with other young people involved in exploitation;
- children who suffer from changes in emotional well-being;
- children who misuse drugs and alcohol;
- children who go missing for periods of time or regularly come home late;
- children who regularly miss school or education or do not take part in education.

Guidance documents:

- [Safeguarding children who may have been trafficked](#)
- [Child Exploitation - StaffsSCB](#)

### **Child sexual exploitation (CSE)**

CSE is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing, and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet.

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

CSE can affect any child, who has been coerced into engaging in sexual activities. Some children may not realise they are being exploited e.g. they believe they are in a genuine romantic relationship.

The above CCE indicators can also be signs of CSE, as can having older boyfriends or girlfriends and/or suffering from sexually transmitted infections/becoming pregnant.

Guidance documents:

- [Child Sexual Exploitation Definition & Guidance](#)
- [Know about CSE](#)

### **County Lines**

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas (within the UK), using dedicated mobile phone lines or other form of "deal line".

Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move and/or store drugs and money. Offenders will

often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in several locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes, and care homes.

Children are often recruited to move drugs and money between locations and are known to be exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection. Children can easily become trapped by this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

One of the ways of identifying potential involvement in county lines are missing episodes (both from home and school), when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism (NRF) should be considered via the Police. Further information can be found here [National Referral Mechanism](#)

If a child is suspected to be at risk of or involved in county lines, a safeguarding referral should be considered alongside consideration of availability of local services/third sector providers who offer support to victims of county lines exploitation.

Like other forms of abuse and exploitation, county lines exploitation:

- Can affect any child or young person under the age of 18 years;
- Can affect any vulnerable adult over the age of 18 years;
- Can still be exploitation even if the activity appears consensual;
- Can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence;
- Can be perpetrated by individuals or groups, males or females, and young people or adults;
- Is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

Guidance Document:

- [Criminal Exploitation of Children and Vulnerable Adults; County Lines](#)
- [County Lines toolkit](#)

### **Domestic Abuse**

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

- Psychological;
- Physical;
- Sexual;
- Financial;
- Emotional.

Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate



relationships (teenage relationship abuse). Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people, can also occur within their personal relationships as well as in the context of their home life. We will signpost and support our children/ young people.

Our schools are all registered as 'Operation Encompass' schools and act appropriately when we receive an alert to support the children in our school.

Guidance Documents:

- [Domestic Violence and Abuse](#)
- [Domestic Abuse-Staffsccb](#)
- [NSPCC-Domestic Abuse](#)
- Operation Encompass helpline 0204 513 9990 (8am-1pm Mon-Frid)

### **Drugs**

There is evidence that children and young people are increasingly misusing alcohol and illegal drugs. Consequences range from non-attendance and poor attainment at school, poor health, committing crime to support 'habits' and increased risk of being a victim of violent crime and criminal exploitation, including sexual exploitation.

Guidance Documents:

- [NSPCC-Parental Substance Misuse](#)
- [Drugs Advise for Schools](#)

### **Fabricated or Induced Illness (FI)**

Fabricated or Induced Illness is a condition whereby a child suffers harm through the deliberate action of their carer, and which is attributed by the adult to another cause. There may be several explanations for these circumstances, and each requires careful consideration and review. Concerns about a child's health should be discussed with a health professional who is involved with the child.

[NHS-Overview-Fabricated or Induced Illness](#)

### **Homelessness**

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. Via the Staffordshire Safeguarding Board and Social Care, the DSL/DDS can access contact details and referral routes into local housing organisations, so they can raise/progress concerns at the earliest opportunity.

Indicators of risk include household debt, rent arrears, domestic abuse, and anti-social behaviour, as well as the family being asked to leave a property. Whilst referrals and/or discussion with the Local Housing Authority will be progressed as appropriate, and in accordance with local procedures, this will **not** replace a referral into children's social care where a child has been harmed or is at risk of harm.

We also recognise that in some cases 16/17 yr olds (potential siblings of our pupils) could be living independently from their parents or guardians and they will require a different level of intervention and support. Children's services will be the lead agency for these young people and the DSL will ensure that appropriate referrals are made based on the child's circumstances.

### **Honour-based Abuse**

So-called 'honour-based' abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors, when deciding what form of safeguarding action to take. All forms of HBA are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBA, or already having suffered HBA.

