



Safeguarding And Child Protection Policy

Emmanuel Holcombe CE Primary School

Vision Statement

Jesus came to give us life in all its fullness. Our vision is that through faith, family and friendship, each of us can grow in love and learning, being tolerant, having resilience and developing enquiring minds, so that we can all experience the abundance Jesus came to give us.

Mission statement

In our small, friendly school, everyone respects and cares for one another
In our community, church, home and school we work together to grow in faith and friendship
In our learning we encourage each individual to reach their potential to grow through skills, knowledge and understanding

Policy development:

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Written by:	Policy template created by Gina Andrews Adapted by Amy Longstaff
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Emmanuel Holcombe CE Primary School

The Headteacher who has the ultimate responsibility for safeguarding is Amy Longstaff (Acting Headteacher from May 2022)

In her absence, the authorised member of staff is Jan Thomond.

Key School Staff, Roles and Contact Details

Name	Role	Location and/or Contact Phone Number
Amy Longstaff	Designated Safeguarding Lead	Emmanuel Holcombe Emmanuelholcombe@bury.gov.uk 01706 823498
Jan Thomond	Deputy Designated Safeguarding Lead from September 2023	Emmanuel Holcombe Emmanuelholcombe@bury.gov.uk 01706 823498
Jan Thomond	SENCO	Emmanuel Holcombe Emmanuelholcombe@bury.gov.uk 01706 823498
Adaobi Oghabon	Peelers (out of hours club) Manager and DSL	Emmanuel Holcombe Emmanuelholcombe@bury.gov.uk 01706 823498

Chair of Governors	Contact Phone Number/Email
Lisa Wilson	l.wilson@emmanuelholcombeprimaryschool.com 01706 823498
Named Governor for Safeguarding & Prevent	Contact Phone Number/Email
David Hume	d.hulme@emmanuelholcombeprimaryschool.com 01706 823498
Named Governor for Online Safety	Contact Phone Number/Email
David Hume	d.hulme@emmanuelholcombeprimaryschool.com 01706 823498

Our procedure if there is a concern about **child** welfare or safeguarding is:

1. If a child is suffering or likely to suffer harm, or in immediate danger

Action:

- Make a referral to children's social care and/or the police **immediately** if you believe a child is suffering or likely to suffer from harm, or is in immediate danger: <https://www.gov.uk/report-child-abuse-to-local-council>
- **Anyone** can make a referral.
- Tell the DSL as soon as possible if you make a referral directly
- Log the concern on our Safeguarding platform, CPOMs.

2. If a child makes a disclosure

Action:

- Listen to and believe them.
- Allow them time to talk freely and do not ask leading questions
- Stay calm and do not show that you are shocked or upset
- Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner
- Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret
- Write up your conversation as soon as possible in the child's own words. Stick to the facts, and do not put your own judgement on it
- Log on CPOMs and tick to alert the relevant staff members.
- Do not disclose the information to anyone else unless told to do so by a relevant authority involved in the safeguarding process.

3. If you have concerns about a child (as opposed to believing a child is suffering or likely to suffer from harm, or is in immediate danger)

Action:

- Where possible, speak to the DSL first to agree a course of action. If the DSL is not available, speak to the Deputy DSL.
- If appropriate, the DSL will take advice from local authority children's social care.
- You can also seek advice at any time from the NSPCC helpline on 0808 800 5000.
- Share details of any actions you take with the DSL as soon as practically possible. Liaise with DSL about any follow up actions

Early help

If early help is appropriate, the DSL will generally lead on liaising with other agencies and setting up an inter-agency assessment as appropriate. The DSL will keep the case under constant review and the school will consider a referral to local authority children's social care if the situation does not seem to be improving. Timelines of interventions will be monitored and reviewed.

In addition, the DSL and Deputy DSL meet with the school's Early Help Social Worker, Rachel Wilson, for Team Around the School Meetings (TAS)

Bury East Early Help Locality Team (including Tottington/Ramsbottom)

Telephone: 0161 253 5200

Referral: If it is appropriate to refer the case to local authority children's social care or the police, the DSL will make the referral or support you to do so. If you make a referral directly, you must tell the DSL as soon as possible. The local authority will

make a decision within 1 working day of a referral about what course of action to take and will let the person who made the referral know the outcome. The DSL or person who made the referral must follow up with the local authority if this information is not made available, and ensure outcomes are properly recorded. If the child's situation does not seem to be improving after the referral, the DSL or person who made the referral must follow local escalation procedures to ensure their concerns have been addressed and that the child's situation improves.

Early Help Hubs:

Bury East Locality Team (including Tottington/Ramsbottom) Telephone: 0161 253 5200

Children's Social Care:

MASH: Multi-Agency Safeguarding Hub: 0161 253 5678 (Monday – Friday, 8:45am – 4:45pm)

Emergency Duty Team: 0161 253 6606 (Out of Office hours)

Initial Response Team (IRT): 0161 253 5454 (for those already open to a Social Worker)

Safeguarding Team (SGT): 0161 253 6868 (for those already open to a Social Worker)

Complex Safeguarding Team: Contact MASH as above

Care and Support Service (CASS): 0161 253 6666 (for those open to a Social Worker)

Our procedure if there is an allegation that an **adult** has harmed a child, or that a child is a risk from a named adult is:

- If the child is in immediate danger, call 999.
- If the allegation is against a member of staff, report to the DSL, (Amy Longstaff) immediately and report via CPOMs – staff safe.
- If the allegation is against the Head Teacher, contact the LADO for advice.

See Allegation of Abuse Against Staff policy

When managing allegations that might indicate a person could pose a risk of harm if they continue to work in regular or close contact with children in their present position, or in any capacity with children at Emmanuel Holcombe CE Primary School.

This policy should be followed where it is alleged that anyone working in Emmanuel Holcombe CE Primary School, that provides education for children under 18 years of age, including supply teachers and volunteers has:

- 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.

Allegations against a teacher who is no longer teaching should be referred to the Police. Historical allegations of abuse should also be referred to the Police.

Police: 101/999

Local Authority Designated Officer (LADO): 0161 253 6168/ 07583877250, Email - LADO@bury.gov.uk
Lead Safeguarding Officer for Education: Gina Andrews 0161 253 5811/07974 604 223, Email - G.andrews@bury.gov.uk
Whistleblowing (proceduresonline.com)

Contents:	Page:
Legal Framework & non-statutory guidance	6
Acronyms Page	7
Introduction	10
Headteacher Role and Responsibilities	12
Governing Body Role and Responsibilities	13
Designated Safeguarding Leads Role and Responsibilities	15
Staff Role and Responsibilities	16
Concerns about a Child	17
Acceptable Use Agreements	18
Training and Awareness	18
Inter-Agency Working	20
Definitions of Abuse and Neglect	20
Adverse Childhood Experiences (ACES)	21
Domestic Abuse	22
Contextual Safeguarding	23
Child Sexual Exploitation (CSE)	24
Child Criminal Exploitation (CCE)	25
Peer on Peer Abuse	26
Serious Violence	28
Harmful Sexual Behaviour	29
Sexual Violence and Harassment	30
Upskirting	33
Honour Based Abuse (HBA)	33
Female Genital Mutilation (FGM)	33
Breast Ironing	34
Forced Marriage	34
Sharing Nudes/Semi-Nudes	35
Safeguarding Children with SEND	36
The PREVENT Duty	37
Preventing Radicalisation	37
Channel	39
Mental Health	39
Online Safety	40
Social Media	41
Cybercrime	41
Child Abduction and Community Safety Incidents	42
Children and The Court System	42
Children With Family Members In Prison	42
Homelessness	42
Early Help	43
Early Help Pathway	44
Safeguarding and Child Protection Policy and Procedures	45
Child's Voice	45
Poor Attendance	45
Alternative Provision	46
Electively Home Educated/Remote Education	46
Work Experience	46
Exclusions	47
Vulnerable Groups	47

Private Fostering	47
Disqualification Under the Childcare Act	48
Case Management, record keeping and Multi-agency working	48
Keeping Records	48
Pupils moving schools	49
Recording and Reporting Concerns	49
Working With Parents and Carers	49
Multi-Agency Working	50
Confidentiality and Information Sharing	50
Child Protection/CIN/TAF	51
Concerns, Disclosures by Children, Staff and Volunteers	51
Learning From Rapid Reviews and Serious Case Reviews	52
The Curriculum	52
Online Safety	53
Safer Recruitment & Selection Of Staff	54
Barred List Check	57
Section 128	57
References	58
Volunteers	58
Recording Information on the Single Central Record	58
Managing Allegations	59
Safety On & Off Site	61
Remote Education	62
Appendices:	
Appendix A: Early Help Pathway – flowchart and attachments	63
Appendix B: Whistleblowing - flowchart	64
Appendix C: Emmanuel Holcombe 'Concern A Child' flowchart	65
Appendix D: LADO - BURY INITIAL CONSIDERATION/ENQUIRY FORM	66
Appendix E: 'Keeping you Safe Poster	
E: Useful links /expert organisations/support for victims	69

Legal framework:

This policy has been created with due regard to all relevant legislation including, but not limited to, the following:

- Children Act 1989.
- Children Act 2004.
- Safeguarding Vulnerable Groups Act 2006.
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended).
- Sexual Offences Act 2003.
- The General Data Protection Regulation (GDPR).
- Data Protection Act 2018.
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018.
- Voyeurism (Offences) Act 2019 Statutory guidance.
- HM Government (2013) 'Multi-agency practice guidelines: Handling cases of Forced Marriage'.
- HM Government (2020) 'Multi-agency statutory guidance on female genital mutilation'.

- DfE (2015) 'The Prevent duty'.
- DfE (2018) 'Disqualification under the Childcare Act 2006'.
- **Education Act 2002:** Section 175 of the Education Act 2002 requires Local Education Authorities and the governors of maintained schools to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.
- **Working Together to Safeguard Children 2018:** sets out organisational responsibilities for schools and this applies to maintained, independent, academies, free schools and alternative non-provision academies. This is statutory guidance on inter-agency working to safeguard and promote the welfare of children.
- **Keeping Children Safe in Education (KCSiE 2023):** Statutory guidance for schools was issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014 and the Education (Non-Maintained Special Schools) (England) Regulations 2011. This contains information on what schools should do and sets out the legal duties with which schools **must** comply.
- **Guidance for Safer Working Practice** (with Addendum April 2020)

Non-statutory guidance:

- DfE (2015) 'What to do if you're worried a child is being abused'.
- DfE (2018) 'Information sharing'.
- DfE (2017) 'Child sexual exploitation'.
- DfE (2021) 'Sexual violence and sexual harassment between children in schools'.
- DfE (2020) 'Recruit teachers from overseas'.
- DfE (2020) 'Sharing nudes and semi-nudes: Advice for Education Settings Working with Children and Young People'.