### **Female Genital Mutilation (FGM)**

FGM comprises of all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. It is known by several names including "cutting", "female circumcision" or "initiation". The term female circumcision suggests that the practice is like male circumcision, but it bears no resemblance to male circumcision, and it has serious health consequences with no medical benefits. FGM is also linked to domestic abuse, particularly in relation to "honour-based abuse".

FGM mandatory reporting duty for teachers Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers along with regulated health and social care professionals in England and Wales, to report to the police where they discover (either via disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18.

Those failing to report such cases may face disciplinary sanctions. It is rare to see visual evidence, and children should not be examined but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies.

Staff **must** personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless there is good reason not to, they should still consider and discuss any such case with the DSL (or deputy) and involve children's social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where staff do not discover that FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, staff will follow local safeguarding procedures.

Guidance Documents:

- [Multi Agency Statutory guidance on Female Genital Mutilation](#)
- [Female Genital Mutilation Act 2003](#)

### **Forced Marriage**

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where

violence, threats or any other form of coercion is used to cause a person to enter a marriage. The threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Some perpetrators use perceived cultural practices, to coerce a person into marriage. Schools and colleges play an important role in safeguarding children from forced marriage.

There are some significant differences between the referral of a concern about a young person being forced into marriage and other child protection referrals. Professionals must be aware that sharing information with a young person's parents, extended family, or members of their community, could put the young person in a situation of significant risk.

Any disclosure that indicates a young person may be facing a forced marriage must be taken seriously by professionals who should also realise that this could be 'one chance to save a life'. A forced marriage is a marriage in which one or both spouses do not consent to the marriage but are coerced into it. Duress can include physical, psychological, financial, sexual, and emotional pressure. In cases of vulnerable adults who lack the capacity to consent to marriage, coercion is not required for a marriage to be forced.

From February 2023 it has also been a crime to carry out any conduct whose purpose is to cause a child to marry before their eighteenth birthday, even if violence, threats or another form of coercion are not used. As with the existing forced marriage law, this applies to non-binding, unofficial 'marriages' as well as legal marriages.

Staff can contact the Forced Marriage Unit for advice or information:  
Contact: 020 7008 0151 or email [fm@fcdo.gov.uk](mailto:fm@fcdo.gov.uk).

Guidance Document:

- [Forced Marriage](#)
- [The right to choose: government guidance on forced marriage](#)

### **Mental Health**

All staff have an important role to play in supporting the mental health and wellbeing of our pupils and are aware 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. We have processes in place for identifying possible mental health problems. In each school there is a member of staff who has received training in either 'Mental Health awareness' or as a 'Mental Health First Aider'. Schools celebrate 'Children's Mental Health' week and stage and promote initiatives throughout the year to support children with mental health and wellbeing.

Only appropriately trained professionals will attempt to make a diagnosis of a mental health problem. Education staff, however, 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.

Where children have suffered abuse and neglect, or other potentially traumatic Adverse Childhood Experiences (ACE), this can have a lasting impact throughout childhood, adolescence and into adulthood. Staff should have awareness of, or be

willing to discuss with colleagues, how these children's experiences, can impact on their mental health, behaviour, and education.

Guidance and helpful documents:

- [Addressing Trauma and Adversity](#)
- [Mental Health and Behaviour in Schools Guidance.](#)
- [Preventing and tackling bullying](#)
- [Every Interaction Matters](#)
- [MIND-Parenting Capacity and Mental Health](#)
- [NSPCC-Mental Health and Parenting](#)

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following this policy, and by speaking to the DSL/DDSL.

### Online Safety

The use of technology has become a significant component of many safeguarding issues. Child Criminal Exploitation, Child Sexual Exploitation, radicalisation, sextortion, sexual predation, and technology often provides the platform that facilitates harm.

At TMPF, we realise that it is essential for our children to be safeguarded from potentially harmful and inappropriate online material. We have an effective whole school approach to online safety which empowers us to protect and educate pupils and staff in their use of technology and establishes mechanisms for us to identify, intervene in, and escalate any concerns where appropriate.

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

- **Content:** being exposed to illegal, inappropriate, or harmful content, for example: pornography, fake news, racism, misogyny, **misandry**, self-harm, suicide, anti-Semitism, radicalisation, and extremism.
- **Contact:** being subjected to harmful online interaction with other users; for example: peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.
- **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying; and
- **Commerce:** risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it to the Anti-Phishing Working Group (<https://apwg.org/>).

We ensure that online safety is a running and interrelated theme whilst devising and implementing policies and procedures. We consider online safety in other relevant policies, when planning curriculum, teacher training, the role and responsibilities of the DSL and parental engagement. We have appropriate filtering and monitoring systems in place on pupil devices and school networks, and these are regulated, and risk assessed.

Our filtering and monitoring standards will:

- identify and assign roles and responsibilities to manage filtering and monitoring systems;

- review filtering and monitoring provision at least annually;
- endeavour to block harmful and inappropriate content without unreasonably impacting teaching and learning;
- have effective monitoring strategies in place that meet safeguarding needs.

A member of the Trust Board will review the standards and discuss with IT staff and leaders what more needs to be done to support schools in meeting this standard.

We have an online safety policy which identifies the usage and expected behaviour of children.

Education at home/Remote learning: Where children are being asked to learn online at home, our school will refer to and use the links and resources provided by the DfE; Safeguarding in schools, colleges and other providers and safeguarding in remote education.

Children are not permitted to carry personal mobile and smart technology during the school day. Any devices are to be stored in the school office upon arrival and collected upon departure from a member of staff.

Guidance Documents:

- [Children's Commissioner-Online Safety](#)
- [Teaching online safety in schools](#)
- [Appropriate Filtering and Monitoring](#)
- [CEOP-Safety Centre](#)
- [National Cyber Security Centre](#)
- [NSPCC-Undertaking remote teaching safely](#)
- [360 Degree Safe - Online Safety Review Tool](#)
- [UKCCIS-UK Council for Child Internet Safety](#)

### **Private Fostering**

A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 (under 18, if disabled) by someone other than a parent or immediate relative. If the arrangement is to last, or has lasted, for 28 days or more, it is categorised as private fostering.

Close relatives are defined as a grandparent, brother, sister, uncle, or aunt (whether of full blood or half blood or by marriage or civil partnership), or a step-parent.

People become involved in private fostering for all kinds of reasons. Examples of private fostering include:

- Children who need alternative care because of parental illness;
- Children whose parents cannot care for them because their work or study involves long or antisocial hours;
- Children sent from abroad to stay with another family, usually to improve their educational opportunities;
- Unaccompanied asylum seeking and refugee children;
- Teenagers who stay with friends (or other non-relatives) because they have fallen out with their parents;
- Children staying with families while attending a school away from their home area.

Staff will notify the DSL/DDSL when they become aware of a private fostering arrangement. There is a mandatory duty on the school to inform Staffordshire Childrens Social Care of a private fostering arrangement by contacting (0300 111 8007), who then have a duty to check that the young person is being properly cared for and that the arrangement is satisfactory.

Guidance Document:

- [Children Act 1989 – Private Fostering](#)

### Preventing Radicalisation

Children are vulnerable to extremist ideology and radicalisation. Similar to protecting children from other forms of harms and abuse, protecting children from this risk should be a part of a schools' safeguarding approach.

- **Extremism** is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.
- **Radicalisation** refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.
- **Terrorism** is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious, or ideological cause.

At TMPF, we value freedom of speech and the expression of beliefs and ideology as fundamental rights underpinning our society's values. Pupils and school staff have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

There is no single way of identifying whether a child is likely to be susceptible to an extremist ideology. Background factors combined with specific influences such as family and friends may contribute to a child's vulnerability. Similarly, radicalisation can occur through many different methods (such as social media or the internet) and settings (such as within the home).

The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. TMPF is clear that this exploitation and radicalisation must be viewed as a safeguarding concern and that protecting children from the risk of radicalisation is part of the school's safeguarding duty. The school's designated safeguarding lead (and any deputies) should be aware of local procedures for making a Prevent referral.

TMPF provided training on the Prevent Duty (WRAP - Workshop to Raise Awareness of Prevent) in 2022/3 – [staff are signposted to where this can be updated.](#)

Definitions of radicalisation and extremism, and indicators of vulnerability to radicalisation are in **Appendix 4**.

## **Prevent Duty and Channel**

### **Prevent**

The School Leader and the DSL will assess the level of risk within the school and put actions in place to reduce that risk. Risk assessment may include consideration of the school's RE curriculum, SEND policy, the use of school premises by external agencies, integration of pupils by gender and SEND, anti-bullying policy and other issues specific to the school's profile, community and philosophy.