Acronym List/Description:

ACES	Adverse Childhood Experiences	Traumatic events which can have an impact on both children and/or adult's lives.
CCE	Child Criminal Exploitation	Where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity in exchange for something the victim needs or wants, and/or for the financial or other advantage of the perpetrator or facilitator, and/or through violence or the threat of violence.
CLA (previously LAC)	Child Looked After	A child who has been placed in local authority care or where children's services.
CME	Child Missing from Education	Children who are of compulsory school age who are not on a school roll and who are not receiving a suitable education by other means (e.g. privately, electively home educated (EHE) or in alternative provision).

CSC	Children's Social Care	The branch of the Local Authority that deals with children who are at risk of harm.
CSE	Child Sexual Exploitation	Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.
DBS	Disclosure and Barring Service	The service that performs the statutory check of criminal records for anyone working or volunteering in a school.
DfE	Department for Education	The national government body with responsibility for Children's Services, policy and education, including early years, schools, higher and further education policy, apprenticeships and wider skills in England.
DPO	Data Protection Officer	The appointed person in school with responsibility for overseeing the Data Protection Strategy and implementation to ensure compliance with the Data Protection Act.
DSL	Designated Safeguarding Lead	Member/s of the Senior Leadership Team who has lead responsibility for safeguarding and child protection.
EHC Plan	Education, Health and Care Plan	A funded intervention plan which coordinates the educational, health and social needs for pupils who have significant needs that impact on their learning and access to education. The plan identifies any additional support needs or interventions and the intended impact they will have for the pupil.
ESFA	Education and Skills Funding Agency	An agency sponsored by the Department for Education with accountability for funding education and skills training for children, young people and adults.
FGM	Female Genital Mutilation	A procedure where the female genital organs are injured or changed and there is no medical reason for this.
GDPR	General Data Protection Regulation	Legislative provision designed to strengthen the safety and security of all data held within an organisation and ensure that procedures relating to personal data are fair and consistent.
HBA/HBV	Honour Based Abuse/ Violence	'Honour-based' abuse 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, forced marriage, and practices such as breast ironing.

HMCTS	HM Courts and Tribunals Service	Responsible for the administration of criminal, civil and family courts and tribunals in England and Wales.
HSB	Harmful Sexual Behaviour (also known as Sexually Harmful Behaviour)	Harmful Sexual behaviour is sexual behaviour expressed by children or young people under the age of 18 years old that is developmentally inappropriate, this may be harmful towards oneself or others or be abusive towards another child, young person or an adult.
IICSA	Independent Inquiry into Child Sexual Abuse	The Independent Inquiry into Child Sexual Abuse is analysing case files from the 6 Disclosure and Barring Service to learn more about the behaviours of perpetrators who have sexually abused children in institutions, and to understand institutional responses to these behaviours.
ITT	Initial Teacher Training	A programme of training to achieve qualified teacher status.
KCSiE	Keeping Children Safe in Education	Statutory guidance setting out schools' duties to safeguard and promote the welfare of children.
LA	Local Authority	A Local Government agency responsible for the provision of a range of services in a specified local area, including education.
LADO	Local Authority Designated Officer	All allegations about people who work with children, in statutory, independent, or voluntary organisations, must be referred to the Local Authority Designated Officer (LADO). A referral to the LADO must be made if there is information about a person indicating they have: <ul style="list-style-type: none"> ▪Behaved in a way that has harmed a child or may have harmed a child. ▪Possibly committed an offence against or related to a child. ▪Behaved towards a child or children in a way that indicates they may pose a risk of harm to children. ▪Behaved or may have behaved in a way that indicates they may not be suitable to work with children.
LGBTQ+	Lesbian, gay, bisexual, transgender, queer, plus	Term relating to a community of people, protected by the Equalities Act 2010, who identify as a lesbian, gay, bisexual or transgender, or other protected sexual or gender identities.
NPCC	National Police Chiefs' Council	National coordination body for law enforcement in the United Kingdom and the representative body for British Police Chief Officers.
PSHE	Personal Social and Health Education	A non-statutory subject in which pupils learn about themselves, other people, rights, responsibilities and relationships.

PHE	Public Health England	An executive agency of the Department of Health and Social Care which aims to protect and improve the nation's health and wellbeing.
QTS	Qualified Teacher Status	A requirement in England to work as a teacher of children in state schools and special schools.
RSE	Relationships and Sex Education	A compulsory subject from Year 7 for all pupils. Includes the teaching of sexual health, reproduction and sexuality as well as promoting positive relationships.
SCR	Single Central Record	A statutory secure record of recruitment and identity checks for all permanent and temporary staff, proprietors, contractors, external coaches and instructors, and volunteers who attend educational provision in a non-visitor capacity.
SENCO	Special Educational Needs Coordinator	A statutory role within all schools maintaining oversight and coordinating the implementation of special educational needs policy and provision of education to pupils with special educational needs.
SEND	Special Educational Needs and/or Disabilities	A pupil is assessed to have SEND if they have a learning difficulty or disability that makes it more difficult for them to learn than most pupils their age.
SLT	Senior Leadership Team	Staff members who have been delegated leadership responsibilities in a school setting.
TRA	Teaching Regulation Agency	An executive agency of the DfE with responsibility for the regulation of the teaching profession.
VSH	Virtual School Heads	In charge of promoting the educational achievement of all the children looked after (CLA) by the Local Authority.

Introduction

Through this policy we aim to create and maintain a safe learning environment and culture where all children and adults feel safe, secure and valued and know they will be listened to and taken seriously.

This policy has been developed to ensure that all adults in our school, including the Senior Leadership Team, regular staff, supply staff, volunteers and visitors, are working together to safeguard and promote the welfare of children and young people and to identify and address any safeguarding concerns and to ensure consistent good practice.

At Emmanuel Holcombe CE Primary School we adopt a **child-centred** approach and at we have a culture where **'safeguarding is everyone's responsibility'**.

'Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make

sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.'

Safeguarding and promoting the welfare of children and young people goes beyond implementing basic child protection procedures. The aims of this policy are in accordance with both our Mission Statement and our Equality Policy, and it is an integral part of all our activities and functions.

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- protecting children from maltreatment.
- preventing the impairment of children's mental and physical health or development.
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Under the Education Act 2002, schools have a duty to safeguard and promote the welfare of their pupils and are committed to the guidance set out in 'Working Together to Safeguard Children 2018' and 'Keeping Children Safe in Education September 2023' Our policy ensures that we comply with our Statutory Duties.

Our policy takes account of non-statutory guidance issued by the DfE and other relevant organisations.

Our policy ensures that we work in partnership with other organisations, where appropriate, to identify any concerns about child welfare and take action to address them and that we comply with local policies, procedures and arrangements.

Our policy compliments and supports other associative school policies:

- SEND Policy
- Acceptable Use of Technology Policy
- Complaints Policy
- Managing Serial and Unreasonable Complaints
- Whistleblowing Policy
- Behaviour Policy

At Emmanuel Holcombe CE Primary School we are aware that our policy should be regularly reviewed, and we are responsive to new and updated guidance and legislation and to promoting the safety of our staff and pupils in crisis situations e.g. Covid-19.

Roles & Responsibilities

Our Headteacher is Mrs Amy Longstaff (Acting Headteacher from May 2023)

Our Headteacher is fully aware of our role in multi-agency safeguarding arrangements, of the Bury Integrated Safeguarding Partnership (BISP) arrangements and of the Child Death Review partnership arrangements. We will ensure that we work together with appropriate relevant agencies to safeguard and promote the welfare of local children, identifying and responding to their needs, including:

'providing a co-ordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans to provide additional support to children subject to child protection plans. All schools should allow access for children's social care from the host local authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, a section 17 (CIN) or a section 47 (CP) assessment.' (KCSIE 2023)

Our Headteacher is fully aware of statutory guidance in KCSIE 2023 and will ensure that:

- The policies and procedures are adopted by the Governing Body to safeguard and promote the welfare of pupils. Policies and procedures are fully implemented and followed by all staff, including supply teachers and volunteers and that they are regularly updated in response to local practice or national changes in legislation.
- All staff including supply teachers and volunteers understand and comply with our Code of Conduct and issued our Staff Handbook/Volunteer Handbook.
- We evaluate our safeguarding policies and procedures at least on an annual basis and return our completed 157/175 audit to the Local Authority Biennially.
- We work with the Local Authority to ensure that our policies and procedures are in line with DfE and Local Authority guidance.
- A senior member of staff, known as the Designated Safeguarding Lead (DSL), is appointed with a clear job description. She has lead responsibility for Child Protection and Safeguarding and receives appropriate on-going training and support, as well as sufficient time and resources to enable them to discharge their responsibilities.
- Parents/carers are aware of and have an understanding of our responsibilities to promote the safety and welfare of our pupils by making our statutory obligations and that these are available on the school website.
- The Safeguarding and Child Protection Policy is available on our website.
- Child friendly information of how to raise a concern/make a disclosure has been developed through 'Keeping you Safe' posters displayed around school, whole school assemblies and PSHE lessons.
- We co-operate fully with the three local partners, Bury Council, Police and Health – Integrated Care systems (ICSs) previously known as the Clinical Commissioning Group, CCG) to develop and follow multi-agency safeguarding

procedures and arrangements and that these are in place to monitor the quality of referrals and interventions and the processes for escalation of concerns.

- We create a culture whereby all staff, volunteers and visitors feel confident and have knowledge of how to raise a concern about poor or unsafe practice with regards to the safeguarding and welfare of the children and young people and such concerns are addressed sensitively and effectively. All adults new to school, (including parent volunteers, sports coaches and visitors), participate in an induction and are asked to read and sign class files. All adults are expected to raise a concern about a child or adult to the DSL.
- Any staff who are carrying out regulated activities commissioned from external agencies/ organisations have been DBS checked and their employing organisations have safeguarding policies in place, including safer recruitment and annual safeguarding training appropriate to their roles.
- We ensure a risk assessment takes place to establish that the appropriate checks take place with any volunteers.
- We have appropriate procedures to ensure that there is no risk to children from visitors and we exercise diligence and prevent any organisation or speaker from using our facilities to disseminate extremist views or radicalize pupils and staff.
- SLT are aware that the safeguarding partners were previously referred to as "Clinical Commissioning Group" however their name has evolved to be "Integrated Care Systems (ICSs)" paragraph 106 – 113 KCSiE 2023. These additions provide clear links between the legal duty of the establishment and safeguarding.
- SLT are aware of the added clarification to paragraphs regarding Human Rights Act 1998, The Equality Act 2010 and the Public Sector Equality Duty. Paragraph 82-93 KCSiE 2023.
- **Human Rights legislation** - The updated guidance makes it clear that being subjected to harassment, violence and or abuse, may breach children's rights, as set out in the Human Rights Act.