All schools are subject to a duty to have "due regard to the need to prevent people being drawn into terrorism" (section 26, Counter Terrorism and Security Act 2015). This is known as The Prevent Duty and is part of TMPF's wider safeguarding obligations.

Designated safeguarding leads and other senior leaders familiarise themselves with the revised Prevent duty guidance: for England and Wales, especially paragraphs 57-76, which are specifically concerned with schools (and covers childcare). We follow the guidance in terms of four general themes: risk assessment, working in partnership, staff training, and IT policies.

Our school has a Prevent Single Point of Contact (SPOC) who is the lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism: this is the DSL.

School will monitor online activity within the school to ensure that inappropriate sites are not accessed by pupils or staff. This is best done using specialist online monitoring software, which in this school is called Futures Cloud.

### **Channel**

Channel is a multi-agency approach to provide support to individuals who are at risk of being drawn into terrorist-related activity. It is led by the Staffordshire Police Counter-Terrorism Unit, and it aims to:

- Establish an effective multi-agency referral and intervention process to identify vulnerable individuals;
- Safeguard individuals who might be vulnerable to being radicalised, so that they are not at risk of being drawn into terrorist-related activity;
- Provide early intervention to protect and divert people away from the risks they face and reduce vulnerability;

The Channel programme focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's participation in the programme is entirely voluntary at all stages.

Schools have a duty to cooperate with the Channel programme in the carrying out of its functions, and with the Police in providing information about an individual who is referred to Channel (Section 38, Counter Terrorism and Security Act 2015).

Guidance Documents:

- [The Prevent Duty.](#)
- [Educate Against Hate](#)
- [ACT Early | Prevent radicalisation](#)

### **Serious Violence**

Staff should be aware of the indicators, which may signal children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation. All staff should be aware of the range of risk factors which increase the likelihood of involvement in serious violence, such as being male, having been frequently absent or permanently excluded from school, having experienced child maltreatment and having been involved in offending, such as theft or robbery.

Guidance documents:

- [Home Office Preventing Youth Violence and Gang Involvement](#)
- [Criminal Exploitation of Children and Vulnerable Adults; County Lines](#)



## Appendix 3

### Allegations about a staff member (inc supply), Trustee or Volunteer

1. Inappropriate behaviour by staff/supply staff/volunteers could take the following forms:
  - **Physical**  
For example, the intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects, or rough physical handling.
  - **Emotional**  
For example, intimidation, belittling, scapegoating, sarcasm, lack of respect for children's rights, and attitudes that discriminate on the grounds of race, gender, disability, or sexuality.
  - **Sexual**  
For example, sexualised behaviour towards pupils, sexual harassment, inappropriate phone calls and texts, images via social media, sexual assault, and rape.
  - **Neglect**  
For example, failing to act to protect a child or children, failing to seek medical attention or failure to carry out an appropriate risk assessment.
  - **Spiritual Abuse**  
For example, using undue influence or pressure to control individuals or ensure obedience, follow religious practices that are harmful such as beatings or starvation.
2. If a child makes an allegation about a member of staff, supply staff, Trustee, visitor or volunteer the School Leader/ Executive Principal or Headteacher/ CEO must be informed immediately. The School Leader/Executive Principal or Headteacher/ CEO must carry out an urgent initial consideration to establish whether there is substance to the allegation. The CEO should not carry out the investigation him/her/themself or interview pupils.
3. The Headteacher/Principal will exercise and be accountable for their professional judgement on the action to be taken as follows:
  - If the actions of the member of staff, and the consequences of the actions, raise credible Child Protection concerns the School Leader/ Executive Principal/Head Teacher will notify the Staffordshire Designated Officer (**LADO**) (**0300 111 8007**). The LADO will liaise with the CEO or Chair of Trust Board and advise about action to be taken and may initiate internal referrals within Staffordshire Childrens Social Care to address the needs of children likely to have been affected.
  - If the actions of the member of staff, and the consequences of the actions, do not raise credible child protection concerns, but do raise other issues in relation to the conduct of the member of staff or the pupil. These should be addressed through the school's own internal procedures.
  - If the School Leader or Executive Principal/Headteacher, or CEO decides that the allegation is without foundation and no further formal action is necessary, all those involved should be informed of this conclusion, and the reasons for the decision should be recorded on the child safeguarding file.