Equality legislation - The guidance sets out the significance of the Equality Act 2010 to school safeguarding, including that schools:

- must not unlawfully discriminate against pupils because of their protected characteristics
 - must consider how they are supporting pupils with protected characteristics
 - must take positive action, where proportionate, to deal with the disadvantages these pupils face. For example, by making reasonable adjustments for disabled children and supporting girls if there is evidence they are being disproportionately subjected to sexual violence or harassment.
- **Public Sector Duty** - looks at the implications of the Public Sector Equality Duty (PSED) for education settings. This includes a need to be conscious that pupils with protected characteristics may be more at risk of harm and integrate this into safeguarding policies and procedures.
 - Preventative education, under paragraph 130 of KCSiE 2023, clearly sets out the steps that schools will need to take when educating children about preventative measures and how to keep themselves safe.
 - SLT will ensure that all staff need to be aware of this information and how they can support in the education of children for spotting the signs.

- SLT also understand that all children within their setting including children who identify as LGBTQ+ will have a trusted adult with who they can be open with.
- SLT will ensure that all staff **promote the child's welfare** and will have a culture of listening.

Our Governing Body

Our Governing Body are fully aware of our role in multi-agency safeguarding arrangements – The Bury Integrated Safeguarding Partnership (BISP) arrangements and of the Child Death Review partnership arrangements and will ensure that we work together with appropriate relevant agencies to safeguard and promote the welfare of local children, including identifying and responding to their needs.

We will ensure that:

- All policies, procedures and training in our school are effective, taking account of Local Authority and DfE guidance and comply with the law at all times.
- Ensure that safeguarding training for staff, including online safety training, is integrated, aligned and considered as part of the whole school safeguarding approach and wider staff training and curriculum planning.
- Governors must ensure that they have read and understood Part One 'Keeping Children Safe in Education 2023' and that everybody in the setting understands their safeguarding responsibilities.
- Our Governors will ensure that they participate in safeguarding and child protection training. Under paragraph 81 of KCSiE 2023, you will need to ensure that appropriate safeguarding and child protection training is provided at Induction and is regularly updated.
- A named member is identified as the Designated Governor for Safeguarding and receives appropriate training.
- The Governing body will attend the Safeguarding and Child Protection training within the appropriate timescales.
- The identified governor will provide the governing body with appropriate information about safeguarding and will liaise with the Designated Safeguarding Lead (DSL) member of staff.
- Governors and Trustees will need to read Annex C of KCSiE 2023 in **full**, to understand the role and responsibility of the DSL within their setting. Governors and Trustees should read the job description of the DSL.
- Our Safeguarding Policy and our staff Code of Conduct are reviewed at least annually, and staff are given opportunities to contribute to and shape our safeguarding arrangements and policies. Addenda or appendices may be added during periods of crisis to reflect changes of circumstance.
- We operate safer recruitment and selection practices, including appropriate use of references and checks, (including online checks) on new staff and volunteers including overseas checks where relevant.

- We have procedures in place for dealing with allegations of abuse against members of staff, including supply teachers and volunteers and these are in line with KCSiE 2023 and Local Authority procedures. We will work with the LADO and other relevant agencies to support any investigations.
- All staff and volunteers who have regular contact with children and young people receive appropriate training and information about the safeguarding processes.
- There is appropriate challenge and quality assurance of the safeguarding policies and procedures.
- Our governors are able to challenge that online safety and online education duties are fulfilled and consider filters and monitoring and ensuring their effectiveness are regularly reviewed – see KCSiE 2023 updates to the guidance.
- Our governors hold online safety as a central theme in their whole setting approach to safeguarding, KCSiE 2023.
- Have regard to the 'Teachers' Standards' which set out the 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.
- Governors are aware that one of the safeguarding partners were previously referred to as "Clinical Commissioning Group" however their name has evolved to be "Integrated Care Systems (ICSs)" paragraph 106 – 113 KCSiE 2023. These additions provide clear links between the legal duty of the establishment and safeguarding.
- Governors are aware of the added clarification to paragraphs regarding Human Rights Act 1998, The Equality Act 2010 and the Public Sector Equality Duty and understand their functions. Paragraph 82-93 KCSiE 2023.
- Our governors will ensure that a child's views, wishes and feelings are taken into account when determining what action to take and what services to provide.
- They also know that all children within their setting including children who identify as LGBTQ+ have a trusted adult with who they can be open with.
- The governors will ensure that all staff **promote the child's welfare** and will have a culture of listening.

Our Designated Safeguarding Lead (DSL)

The DSL is a member of our Senior Leadership Team (SLT) and has a specific responsibility for championing the importance of safeguarding and promoting the welfare of children and young people. He/she takes lead responsibility for Early Help, safeguarding and child protection, although some activities may be delegated as appropriate. There are three DSLs at Emmanuel Holcombe CE Primary School.

The DSL, together with the Safeguarding and Inclusions will:

- Act as the first point of contact with regards to all safeguarding matters. Work closely with the Lead for Mental Health within Emmanuel Holcombe CE Primary School.

- Help promote educational outcomes by working closely with teachers and sharing information about their welfare, safeguarding and child protection concerns.
- Attend specialist DSL training every two years.
- Keep up to date with changes in local policy and procedures and be aware of any guidance issued by the DfE, Bury Integrated Safeguarding Partnership and the Local Authority with regards to safeguarding, e.g. through DSL Networks e.g. Bury Council forums, Safeguarding Newsletters and Circular Letters.
- Provide support and training for staff and volunteers, which will include annual training, staff meetings with a Safeguarding focus, CPOMs training, documentation for class files.
- Liaise with the three safeguarding partners and work with other agencies in line with 'Working Together to Safeguard Children' 2018.
- Ensure that all referrals made to Children's Services are effective and in line with Bury Council's or other relevant Local Authority's procedures and the Greater Manchester Tri-X procedures and follow escalation processes if necessary.
- Ensure that all staff with specific responsibility for safeguarding children, including the named DSL, receive the appropriate funding, training, resources and support needed to undertake this role.
- Ensure that referrals to the Police are timely and appropriate, following the National Police Chiefs' Guidance.
- Ensure that **all staff** including supply teachers, volunteers and contractors understand and are aware of our reporting and recording procedures and are clear about what to do if they have a concern about a child or children.
- Help promote educational outcomes for vulnerable children, including those with a Social Worker, in conjunction with other appropriate colleagues.
- Take a holistic view to ensure wider environmental factors e.g. extra familial harm are considered which may be a threat to safety and welfare of children (Contextual Safeguarding).
- A DSL will always be available during Emmanuel Holcombe CE Primary School hours during term-time, and at other times as designated by the Headteacher. During our out of hours club, Peelers, Mrs Oghagbon is the DSL on site.
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- Provide additional support for children in need who have welfare, safeguarding and child protection issues which might be impacting on attendance, engagement and achievement in school.
- Ensuring support for those children who have or have had a Social Worker.
- A key change is in Annex C, where a statement has been added which requires the DSL to be aware of the role of the appropriate adult. The role of the DSL has been moved entirely into Annex C to provide clarity and reinforce the responsibility of the role. It is expected that Governors read

this **in full**. The guidance also states that sole proprietors cannot be the DSL in their setting.

- **Working with others** - Added reference and link to the Statutory guidance PACE Code C 2019 – Appropriate adult.
- DSLs are aware of the impact of Preventative education, under paragraph 130 KCSiE 2023 which clearly sets out the steps that schools will need to take when educating children about preventative measures and how to keep themselves safe.
- Our DSLs and deputies will be best trained in how to assist a child in discussing their situation without asking leading or provoking questions.
- Our DSL will work with staff so that they know who to contact and what they should do if a child makes a disclosure but isn't sure or ready to tell the full story.
- DSL is supported in developing knowledge and skills to encourage a culture of listening and reducing barriers to disclosure for children.
- The DSL will ensure that they **promote the child's welfare** and will have a culture of listening to children.

Our Safeguarding Team includes Mrs Amy Longstaff (DSL), Mrs Jan Thomond (DDSL), Mrs Adaobi Oghagbon (DSL for Peelers), Mr David Hulme (Governor with responsibility for Safeguarding).

Other key staff with related roles include, Mrs Jan Thomond (SENCO), Mrs Amy Longstaff (Attendance Lead), Mr Tim Martin (Attendance Team) and Mrs Amy Longstaff (Designated Teacher for Looked After Children/Children Looked After - CLA).

All Staff:

All staff at Emmanuel Holcombe CE Primary School, including supply staff and volunteers, have responsibility for safeguarding, according to their roles and under the guidance of the DSL. Those staff that work directly with children have a duty to read Part One of KCSiE 2023. School leaders and those staff who don't work directly with children should also read Part One or Annex A – but Governors will decide.

All staff will:-

- Follow our agreed Staff Behaviour/Code of Conduct Policy and Working Practices guidance as well as Acceptable Use Agreements.
- Attend training sessions/briefings as required to ensure that they are aware of the signs of Abuse, Neglect, Complex Safeguarding Concerns, Contextual Safeguarding and key Local Authority approaches including Early Help and Signs of Safety.
- Attend training sessions/briefings as required to ensure that they follow relevant policies e.g. Behaviour Management Policy/Physical Restraint Policy/Reasonable Force Policy.
- Provide a safe environment where children can learn and thrive.

- Be aware of specific vulnerabilities of some children, including those with poor attendance and those with a Social Worker.
- Be approachable with children and respond appropriately to any disclosures without investigating.
- Never promise a child that they will not tell anyone about an allegation, **never** promise confidentiality.
- Know what to do if they have a concern and follow our agreed procedures for recording concerns, sharing information and making referrals.
- Attend multi-agency meetings as and when required, if appropriate to their role.
- Contribute to the teaching of safeguarding within the curriculum as required, if appropriate to their role.
- Provide targeted support for individuals and groups of children as required, if appropriate to their role.
- All staff are aware that “the child(ren) may not feel ready or know how to tell someone they are being abused.” At Emmanuel Holcombe CE Primary School the safeguarding training for **all** staff, will include the skills and techniques for staff to be taught when supporting a child who is being abused KCSiE 2023 guidance paragraph 19.
- All staff are aware that children who identify as LGBT have a trusted adult who they can be open with. (Paragraph 203-205 KCSiE 2023).
- All staff are required to recognise that children are capable of abuse, paragraphs 154-155 KCSiE 2023.
- Additionally, staff need to be aware of the new information on supporting children who are lesbian, gay, bi, or trans (LGBT) as this is also a potential for child-on-child abuse to take place. The world is ever evolving and so are the children within it, children have the same rights as anyone else to be who they are. Paragraph 203-205 KCSiE 2023.
- All staff will ensure that they **promote the child’s welfare** and will have a culture of listening.

Teaching staff have a mandatory duty to report any cases of known or suspected Female Genital Mutilation (FGM) to the Police on 101/999.

Concerns about a child

- If a member of staff has any concern about a child’s welfare, they will act on them immediately by speaking to the DSL or a deputy DSL.
- All staff members are aware of the procedure for reporting concerns and understand their responsibilities in relation to confidentiality and information sharing.
- If a referral is made about a child by anyone other than the DSL, the DSL will be informed as soon as possible.
- DSLs are required to monitor/follow up on a referral if they do not receive information from the Local Authority regarding what action is necessary for the pupil.
- The DSL will endeavour to follow any recommendations from the Local Authority if a referral is not deemed to meet threshold for Children’s Social

Care intervention. This could include provision of Early Help support or completing a Story so Far assessment to identify the child's needs. The DSL will continue to monitor progress and changes and if at any point it is felt the child is at risk, a further referral may be made.

- All concerns, discussions and decisions made, as well as the reasons for making those decisions, will be recorded in writing/electronically by the DSL and kept securely on the recording keeping system.
- If a pupil is in immediate danger, a referral will be made to MASH and/or the Police immediately.
- If a child has committed a crime, such as sexual violence, the Police will be notified without delay.
- Where there are safeguarding concerns, the school will ensure that the pupil's wishes are always taken into account, and that there are systems available for pupils to provide feedback and express their views.
- When responding to safeguarding concerns, staff members will act calmly and supportively, ensuring that the pupil feels like they are being listened to and believed.
- An inter-agency assessment, known as the Story so Far, will be undertaken where a child and their family could benefit from coordinated support from more than one agency, where threshold is not met for Social Care involvement. These assessments will identify what help the child and family may require in preventing needs escalating to a point where further intervention would be needed.

Acceptable Use Agreements

This is in association with the Staff Handbook and Acceptable Use of Technology Policy

Mobile Phone Use/Smart Watches and Camera Safety:

- At Emmanuel Holcombe CE Primary School staff members, visitors and volunteers will not use personal mobile phones/personal electronic devices when pupils are present.
- Staff may use personal mobile phones/electronic devices on school premises outside of working hours, when **no** pupils are present.
- Staff may use personal mobile phones/electronic devices in the staffroom during breaks and non-contact time.
- Mobile phones/electronic devices will be safely stored and in silent mode whilst pupils are present. Staff will use their professional judgement in emergency situations.
- Staff may take personal mobile phones/electronic devices on trips, but they must only be used in emergencies and should not be used when pupils are present.
- Personal mobile phones/electronic devices will not be used to take images or videos of pupils or staff under **any** circumstances.
- The sending of inappropriate messages or images from personal mobile devices/electronic devices is strictly prohibited.
- Staff who do not adhere to this policy will face disciplinary action.
- Staff will not actively use Smart watches to receive messages and/or photographs or send messages whilst children are present.

- Photographs and videos of pupils will be carefully planned but **not** using personal devices before any activity with particular regard to consent.
- The Senior Leaders will oversee the planning of any events where photographs and videos will be taken. Where photographs and videos will involve CLA/LAC pupils, adopted pupils, or pupils for whom there are security concerns, the headteacher will liaise with the DSL to determine the steps involved.
- The DSL will, in known cases of a pupil who is a CLA/LAC or who has been adopted, liaise with the pupil's social worker, carers or adoptive parents to assess the needs and risks associated with the pupil e.g. the consent with regards to taking photographs.
- Staff will report any concerns about another staff member's use of personal mobile phones/electronic devices to the DSL or the Headteacher, following the procedures outlined in the Child Protection and Safeguarding Policy as well as the Whistleblowing Policy. If the concern is about the headteacher then the Chair of Governors or the LADO should be contacted. If the Chair of Governors are contacted they can seek advice from the LADO.

Training And Awareness Raising

All new staff and regular volunteers will receive appropriate Safeguarding Training and information during Induction, including Online Safety training, with an emphasis on the impact of technology on increasing risks to children, knowing that children and young people can be both victims and perpetrators of abuse. All new staff and volunteers should be made aware of the systems within the Emmanuel Holcombe CE Primary School, which support safeguarding.

All staff must ensure that they have read and understood Part One 'Keeping Children Safe in Education 2023' and have signed to confirm this.

Governing bodies and proprietors should ensure that those staff who work directly with children read at least Part one of the guidance. All staff sign to say that they have read and understood KCSIE 2023 and the Office staff hold a copy of this.

Those staff who do not work directly with children read either Part one or Annex A (a condensed version of Part one) of KCSiE 2023. This is entirely a matter for the school and will be based on their assessment of which guidance will be most effective for their staff to safeguard and promote the welfare of children.

All staff will receive regular Safeguarding and Child Protection training a which is regularly updated which includes basic safeguarding information about our policies and procedures, signs and symptoms of abuse (physical, emotional, neglect and sexual abuse), indicators of vulnerability to exploitation and radicalisation, how to manage a disclosure from a child as well as when and how to record a concern about the welfare of a child, with regular updates in relation to local and national changes. All staff attended Safeguarding and Child Protection training at Gorsefield Primary School in September 2023 and this will be completed annually. All staff

complete online 'Prevent', 'FGM' and 'Online safety' training and issue the Office Staff with certificates, post completion.

All staff need to understand the impact mental health problems may have on all aspects of safeguarding and that this could be an indication of abuse; including the relevance of Adverse Childhood Experiences (ACEs) and the impact on the child/young person.

All interview panels will include at least one member who has completed up to date Safer Recruitment training within the last three years.

Inter-agency Working

- The school contributes to inter-agency working as part of its statutory duty.
- The school is aware of and will follow the local safeguarding arrangements.
- The school will work with the three local partners; the Local Authority, the Police and Health (CCG).
- The school will work with Children's Social Care (CSC) and other services to protect the welfare of its pupils, through the Early Help process and by contributing to inter-agency plans to provide additional support.
- The school recognises the importance of proactive information sharing between professionals and local agencies in order to effectively meet pupil's needs and identify a need for early help or further intervention.
- Staff members are aware that whilst the UK GDPR and the Data Protection Act 2018 place a duty on schools to process personal information fairly and lawfully, they also allow for information to be stored and shared for safeguarding purposes – data protection regulations do not act as a barrier to sharing information where failure to do so would result in the pupil being placed at risk of harm.
- Staff members will ensure that fear of sharing information does not stand in the way of their responsibility to promote the welfare and safety of pupils. If staff members are in doubt about sharing information, they will speak to the DSL or deputy DSL. The school also recognises the particular importance of inter-agency working in identifying and preventing CSE.

Definitions of Abuse and Neglect

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

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

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

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

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Adverse Childhood Experiences (ACES)

ACES are a wide range of stressful or traumatic experiences that occur when a child is growing up. They include events that affect a child directly (such as abuse) or indirectly (such as living with domestic abuse or a parent with mental health problems.) ACES can be single events, long term or repeated experiences. ACES are very common – about half of all people will have experienced one ACE and about one in ten will have experienced four or more ACES. Research shows the more ACES that occur (in childhood) the higher the chances of adults having poor mental health and also physical health conditions such as liver disease and cancer. Having more ACES also increases the likelihood of engaging in health harming behaviours such as smoking, using drugs, criminal behaviour, early sexual activity. A lot of people do not develop problems despite having ACEs. Things that

improve the chances of staying well despite experiencing ACES include relationships with trusted adults and physical activity in childhood.

Domestic Abuse

The cross-government definition of domestic abuse or violence is:

Any incident or pattern of incidents of controlling, coercive, 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. The abuse can encompass but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. 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.

The Domestic Abuse Act came into force in April 2021. The act sets out the first definition in law of what constitutes domestic abuse. The definition goes well beyond physical violence. It recognises that domestic abuse can be emotional, coercive or controlling or economic. To fall within the definition, both victim and perpetrator must be "personally connected". The definition ensures that different types of relationships are captured, including ex-partners and family members. The definition is gender neutral to ensure that all victims and all types of domestic abuse are sufficiently captured, and no victim is excluded from protection or access to services. The Domestic Abuse statutory guidance provides more detail around the features of domestic abuse, including recognising that the majority of victims are women, the majority of perpetrators are men.

New information has been added to KCSiE 2023 to explain the **impact** of domestic abuse. Information has been added to highlight the potential short-term and long-term detrimental impact on children's health, wellbeing and ability to learn of experiencing domestic abuse at home or within their own intimate relationships.

In paragraph 43 of KCSiE 2023 new information has been added on domestic abuse including what a child may be subject to or have witnessed. Staff at Emmanuel Holcombe CE Primary School can identify the signs of domestic abuse and the impact on the child:

Signs of domestic abuse:

It can be difficult to tell if domestic abuse is happening and those carrying out the abuse can act very differently if other people are around. Children and young people might also feel frightened or confused, keeping the abuse to themselves. Common indicators that a child may be witnessing domestic abuse could include:

- aggression/bullying
- anti-social behaviour
- anxiety, depression, suicidal thoughts
- attention seeking
- bed wetting, nightmares or insomnia
- constant or regular sickness, like colds, headaches, mouth ulcers
- drug or alcohol misuse
- eating disorders
- problems in school, difficulty concentrating and/or learning
- tantrums
- withdrawal

Operation Encompass

Operation Encompass operates at Bury Council. It helps the Police and Schools to work together to provide emotional and practical help to children who are experiencing domestic abuse in the home environment. The system ensures that when the Police are called to an incident of domestic abuse, e.g. where there are children in the household who have experienced the domestic incident e.g. the Police will inform the Early Help team who will inform the key adult (usually the designated safeguarding lead) in school before the child or children arrive at school the following day. This ensures that the school has up to date relevant information about the child's circumstances and can provide support to the child or the parent according to their needs.

National Domestic Abuse Helpline

Refuge runs the National Domestic Abuse Helpline, which can be called free of charge and in confidence, 24 hours a day on 0808 2000 247. Its' website provides guidance and support for potential victims, as well as those who are worried about friends and loved ones. It also has a form through which a safe time for a call from the team can be booked.

Contextual Safeguarding Issues (previously known as extra-familial harm)

All staff at Emmanuel Holcombe CE Primary School are aware of Contextual Safeguarding issues and that these can put children or young people at risk of harm. Contextual Safeguarding is an approach to understanding, and responding to, children/young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Contextual Safeguarding, therefore, expands the objectives of child protection systems in recognition that young people are vulnerable to abuse in a range of social contexts. All staff should be aware of Contextual Safeguarding and how this can impact on the child.

Children and young people may encounter risk in any of these environments e.g. outside of the family home. Sometimes the different contexts are inter-related

and can mean that children and young people may encounter multiple risks. Contextual Safeguarding looks at how we can best understand these risks, engage with children and young people and help to keep them safe. It's an approach that's often been used to apply to adolescents, though the lessons can equally be applied to younger children, especially in today's ever-changing landscape.