4. Where we are not the employer of an individual, we still have responsibility to ensure allegations are dealt with appropriately and that they liaise with relevant parties (this includes supply teachers, volunteers, trainee teachers, placement students). In no circumstances will our school decide to cease to use a supply teacher due to safeguarding concerns, without finding out the facts and if appropriate, liaising with the LADO to determine a suitable outcome. Our CEO or Trust Board will discuss with the agency whether it is appropriate to suspend the supply teacher, or redeploy them to another part of the school/setting, whilst they carry out their investigation.
  
5. Where an allegation has been made against the School Leader, then the Executive Principal/Headteacher will liaise with the LADO. When against the Executive Principal/Headteacher, then the CEO will liaise with the LADO. Where against the CEO, the Chair of the Trust Board will take on the role of liaising with the LADO in determining the appropriate way forward. Should the allegation concern the Chair of the Trust Board, then the Diocesan Corporate Member will liaise. [Allegations of Abuse - SSCB](#)

## Appendix 4

### Indicators of Vulnerability to Radicalisation

1. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
2. Extremism is defined by the Government in the Prevent Strategy as: Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.
3. Extremism is defined by the Crown Prosecution Service as - The demonstration of unacceptable behaviour by using any means or medium to express views which:
  - Encourage, justify, or glorify terrorist violence in furtherance of beliefs;
  - Seek to provoke others to terrorist acts;
  - Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or
  - Foster hatred which might lead to inter-community violence in the UK.
4. There is no such thing as a “typical extremist”: those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.
5. Pupils may become susceptible to radicalisation through a range of social, personal, and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that school staff can recognise those vulnerabilities.
6. Indicators of vulnerability include:
  - Identity Crisis – the pupil is distanced from their cultural/religious heritage and experiences discomfort about their place in society.
  - Personal Crisis – the student/pupil may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging.
  - Personal Circumstances – migration; local community tensions; and events affecting the pupil's country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy.
  - Unmet Aspirations – the pupil may have perceptions of injustice; a feeling of failure; rejection of civic life.
  - Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement/reintegration.
  - Special Educational Need – students/pupils may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

7. This list is not exhaustive, nor does it mean that all children experiencing the above are at risk of radicalisation for the purposes of violent extremism.
8. More critical risk factors could include:
  - Being in contact with extremist recruiters;
  - Family members convicted of a terrorism act or subject to a Channel intervention;
  - Accessing violent extremist websites, especially those with a social networking element;
  - Possessing or accessing violent extremist literature;
  - Using extremist narratives and a global ideology to explain personal disadvantage;
  - Justifying the use of violence to solve societal issues;
  - Joining or seeking to join extremist organisations;
  - Significant changes to appearance and/or behaviour; and
  - Experiencing a high level of social isolation resulting in issues of identity crisis and/or personal crisis.

## SPOC Contacts

Prevent Leads	Contact Name	Email Address
<b>Cannock</b>	Oliver Greatbach	<a href="mailto:olivergreatbatch@cannockchasedc.gov.uk">olivergreatbatch@cannockchasedc.gov.uk</a>
<b>East Staffs</b>	Mike Hovers	<a href="mailto:Michael.hovers@eaststaffsbc.gov.uk">Michael.hovers@eaststaffsbc.gov.uk</a>
<b>Lichfield</b>	Yvonne James	<a href="mailto:Yvonne.James@lichfielddc.gov.uk">Yvonne.James@lichfielddc.gov.uk</a>
<b>Newcastle</b>	Georgina Evans	<a href="mailto:Georgina.Evans@newcastle-staffs.gov.uk">Georgina.Evans@newcastle-staffs.gov.uk</a>
<b>South Staffs</b>	Maggie Quinn	<a href="mailto:M.Quinn@sstaffs.gov.uk">M.Quinn@sstaffs.gov.uk</a>
<b>Stafford</b>	Victoria Cooper	<a href="mailto:vcooper@staffordbc.gov.uk">vcooper@staffordbc.gov.uk</a>
<b>Staffs Moorlands</b>	Paula Goodwin	<a href="mailto:paula.goodwin@staffsmoorlands.gov.uk">paula.goodwin@staffsmoorlands.gov.uk</a>
<b>Tamworth</b>	Joanne Sands	<a href="mailto:joanne-sands@tamworth.gov.uk">joanne-sands@tamworth.gov.uk</a>
<b>Staffordshire County Council (Safer Communities)</b>	Fiona Chapman	<a href="mailto:fiona.chapman@staffordshire.gov.uk">fiona.chapman@staffordshire.gov.uk</a>
<b>Staffordshire Police Prevent Team</b>	Sam Cartlidge	<a href="mailto:prevent@staffordshire.police.uk">prevent@staffordshire.police.uk</a>

## Appendix 6

### Role of the Staffordshire LADO

The Staffordshire LADO (Local Authority Designated Officer) promotes a safer children's workforce by providing effective guidance, advice, and investigation oversight to cases. They may be able to offer advice and assist with communication in situations which sit outside the statutory criteria, albeit at the discretion of the LADO and where the broader goals of a safer children's workforce are relevant.