Common behaviours linked to children who are at risk of contextual safeguarding issues include drug taking, knife crime, alcohol abuse, deliberately missing education and sharing nudes or semi-nude images/videos previously known as sexting (also known as youth produced sexual imagery) put children in danger. (This list isn't exhaustive)

Child Sexual Exploitation (CSE)

CSE involves exploitative situations, contexts and relationships where young people may receive something e.g. food, accommodation, drugs, alcohol, gifts or simply affection as a result of engaging in sexual activities. The perpetrator will not only groom the victim (possibly over a long period of time) but will always hold some kind of power which increases as the exploitative relationship develops. Sexual exploitation involves a degree of coercion, intimidation or enticement, including unwanted pressures from peers to have sex, sexual bullying including online bullying (cyberbullying) and grooming. It is important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse and sometimes they are unaware that this is happening.

- The school curriculum (whereby Sexual Relationships RSE/PSHE is delivered through 'Jigsaw') will include relevant information around the risks associated with CSE.
- The school Online Safety Policy will ensure the safety of children by ensuring they cannot access inappropriate material when using the internet and that suitable blocks and filtering software is in place. School have updated their policies to reflect the KCSiE 2023 update that all staff should receive training on the expectations, applicable role and responsibilities in relation to filtering and monitoring.

All staff should be aware of how to understand and identify the risk of these harms.

School staff will be aware of the following indicators that a child is the victim of CSE:

- Appearing with unexplained gifts or new possessions.
- Associating with other young people involved in exploitation.
- Suffering from changes in emotional wellbeing.
- Misusing drugs or alcohol.
- Going missing for periods of time or regularly coming home late.
- Regularly missing school or education or not taking part.
- Having older boyfriends or girlfriends.
- Suffering from sexually transmitted infections or becoming pregnant.

Referring cases: Where CSE, or the risk of it, is suspected, staff will discuss the case with the DSL. If after discussion concerns still remain, Local Safeguarding

Procedures will be triggered, including a referral to the Local Authority: The Complex Safeguarding team (CST) via Multi Agency Safeguarding Hub (MASH).

Child Criminal Exploitation (CCE)

Child criminal exploitation is a form of child abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person into any criminal activity in exchange for something the victim needs or wants, and/or for the financial or other advantage of the perpetrator or facilitator and/or through violence or the threat of violence. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

Child Criminal Exploitation (CCE):

- Can affect any child or young person (male or female) under the age of 18 years.
- Can affect any vulnerable adult over the age of 18 years, this would be criminal exploitation.
- 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 place both boys and girls being criminally exploited at higher risk of sexual exploitation.
- Can be perpetrated by individuals or groups, males or females, and young people or adults.

All staff should be aware of how to understand and identify the risk of these harms and recognise that the experiences of girls being criminally exploited and the indicators of CCE for girls can be very different to boys.

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 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 a number of 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). 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 e.g. Complex Safeguarding Team/third sector organisations who offer support to victims of county lines exploitation.

School staff will be aware of the following indicators that a child is the victim of County Lines:

- Persistently going missing or being found out of their usual area.
- Unexplained acquisition of money, clothes, or mobile phones.
- Excessive receipt of texts or phone calls.
- Relationships with controlling or older individuals or groups.
- Leaving home without explanation.
- Evidence of physical injury or assault that cannot be explained.
- Carrying weapons.
- Sudden decline in school results.
- Becoming isolated from peers or social networks.
- Self-harm or significant changes in mental state.
- Parental reports of concern.

Child-on-child Abuse (previously known as Peer on Peer Abuse)

Terminology throughout KCSIE 2023 has changed from peer-on-peer abuse to child-on-child abuse as the term peer-on-peer abuse suggests the abuse is between children of a similar age which is not always the case.

All staff should be aware that children can abuse other children (often referred to as Child-on-child abuse. This is most likely to include, but may not be limited to:

- Bullying (including cyberbullying) prejudiced based and discriminate bullying.
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm.
- Sexual violence, such as rape, assault by penetration and sexual assault.
- Abuse in intimate personal relationships between children/peers.
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse.
- Up-skirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm; sending nudes/semi nudes (previously known as sexting or known as youth produced sexual imagery).
- Initiation/hazing type violence and rituals.
- Physical may include an online element that facilitates, threatens and or encourages physical abuse.
- Causing someone to engage in sexual activity without consent.

Procedure:

All staff are aware of Child-on-Child abuse including its name change from Peer on Peer abuse. These issues will be addressed through our Emmanuel Holcombe CE Primary School curriculum and assemblies throughout the year.

In respect of sexual violence and sexual harassment between children, our school, Emmanuel Holcombe CE Primary School will take a proactive approach to prevent such incidents from taking place. At Emmanuel Holcombe CE Primary School, safeguarding is taught as part of the curriculum. We appreciate that whilst adults in school are working hard to keep children safe, children also play a large part in keeping themselves and their peers/other children safe from abuse and neglect. An age-appropriate curriculum is rolled out in school to build capacity amongst our students in their understanding of particular issues, and what actions they can take to be safe e.g. through PSHE/RSE e.g. Healthy Relationships, British Values, Anti-bullying, Online safety etc...

Pupils/students will be made aware of what constitutes unreasonable pressure from peers/other children to engage in risk-taking or inappropriate behaviour, and of how to report their concerns. Allegations of abuse by a peer/child/ren will be treated as seriously as allegations of abuse from an adult, it should **never** be dismissed as normal behaviour. Staff should report such concerns to the DSL.

At Emmanuel Holcombe CE Primary School we understand the importance of ensuring children understand the law on child-on-child abuse is there to protect them rather than criminalise them, Paragraph 469 KCSiE 2023.

At Emmanuel Holcombe CE Primary School we understand the emphasis and the importance of understanding intra familial harms and any necessary support for siblings following incidents. Paragraph 483 KCSiE 2023.

All staff should be aware of indicators which may be a sign that 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.

All staff should be aware of the associated risks and understand the measures in place to manage these. Advice for schools is provided in the Home Office's Preventing youth violence and gang involvement and its Criminal exploitation of children and vulnerable adults.

- The DSL will implement robust reporting procedures for child-on-child abuse and communicate these to all staff, pupils and parents/carers as appropriate.
- Reports made regarding child-on-child abuse will be risk assessed by the DSL on a case-by-case basis and, where required, investigated immediately and reported to the relevant agency, e.g. the Early Help teams, Police or MASH where required:

MASH: Multi-Agency Safeguarding Hub: 0161-253-5678 (8:45 – 4:45)

Emergency Duty Team: 0161-253-6606 (Out of Office hours)

Complex Safeguarding Team: Contact MASH as above

Early Help Teams:

Bury East Locality Team (including Tottington/Ramsbottom) Telephone: 0161 253 5200

Whitefield Locality Team (including Prestwich) Telephone: 0161 253 5077

Radcliffe Locality Team Telephone: 0161 253 7465/7468

- Both the alleged perpetrator and victim will be provided with support whilst the report is being investigated.
- Pupils will be provided with the contact details of relevant bodies who can provide support to them during this time, e.g. Childline, NSPCC etc...
- The DSL will keep the victim, the alleged perpetrator and their families up-to-date where necessary with details of the investigation, including the conclusion and how appeals can be made.
- Individuals will be given a copy of the school's amended Complaints Procedures Policy to assist them with the appeals process.
- Senior leaders at Emmanuel Holcombe CE Primary School understand the crucial part education settings play in preventative education within the context of a whole-school approach that creates a culture that does not tolerate any form of prejudice or discrimination, including sexism and misogyny/misandry.
- The expectation is that schools' values and standards in this area will be underpinned e.g. in the behaviour policy, pastoral support system, as well as a planned programme of evidence-based RSHE.
- At Emmanuel Holcombe CE Primary School we understand that we should be part of discussions with statutory safeguarding partners. (Paragraph 493 KCSiE 2023)
- The London Grid for Learning 'Undressed' guidance has been added in Paragraph 466 of KCSiE 2023) to support Emmanuel Holcombe CE Primary School.

Serious Violence

All staff should be clear as to the school's policy and procedures with regards to **serious violence**.

All staff to be aware of risk factors to look out for which may increase the likelihood of involvement in serious violence:

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

- Increased absence from school
- A change in friendships
- New relationships with older individuals or groups
- A significant decline in academic performance
- Signs of self-harm
- A significant change in wellbeing
- Signs of assault

- Unexplained injuries
- Unexplained gifts or new possessions

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

- A history of committing offences
- Substance abuse
- Anti-social behaviour
- Permanently excluded from school
- Experienced child maltreatment
- Involved in offending such as theft or robbery
- Truancy
- Peers involved in crime and/or anti-social behaviour

Staff members who suspect a pupil may be vulnerable to, or involved in, serious violent crime, will immediately report their concerns to the Designated Safeguarding Lead (DSL).

Harmful Sexual Behaviour (HSB)

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

Hackett (2010) defines Harmful Sexual Behaviour as:

'Sexual behaviours expressed by children and young people under the age of 18 years old that are developmentally inappropriate, maybe harmful towards self or others, or be abusive towards a child, young person or adult'.

In addition, sexual behaviour between young people, where one of the children is much older can be considered harmful (especially if there is more than two years difference, and if one is pre-pubescent and one is not). However, a younger child can still harm an older child. Harmful sexual behaviour is characterised by a range of behaviours that can include:

- Sexual name-calling
- Sexual harassment
- Online sexual bullying
- Sexual image sharing
- Sexual assault
- Rape

Harmful sexual behaviour may include:

- Using sexually explicit words and phrases
- Inappropriate touching

- Sexual violence or threats
- Full penetrative sex with other children or adults
- Sexual interest in adults or children of very different ages to their own
- Forceful or aggressive sexual behaviour
- Compulsive habits
- Sexual behaviour affecting progress and achievement

Sexual behaviour can also be harmful if one of the children is much older (especially where there is a difference of two years or more, or where one child is pre-pubescent and the other is not) and where the child may have SEND.

This is an especially difficult issue to deal with, partly because it is hard to think of children sexually abusing other children, but also because it is not always easy to tell the difference between abusive and normal sexual behaviours in children. Children, particularly in the younger age groups, may engage in such behaviour with no knowledge or intent. It is important to consider what is developmentally appropriate.

While around one third of child sexual abuse is committed by other children and young people under the age of 18, the circumstances are often very different from when adults abuse, meaning they often require a different response.

In such circumstances, instead of talking about 'the abuser', we often use the term 'young person who has exhibited harmful sexual behaviour'. As children themselves, they have the right to be protected and supported to lead better lives. We must not ignore the risk they may continue to pose, but we must also recognise that, with the right help, the vast majority will not re-offend.

In conclusion, the process of dealing with referrals for HSB should not be seen as somehow separate or different to child sexual abuse referrals of any other type and in order that children are safeguarded (victim and/or perpetrator) agencies and their representatives will need to commit to the multi-agency requirements for Child Protection Strategy Discussions/Meetings.