The service will give advice on how concerns or allegations should be investigated, including if a referral needs to be raised with the Police and/or Children's Social Care. Staffordshire LADO is not directly responsible for investigatory activities but will actively support any investigation and give advice around a range of parameters including suspension, possible media interest, when to tell the adult, and ensure all interested parties are appropriately linked together. They will retain oversight of individual cases to ensure concerns or allegations are investigated thoroughly in a fair and timely manner, and will advise in relation to any subsequent duties to communicate with regulatory bodies and/or the DBS.

The StaffsSCB inter-agency procedures for: [Allegations of Abuse - SSCB](#) is based on the framework for dealing with allegations made against an adult who works with children, this is detailed in [Working Together 2023](#) and should be followed by all organisations providing services for children and young people. Compliance with these procedures will help to ensure that allegations are dealt with consistently and in a timely manner, that a thorough, proportionate, and fair process is followed and that processes are open to challenge.

Arrangements for managing concerns or allegations of this nature should be robust and effective in keeping children safe. All allegations should be taken seriously, approached with an open mind, and not be driven by preconceived opinions about whether a child has or has not been harmed.

[Guidance for Safer Working Practice](#) is available which will help individuals form judgements on what may constitute behaviour that is unsafe or abusive.

*Who to refer concerns to:*

All reports of concern or allegation to the Staffordshire LADO (Local Authority Designated Officer) that an adult working or volunteering with children:

- 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.
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

**Step 1:** Follow KCSiE 2024 Guidance. Executive Principal/Headteacher/ CEO/ Chair of Trust Board will contact the LADO on 0300 111 8007.

**Step 2:** Staffordshire Childrens Advice and Support Team will ensure that the matter is passed promptly to the Staffordshire LADO Duty Officer and assist in initiating any additional safeguarding activities.

If your concern or allegation is urgent and outside of office hours telephone: 0345 6042 886 (the Emergency Duty Team).

This single referral point will provide a responsive and inclusive service for all children's workforce sectors, focus the advice and support where it is needed most and enable the team to continue to work effectively with partners.

## Appendix 7

### Useful safeguarding contacts

- Staffordshire Education Safeguarding Advice Service (ESAS) on 01785 895836 or email [esas@staffordshire.gov.uk](mailto:esas@staffordshire.gov.uk)
- Local Authority Designated Officer (LADO) 0300 111 8007
- Staffordshire Childrens Advice and Support (SCAS) 0300 111 8007
- Emergency Duty Services (EDS-out of hours safeguarding concerns) 0345 604 2886 or email [eds.team.manager@staffordshire.gov.uk](mailto:eds.team.manager@staffordshire.gov.uk)
- Staffordshire Police Multi Agency Safeguarding Hub (MASH) via 101, in an emergency please dial 999
- Stoke-on-Trent Children's Services: Chat and Advice Service (CHAD) 01782 235100 Emergency Duty Team: 01782 234234 (outside office hours)
- Staffordshire Police coordinator: Mark Hardern Tel: 07539 3636299 Email: [mark.hardern@staffordshire.police.uk](mailto:mark.hardern@staffordshire.police.uk)
- Staffordshire Police Prevent Team 01785 232054, 01785 233109 or email [prevent@staffordshire.police.uk](mailto:prevent@staffordshire.police.uk)
- PHSE Coordinator Natalie McGrath [natalie@staffscvys.org.uk](mailto:natalie@staffscvys.org.uk)
- Child Exploitation and Online Protection Centre [CEOP](http://CEOP.org.uk) & [knowaboutcse.co.uk](http://knowaboutcse.co.uk)
- [NSPCC](http://NSPCC.org.uk) – 24-hour Child Protection Helpline 0808 800 5000
- [Stop It Now! child sexual abuse helpline](http://StopItNow.org.uk)
- Women's Aid - 24 Hour Helpline: 0870 2700 123
- UNICEF – Support Care Team 0300 330 5580 (Mon – Fri 8am-6pm). If you think a child is in immediate danger, please call 999. [Unicef](http://Unicef.org)

### **National Contacts**

- CEOP (Child Exploitation and Online Protection) [CEOP Safety Centre](http://CEOP.org.uk)
- Professionals Online Safety Helpline – 0844 381 4772 [Safer Internet Helpline](http://SaferInternet.org.uk)
- Internet Watch Foundation (IWF) – [Internet Watch Foundation](http://InternetWatchFoundation.org.uk)
- Safer Internet Centre – [helpline@saferinternet.org.uk](mailto:helpline@saferinternet.org.uk)
- Childline – 0800 1111 [Childline](http://Childline.org.uk)
- Ofsted – General enquiries: 0300 123 1231  
About Schools: 0300 123 4234  
Concerns: 0300 123 4666  
e-mail: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)
- HM Government (advice on protecting children from radicalisation for parents, teachers, and leaders) [www.educateagainsthate.com](http://www.educateagainsthate.com)
- NSPCC Harmful Sexual Behaviour project: 0844 892 0273



## Appendix 8

### School-specific additional information

#### **Talbot and St Peter's C.E. First Schools**

Online safety is interwoven through day-to-day practice. They recognise that their children use technology from an early age and that online safety should be taught within the PSHE curriculum with reference to online and offline to enable their children are able to reap the benefits of the online world. As part of PSHE, our children are taught:

- what positive, healthy and respectful online relationships look like
- the effects of their online actions on others
- how to recognise and display respectful online behaviour

As part of our Computing curriculum, children are taught:

- how to use technology safely, responsibly, respectfully and securely
- where to go for help and support when they have concerns about content or contact on the internet or other online technologies

Children have weekly computing lessons which follow the Teach Computing scheme of work which has been adapted for our mixed age groups with a Long-Term Plan (LTP) and progression of skills throughout the cycle and by each Key Stage. Children have their own login details for the computers and are taught about the importance of these details remaining private.

Each year, the schools hold an Online Safety Day in order to raise awareness although staff are aware that with the new RSE curriculum there needs to be a continuous rapport around Online Safety.

We regularly share #WakeUpWednesday posts on our Class Dojo school story and their Facebook pages from the National Online Safety on a weekly basis.

At Talbot and St Peter's C.E, both schools use Securus XT provided through Entrust which uses active monitoring and management including web filtering. Entrust's safeguarding analysts review all captures that are generated by monitored users and grade them according to the level of potential risk. If during the school day they detect captures that may be a cause for concern, the nominated contacts will be informed on the same day via phone and email. Any captures over overnight or a weekend are reported to nominated contacts on the next working day. All staff and children have individual Windows logins meaning that any flagged search terms can be dealt with swiftly and appropriately.

The following grading levels are used to determine risk in relation to captures:

Grade 1 -False positive, no action required

Grade 2 -Off task e.g. playing games. If this appears to be excessive or obsessive, we will e-mail the school contacts

Grade 3 -Behaviour, inappropriate language or one-off incidents. Primary schools, an email is sent to the named contacts

Grade 4 -Potential safeguarding issue with no immediate risk of harm. An email is sent to the named contacts

Grade 5 -Potential safeguarding issue with immediate risk of harm. Telephone call and email to the named contacts

Talbot and St Peter's C.E First Schools use PFSense for their network firewall, which monitors incoming and outgoing network traffic which identifies any suspect traffic and protects against threats to the network. Alongside PFSense both schools use Diladele which safeguards students by blocking inappropriate content online.

Talbot and St Peter's C.E First Schools use Altaro software which backs up their data off site securely. At each school site there will be a backup of the opposite site to ensure that our data is backed up in multiple ways to avoid any data loss. The schools have introduced two-factor authentication for devices are used off site to further enhance the security of our Office365 suite. Devices that are taken off site such as laptops will also be BitLocker encrypted too. They are also increasing our remote backup of our Office365 suite with remote encrypted datocopy to further enhance security.

Children and staff alike at Talbot and St Peter's C.E First Schools agree to adhere to the guidelines set out in our Acceptable Usage Policy (AUP). The AUP is written appropriately for the different age groups so that children understand what they are agreeing too.