Consider following Bury Council processes for a safeguarding referral: Multi Agency Safeguarding Hub **MASH** – 0161-253-5678.

All referrals to either Greater Manchester Police or Children's Social Care regarding HSB should be considered in conjunction with the Child Protection Procedures.

Sexual Violence and Sexual Harassment

The DfE has removed the reference to their advice on 'sexual violence and sexual harassment between children in school. The advisory document has now been added to Keeping Children Safe in Education 2023 with a significant increase in advice throughout the document and part five.

The definition of the terms "victims" and "perpetrators" has been added to KCSiE 2023. and throughout the document the reference to "peer-on-peer abuse" has been replaced with "child-on-child abuse".

At Emmanuel Holcombe CE Primary School we are aware to correctly address child-on-child sexual violence and harassment due to the additions from the sexual violence and sexual harassment between children in schools advice.

Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support. **Staff should** be aware that some groups are potentially more at risk. Evidence shows girls, children with SEND and LGBTQ+ children are at greater risk. Staff should be aware of the importance of:

- Making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up.
- Not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”.
- Challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts.
- Dismissing or tolerating such behaviours risks normalising such behaviours by dismissing or tolerating them.

What is sexual violence?

It is important that school staff are aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way. When referring to sexual violence we are referring to sexual violence offences under the Sexual Offences Act 2003 as described below:

Rape: A person (A) commits an offence of rape if: he intentionally penetrates the vagina, anus or mouth of another person (B) with his penis, B does not consent to the penetration and A does not reasonably believe that B consents.

Assault by Penetration: A person (A) commits an offence if: s/he intentionally see Sexual Offences Act 2003 available at [Legislation.gov.uk](http://legislation.gov.uk) 93 penetrates the vagina or anus of another person (B) with a part of her/his body or anything else, the penetration is sexual, B does not consent to the penetration and A does not reasonably believe that B consents.

Sexual Assault: A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, B does not consent to the touching and A does not reasonably believe that B consents.

What is consent?

Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another, e.g. to vaginal but not anal sex or penetration with conditions, such as wearing a condom.

Consent can be withdrawn at any time during sexual activity and each time activity occurs. Someone consents to vaginal, anal or oral penetration only if s/he agrees by choice to that penetration and has the freedom and capacity to make that choice.

What is Sexual Harassment?

When referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur online and offline. When we reference sexual harassment, we do so in the context of child-on-child sexual harassment. Sexual harassment is likely to: violate a child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment. Whilst not intended to be an exhaustive list, sexual harassment can include:

- Sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names.
- Sexual "jokes" or taunting.
- Physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes (schools should be considering when any of this crosses a line into sexual violence - it is important to talk to and consider the experience of the victim) and displaying pictures, photos or drawings of a sexual nature.
- Online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:
 - non-consensual sharing of sexual images and videos;
 - sexualised online bullying;
 - sending nudes/semi-nudes (previously known as sexting/youth produced imagery) is when someone shares a sexual message, naked or semi-naked image, video or text message with another person. It doesn't have to be a nude image of them and could be an image of someone else. Young people can send nudes using phones, tablets and laptops and can share them across any app, site or game, including during a livestream. Many young people also share them on social media channels.

Response to Sexual Harassment

The initial response to a report from a child is important. It is essential that all victims are **reassured** 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 sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report. As is always the case, if staff are in any doubt as to what to do, they should speak to the Designated Safeguarding Lead (or a deputy).

All staff should:

- Whatever the response, it should be underpinned by the principle that there is a zero-tolerance approach to sexual violence and sexual harassment and it is never acceptable and will not be tolerated.

- Be able to reassure victims that they are being taken seriously and that they will be supported and kept safe.
- Be aware that children might not tell staff about their abuse and that staff may overhear a conversation and be alert to look out for changes in behaviour.
- Be aware of the zero-tolerance approach to sexual violence and sexual harassment.
- Report incidents of sexual harassment to their DSL.
- Understand that the there are definitions of the terms "victims" and "perpetrators" has been added to KCSiE 2023.
- That "Peer-on-Peer abuse" has been replaced with "Child-on-Child abuse".
- At Emmanuel Holcombe CE Primary School we understand the emphasis and the importance of understanding intra familial harms and any necessary support for siblings following incidents. (Paragraph 483 KCSiE 2023).

Senior Leaders and DSLs:

- The Senior Leaders and DSLs at Emmanuel Holcombe CE Primary School understand the emphasis and need to work with the relevant agencies to undertake discussions with statutory safeguarding partners e.g. Police, MASH/CSC (Paragraph 493)
- SLT and DSLs understand the importance of ensuring children understand the law on child-on-child abuse is there to protect them rather than criminalise them KCSiE 2023 Paragraph 469.
- Added a bullet point to emphasise the importance of understanding intra familial harms and any necessary support for siblings following incidents. (Paragraph 483).

At Emmanuel Holcombe CE Primary School we consider the following discussions with DSLs and other statutory partners within our setting in relation to the following:

- What sexual violence looks like
- What sexual harassment looks like
- What harmful sexual behaviour is
- How to prevent abuse
- The importance of confidentiality and anonymity
- Discipline
- Support for victims and perpetrators
- How to advise and support parents and carers
- How to safeguard other children with consideration of the implementation of a risk assessment and/or safety plan

Consider following Bury Council processes for a safeguarding referral:

Multi Agency Safeguarding Hub **MASH** – 0161-253-5678.

All referrals to either Greater Manchester Police or Children's Social Care regarding sexual violence and sexual harassment should be considered in conjunction with the Child Protection Procedures.

Upskirting

The Voyeurism (Offences) Act, which is commonly known as the Upskirting Act, came into force on 12th April 2019. 'Upskirting' is where someone takes a picture under a person's clothing (not necessarily a skirt) without their permission and or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is a criminal offence. Anyone of any gender, can be a victim.

Honour Based Abuse (HBA)

Honour based abuse is a collection of practices used to control behaviour within families in order to protect perceived cultural and religious beliefs and/or honour.

HBA occurs when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.

Examples of HBA:

- Physical abuse (kicking and beating)
- Psychological pressure (strict monitoring, humiliation, threats)
- Forced marriage
- Abandonment (leaving someone in their country of origin or sending them back there)
- Forced suicide
- Honour killing (murder)
- Female Genital Mutilation (FGM) FGM is encompassed within the term Honour Based Abuse

ALL staff and volunteers will report all cases of suspected Honour Based Violence to the DSL immediately.

Female Genital Mutilation (FGM)

FGM comprises of all procedures involving partial alteration 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.

Whilst **all** staff must speak to the Designated Safeguarding Lead (DSL) or deputy with regards to any concerns about female genital mutilation (FGM), there is a specific **legal duty on teachers**. If a teacher, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher **must** report this to the police. If FGM hasn't been carried out but there is evidence that the child is at risk of FGM or a disclosure of risk, the DSL will contact the MASH Team: 0161-253-5678 to seek advice.

- ALL staff need to be alert to the possibility of when a female pupil may be at risk of FGM or when it may have been conducted on them.
- At Emmanuel Holcombe CE Primary School, if a child accidentally shows their female genitalia to a staff member without being asked this must be reported to the DSL or the headteacher immediately.

- *Teaching staff have a mandatory duty to report any cases of known or suspected Female Genital Mutilation (FGM) to the Police on 101/999.*

Indicators that FGM may have already taken place include the following:

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

Breast Ironing

What is Breast Flattening or Breast Ironing?

The process during which young pubescent girls' breasts are ironed, massaged, flattened and/or pounded down over a period of time (sometimes years) in order for the breasts to disappear or delay the development of the breasts.

Forced Marriage

Forced Marriage is one where one or both parties do not consent to marriage but are forced to do so through violence, threats or any form of coercion. Schools play an important role in safeguarding children from being forced to marry. A forced marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. A forced marriage is not the same as an arranged marriage. In an arranged marriage the families take a leading role in choosing the marriage partner, but the marriage is entered into freely by both parties. Forced marriage is illegal in England and Wales. It is an abuse of human rights and a form of domestic violence. Forced marriage cannot be justified on either religious or cultural grounds.

Indicators that Forced Marriage or HBA may have already taken place include the following:

- Becoming anxious, depressed and emotionally withdrawn with low self-esteem.
- Showing signs of mental health disorders and behaviours such as self-harm or anorexia.
- Displaying a sudden decline in their educational performance, aspirations or motivation.
- Regularly being absent from school.
- Displaying a decline in punctuality.
- An obvious family history of older siblings leaving education early and marrying early.

Modern Slavery

The Modern Slavery Act 2015 places a new statutory duty on public authorities, including schools, to notify the National Crime Agency (NCA) (section 52 of the Act) on observing signs or receiving intelligence relating to modern slavery. The public authority (including schools) bears this obligation where it has 'reasonable grounds to believe that a person may be a victim of slavery or human trafficking'.

- Staff must be aware of the above and contact the DSL should they suspect or receive information that either parents or their children may be victims of modern slavery.

Sharing Nudes or Semi-Nude Images/Video (previously known as sexting and the sharing of indecent images of pupils):

At Emmanuel Holcombe CE Primary School we ensure that staff are aware to treat the sharing of indecent images of pupils through sharing nudes or semi-nude images/video as a safeguarding concern.

- Staff will receive appropriate training regarding child sexual development and will understand the difference between sexual behaviour that is considered normal and expected for the age of the pupil, and sexual behaviour that is inappropriate and harmful. Staff will receive appropriate training around how to deal with instances of sharing nudes/semi-nudes in the school community, including understanding motivations, assessing risks posed to pupils depicted in the images, and how and when to report instances of sharing nudes or semi-nude images/video.
- Staff will be aware that creating, possessing, and distributing indecent imagery of pupils is a **criminal offence**, regardless of whether the imagery is created, possessed, and distributed by the individual depicted; however, staff will ensure that pupils are not unnecessarily criminalised. Where a member of staff becomes aware of an incidence of sharing nudes or semi-nude images/video that involves indecent images of a pupil, they will refer this to the DSL as soon as possible.

Where a pupil confides in a staff member about the circulation of indecent imagery, depicting them or someone else, the staff member will:

- Refrain from viewing, copy, printing, sharing, storing or saving the imagery.
- Tell the DSL immediately if they accidentally view an indecent image and seek support.
- Explain to the pupil that the incident will need to be reported.
- Respond positively to the pupil without blaming or shaming anyone involved and reassuring them that they can receive support from the DSL.
- Report the incident to the DSL. The DSL will attempt to understand what the image contains without viewing it and the context surrounding its creation and distribution – they will categorise the incident into one of two categories:
 - 1) **Aggravated**: incidents which involve additional or abusive elements beyond the creation and distribution of indecent images of pupils, including where there is an adult involved, where there is an intent to harm the pupil depicted, or where the images are used recklessly.
 - 2) **Experimental**: incidents involving the creation and distribution of indecent images of pupils where there is no adult involvement or apparent intent to cause harm or embarrassment to the pupil. Where it is necessary to view

the imagery, e.g. if this is the only way to make a decision about whether to inform other agencies, the DSL should:

- Discuss this decision with the headteacher or member of the SLT/DSL.
- Record how and why the decision was made using defensible decision making.

Where the incident is categorised as 'experimental', the pupils involved are supported to understand the implications of sharing indecent imagery and to move forward from the incident. Where there is reason to believe that indecent imagery being circulated will cause harm to a pupil, the DSL will escalate the incident to MASH.

Where indecent imagery of a pupil has been shared publicly, the DSL will work with the pupil to report imagery to sites on which it has been shared and will reassure them of the support available.

Safeguarding Children with SEND:

We are using the term special educational needs and disabilities (SEND) to refer to children but may also include, additional needs, require additional support for learning and/or additional learning or support needs.

At Emmanuel Holcombe CE Primary School we are aware that children with Special Educational Needs and Disabilities (SEND) can be especially vulnerable to abuse. Disabled and deaf children are three times more likely to be abused than their peers. Additional barriers can sometimes exist when recognising abuse in SEND children such as:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration.
- Being more prone to peer group isolation than other children.
- The potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs.
- Communication barriers and difficulties in overcoming these barriers.

Therefore, we:

- Raise staff awareness about the extra vulnerabilities of children with SEND, particularly those adults who are working in 1:1 or small group situations.
- Offer support for those staff working with children with SEND.
- Ensure that every child has a way of communicating their voice and that it is listened to and responded to.
- Closely monitor children with SEND through high vigilance of staff and the open ethos of the school.
- Offer pastoral support to children with SEND when monitoring has identified that they require this additional support.
- Every child in school knows that they can communicate any worries they might have with any adult in school.
- Maintain positive, open and honest relationships and communication with parents/carers of children with SEND and ensure that opportunities for regular communication are used.

When managing a safeguarding issue relating to a pupil with SEND, the DSL will liaise with Emmanuel Holcombe CE Primary School SENCO, as well as the pupil's family where appropriate, to ensure that the pupil's needs are effectively met.

The PREVENT Duty

At Emmanuel Holcombe CE Primary School we are subject to a duty under section 26 of the Counter Terrorism and Security Act 2015 (the CTSA 2015). Schools in the exercise of their functions, are required to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty. The Prevent duty is seen as part of schools wider safeguarding obligations. Designated Safeguarding Leads (DSLs) and other senior leaders should familiarise themselves with the revised Prevent Duty guidance: for England and Wales, which is specifically concerned with schools (and also covers childcare). The guidance is set out in terms of four general themes: risk assessment, working in partnership, staff training, and IT policies.

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 fundamental values e.g. British 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.

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. However, it is possible to protect vulnerable people from extremist ideology and intervene to prevent those at risk of radicalisation being radicalised. As with other safeguarding risks, staff are alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. The staff and the DSLs use their judgement in identifying children who might be at risk of radicalisation and act proportionately which may include the designated safeguarding lead (or deputy) making a Prevent referral. The school's Designated Safeguarding Lead (and any deputies) should be aware of local procedures for making a Prevent referral.

Radicalisation:

Emmanuel Holcombe CE Primary School recognises that protection from extremism and radicalisation is a vital element of safeguarding. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism, there is no single way of identifying an individual who is likely to be susceptible to an extremist ideology.

- ALL staff and volunteers will have 'due regard to the need to prevent people from being drawn into terrorism', known as the 'Prevent Duty'.
- ALL staff and volunteers will have a general understanding of how to identify a child who may be at risk of radicalisation.
- ALL staff and volunteers will use professional judgement in identifying children who might be at risk of radicalisation and act proportionately.
- ALL staff and volunteers will have access to the school's Prevent Policy to support them in the above.
- School will nominate a Prevent Lead, who will undertake Prevent Lead training.
- ALL staff will undertake Prevent training.
- The nominated Prevent Governor will undertake specific Governor WRAP training offered through Salford Council.
- The School Online Safety Policy will ensure the safety of children by ensuring they cannot access terrorist and extremist material when using the internet and that suitable filtering software is in place – policies reflect the KCSiE 2023 guidance on filtering and monitoring.
- DSLs understand when it is appropriate to make a referral to the Channel Panel.

What should I do if I am concerned that someone is becoming radicalised?

If you're concerned about someone in your community, please contact your local Police force by dialling 101 and ask for the PREVENT team, or if you require urgent police assistance dial 999.

The Counter Terrorism North West Officer for Bury is Darren Howarth darren.howarth@gmp.police.uk mobile number: 07827979113

Channel

Channel is a voluntary, confidential support programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. Prevent referrals may be passed to a multi-agency Channel panel, which will discuss the individual referred to determine whether they are vulnerable to being drawn into terrorism and consider the appropriate support required. A representative from the school may be asked to attend the Channel panel to help with this assessment. An individual's engagement with the programme is entirely voluntary at all stages. Guidance on Channel is available at:

[Channel and Prevent Multi-Agency Panel \(PMAP\) guidance ...](#)
<https://www.gov.uk> > ... > Counter-terrorism

Channel helpline: 020 7340 7264

Training: Dionne Duffill Dionne.Duffill@salford.gov.uk

Wendy Robinson (Home Office) wendy.robinson@salford.gov.uk

Mental Health

At Emmanuel Holcombe CE Primary School all staff 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.

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. 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, this can have a lasting impact throughout childhood, adolescence and into adulthood. All staff are aware of how these children's experiences, can impact on their mental health, behaviour and education.

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken by speaking to the designated safeguarding lead or a deputy DSL.

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

At Emmanuel Holcombe CE Primary School we understand that we have an important role to play in supporting the mental health and emotional wellbeing of our pupils. Mrs Jan Thomond is our Mental Health Lead and co-ordinates Mental Health support for pupils and staff.

Online Safety

The Internet is an essential element in 21st century life for education, business and social interaction and we have a duty to provide children with quality access to it as part of their learning experience.

The use of technology has become a significant component of many safeguarding issues. Online safety is a safeguarding issue not an ICT issue. The purpose of Internet use in our school is to help raise educational standards, promote pupil achievement, and support the professional work of staff as well as enhance our management information and business administration.

Some risks to children being online could include the following:

Child sexual exploitation; child criminal exploitation, radicalisation; sexual abuse, grooming and/or cyber bullying. Technology can often provide the platform that facilitates harm. At Emmanuel Holcombe CE Primary School we have an effective approach to online safety and educate both staff and children. Staff intervene in, and escalate any incident where appropriate.

At Emmanuel Holcombe CE Primary School, we communicate with parents and carers to reinforce the importance of children being safe online.

Online Safety:

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

Content: being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views;

Contact: being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults;

Conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying.

Commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams.

At Emmanuel Holcombe CE Primary School we recognise the importance of online safety training for staff and the requirements to ensure children are taught about safeguarding, including online safety.

Staff at Emmanuel Holcombe CE Primary School participate in Online Safety training.

At Emmanuel Holcombe CE Primary School we have considerably enhanced information covering online safety, remote learning, blocks and filters, monitoring information security, cybercrime, reviewing online safety provision and information and support.

Where pupils need to learn online from home, school will support them to do so safely.

At Emmanuel Holcombe CE Primary School we understand that a significant part technology has on safeguarding and wellbeing issues of children and young people including Social Media. Social media can provide positive connectivity for children however it can also make children vulnerable.

At Emmanuel Holcombe CE Primary School we provide advice and guidance on safety on social media and digital resilience. This is explored through the curriculum and any issues around the use of social media e.g. grooming or cyberbullying or any issues around social media can be reported to the DSL where a multi-agency safeguarding response will be considered e.g. Police and/or MASH.

We will ensure that appropriate blocks and filtering methods (without 'over-blocking') are in place to ensure that pupils are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material. KCSiE 2023 highlights the appropriateness of any filters and

monitoring systems are a matter for individual schools and will be informed in part, by the risk assessment required by the Prevent Duty.

We will encourage children to use social media safely, including opportunities for them to think and discuss the issues and to check their sources of information.

We will ensure that children do not misuse their devices whilst in school. We ensure children are responsible when using devices whilst in school.

Responsibilities of our pupils are:

- To take responsibility for their own and each others' devices.
- To respect the feelings, rights, values and intellectual property of other people, in their use of technology, in school and at home.
- To understand what action they should take if they feel worried, uncomfortable, vulnerable or at risk whilst using technology; or if they know of someone to whom this is happening.
- Report all E-Safety incidents to a member of staff.
- Discuss E-Safety issues with family and friends in an open and honest way.
- To know, understand and follow school policies on the use of mobile phones, digital cameras and handheld devices.
- To know, understand and follow school policies regarding Cyberbullying.

We have separate Acceptable Use of Technology Agreements for both staff and children. This covers the use of all technologies and platforms used, both on and offsite.

All use of school equipment is monitored and recorded, including all internet traffic. This is there for the pupil's own protection and well-being and any attempt to circumvent this will result in access to these technologies being withdrawn.

All pupils have access to Purple Mash and Seesaw. The school may access any data held on Purple Mash and Seesaw where appropriate. All pupils have access to the internet, however filters for content are in place for users.

We follow the guidelines 'Safeguarding online guidelines for minimum standards' and the advice on the UK Safer Internet Website.

We work with parents to promote good practice in keeping children safe online, digital resilience including to support their children learning at home.

The school disseminates information to parents relating to E-Safety where appropriate in the form of:

- Information days/evenings
- Posters
- Website postings
- Newsletter items
- Parents/carers are asked to read through and sign acceptable use of ICT agreements on behalf of their child on admission to school
- Parents/ carers are required to make a decision as to whether they consent to images of their child being taken/ used in the public domain (e.g., on school website)
- A partnership approach with parents is strongly encouraged. This includes parents' evenings/days with suggestions for safe home Internet use.
- Advice on filtering systems and educational activities, that include safe use of the Internet, will be made available to parents.

We ensure that all staff adhere to safe and responsible online behaviours when providing home learning and communicating with families. It is the teacher's responsibility to:

- Ensure they are aware of up-to-date information regarding child safety and protection
- Use pupil first names only
- Comply with school policy regarding Seesaw use in the classroom
- Teach pupils how to keep safe online. For example: Online Safety Theme Week (Sept 2023); Computing Lessons; workshops
- Keeping personal details private
- Not sharing usernames or passwords
- Thinking before posting
- Not posting information/images that they would not want others to see
- Being respectful of other people's content that they post or share. For example, a photo taken by a friend is their property, and should only be posted online if permission is gained.

Paragraph 141 of KCSiE 2023 highlights the appropriateness of any filters and monitoring systems are a matter for individual schools and will be informed in part, by the risk assessment 37 required by the Prevent Duty.

Online safety Additions to the KCSiE 2023 guidance state that governing bodies and proprietors should regularly review the effectiveness of school filters and monitoring systems. They should ensure that the leadership team and relevant staff are:

- aware of and understand the systems in place
- manage them effectively

- know how to escalate concerns when identified. Schools should use communications with parents and carers to reinforce the importance of children being safe online. Schools should share information with parents/carers about:
 - what systems they have in place to filter and monitor online use
 - what they are asking children to do online, including the sites they will be asked to access
 - who from the school (if anyone) their child is going to be interacting with online.

At Emmanuel Holcombe CE Primary School we are aware that the UK Safer Internet Centre has published guidance as to what “appropriate” filtering and monitoring might look like: UK Safer Internet Centre: appropriate filtering and monitoring. South West Grid for Learning (swgfl.org.uk) have created a tool to check whether a school filtering provider is signed up to relevant lists (CSA content, Sexual Content, Terrorist content Your Internet Connection Blocks Child Abuse & Terrorist Content). School has followed the most recent guidance from KCSiE 2023.

Cybercrime

Cybercrime is criminal activity committed using computers and/or the internet. It is broadly categorised as either ‘cyber-enabled’ (crimes that can happen off-line but are enabled at scale and at speed on-line) or ‘cyber dependent’ (crimes that can be committed only by using a computer).

Cyber-dependent crimes include:

- Unauthorised access to computers (illegal ‘hacking’), for example accessing a school’s computer network to look for test paper answers or change grades awarded.
- Denial of Service attacks or ‘booting’. These are attempts to make a computer, network or website unavailable by overwhelming it with internet traffic from multiple sources.
- Making, supplying or obtaining malware (malicious software) such as viruses, spyware, ransomware, botnets and Remote Access Trojans with the intent to commit further offence, including those above.

The DSL and team are aware that children with particular skill and interest in computing and technology may inadvertently or deliberately stray into cyber-dependent crime. The DSL should consider referring into the Cyber Choices Programme. This is a nationwide Police programme supported by the Home Office and led by the National Crime Agency, working with regional and local Policing. It aims to intervene where young people are at risk of committing, or being drawn into, low level cyber-dependent offences and divert them to a more positive use of their skills and interests.

Child Abduction and Community Safety Incidents

Child abduction is the unauthorised removal or retention of a minor from a parent or anyone with legal responsibility for the child. Child abduction can be committed

by parents or other family members; by people known but not related to the victim (such as neighbours, friends and acquaintances); and by strangers. Other community safety incidents in the vicinity of a school can raise concerns amongst children and parents, for example, people loitering nearby or unknown adults engaging children in conversation. As children get older and are granted more independence (for example, as they start walking to school on their own) it is important they are given practical advice on how to keep themselves safe. It is important that lessons focus on building children's confidence and abilities rather than simply warning them about all strangers. The DSL will work with the relevant services to ensure that the child/ren and families access the right support.

Children and The Court System

Children are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. There are two age-appropriate guides to support children 5-11 year-olds and 12-17 year olds. The guides explain each step of the process, support and special measures that are available. There are diagrams illustrating the courtroom structure and the use of video links is explained. Making child arrangements via the family courts following separation can be stressful and entrench conflict within families. This can be stressful for children. The Ministry of Justice has launched an online child arrangements information tool with clear and concise information on the dispute resolution service. This may be useful for some parents and carers.

Children With Family Members in Prison

Approximately 200,000 children in England and Wales have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. NICCO (The National Information Centre on Children of Offenders) provides information designed to support professionals working with offenders and their children, to help mitigate negative consequences for those children.

Children with family members in Prison may be classed as vulnerable.

Homelessness

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. The designated safeguarding lead DSL (and/or any deputies) should be aware of contact details and referral routes into the Local Housing Authority so they can raise/progress concerns at the earliest opportunity.

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

- Household debt, rent arrears, domestic abuse, anti-social behaviour
- Any mention of a family moving home because "they have to"

However, it should also be recognised in some cases children/young people could be living independently from their parents or guardians, for example through their exclusion from the family home, and will require a different level of intervention and support. Referrals to the Local Housing Authority do not replace referrals to MASH/CSC where a child is being harmed or at risk of harm. For 16 and 17-year-

olds, homelessness may not be family-based and referrals to MASH/CSC will be made as necessary where concerns are raised. Children's services will be the lead agency for these young people and the Designated Safeguarding Lead (or a deputy) should ensure appropriate referrals are made based on the child's circumstances.

Early Help

What is Early Help?

Early help means providing support as soon as a problem emerges, at any point in a child's life. Any pupil may benefit from early help, but in particular staff will be alert to the potential need for early help for children who:

- Have Special Educational Needs or Disabilities - SEND (whether or not they have a statutory EHC plan)
- Are young carers
- Show signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups e.g. county lines
- Are frequently missing or going missing from care or from home.
- Misuse drugs or alcohol
- Are at risk of modern slavery, trafficking or exploitation
- Are in a family circumstance presenting challenges such as substance abuse, adult mental health problems or domestic abuse
- Are returned home to their family from care
- Show early signs of abuse and/or neglect
- Are at risk of being radicalised or exploited
- Are privately fostered
- Have certain health conditions and has specific additional needs
- Have a mental health need
- Are risk of sexual or criminal exploitation
- Have a family member in prison, or are affected by parental offending
- Are at risk of 'honour' based abuse such as FGM or Forced Marriage
- Are persistently absent from education, including persistent absences for part of the school day

Early Help will also be used to address non-violent harmful sexual behaviour to prevent escalation. All staff will be made aware of the local Early Help process and understand their role in it. The DSL will take the lead where early help is appropriate.

Early Help Pathway

SUPPORTING FAMILY NEEDS – EARLY HELP LOCALITY RESPONSE:

AGENCY HAS CONCERN FOR A CHILD/FAMILY

Single Agency Response:

Meet the family and agree how to meet the need, this may lead to a TAF (Team Around the Family).

Speak to Locality:

If agency is unsure how to respond they can contact the locality for support/advice.

Single Agency Response:

Locality will offer advice but agree this remains a single agency response.

Non-school aged child:

Locality will offer advice on starting an SSF (Story So Far), TAF (Team Around the Family) or, agree to lead/support on a TAF.

School aged child

TAS – Discuss with named Early Help Social Worker:

If there is no immediate need, advice may be given to complete SSF (Story So Far) and to take the next TAS (Team Around the School) meeting for further discussion.

Locality Leads:

If there is a more immediate need the locality may support and become lead professional with school and other agencies involved in a TAF (Team Around the Family).

All Completed (Single & Multi Agency) **Story So Far, TAF review** documents are to be sent to be sent to the Early Help Consultants @ earlyhelp@bury.gov.uk for registration (if internal) or using a secure email method via Childwellbeing@bury.gov.uk for registration with the Early Help Team.

Safeguarding/Child Protection Policy & Procedures

Child's Voice

Children are encouraged to contribute to the development of policies and share their views. All staff should be able 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 abuse, sexual violence or sexual harassment. Nor should a victim be made to feel ashamed for making a report.

Children who identify as LGBTQ+ should have a trusted adult who they can be open with Paragraph 203-205 KCSiE 2023.

At Emmanuel Holcombe CE Primary School we ensure that we create a culture of listening. Where there is a safeguarding concern, governing bodies, proprietors and school leaders should ensure that the child's wishes, and feelings are taken into account when determining what action to take and what services to provide.

Systems are in place, and are well promoted, easily understood and easily accessible for children to confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.

Poor Attendance

We view poor attendance as a safeguarding issue and in accordance with our Attendance Policy, absences are rigorously pursued and recorded. Any concerning patterns are reviewed. In partnership with the appropriate agencies, we take action to pursue and address all unauthorised absences in order to safeguard the welfare of children in our care.

Our Attendance Policy identifies how individual cases are managed and how we work proactively with parents/carers to ensure that they understand why attendance is important. In certain cases, this may form part of an Early Help Assessment e.g. Story So Far or a Parenting Contract.

We implement the statutory and Local Authority requirements in terms of monitoring and reporting Children Missing from Education (CME) if they have been absent from school for more than twenty days, part-time timetables and off-rolling

and understand how important this practice is in safeguarding children and young people. **See Policy for Improving School Attendance**

Child Missing from Education (CME) School Attendance Team

3 Knowsley Place Duke Street Bury BL9 0EJ

Email: cme@bury.gov.uk

Fax: 0161 253 5730

Alternative Provision (AP)

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

Children who require access to AP will have a personalised learning plan designed to meet their needs. Their attendance will be monitored by us in accordance with the School Register Regulations. Our DSL will work together with the DSL at the Alternative Provision to ensure that any safeguarding concerns are followed up appropriately.

Governing bodies and proprietors are aware of the additional risks of harm that their pupils may be vulnerable to when accessing Alternative Provision.

Electively Home Educated - EHE (Homeschooling)

Many home educated children can have an overwhelmingly positive learning experience. We would expect the parents' decision to home educate to be made with their child's best education at the heart of the decision. However, this is not the case for all, and home education can mean some children are **less visible** to the services that are there to keep them safe and supported in line with their needs.

Emmanuel Holcombe CE Primary School will inform their Local Authority of all deletions from their admission register when a child is taken off roll.

Where a parent/carer has expressed their intention to remove a child from school with a view to educating at home, we recommend that LAs, schools, and other key professionals work together to coordinate a meeting with parents/carers where possible.

Ideally, this would be before a final decision has been made, to ensure the parents/carers have considered what is in the best interests of each child. This is particularly important where a child has SEND, is vulnerable, and/or has a social worker.

Work Experience

When a pupil is sent on work experience, the school will ensure that the provider has appropriate safeguarding policies and procedures in place. Where Emmanuel Holcombe CE Primary School has pupils conducting work experience, an enhanced DBS check will be obtained if the pupil is over the age of 16 and the code of conduct will be followed along with a clear induction.

Exclusions

The DSL will be involved when a fixed term or permanent exclusion is being discussed and any safeguarding issues will be considered. If there is an open Early Help, Child in Need or Child Protection Plan, the Early Help Practitioner or Social Worker will be informed.

Where it is felt that a child or young person is likely to be permanently excluded, schools should instigate a multi-agency assessment to ensure that there is improved understanding of the needs of the young person and their family and that the appropriate key agencies are involved.

If a child is in Care is at risk of suspension or is suspended or permanently excluded the school **must** inform the Virtual School as well as the social worker.

Vulnerable Groups

We ensure that all key staff work together to safeguard vulnerable children. This includes 'Safeguarding Solution Circles' at staff meetings.

Any child may benefit from early help at times, but all staff will be particularly alert to the potential need for early help for a child who:

- Has a disability or has specific needs.
- Has special educational needs (whether or not they have a statutory Education, Health and Care Plan).
- Is a young carer.
- Has a social worker.
- Is showing signs of being drawn in to anti-social or criminal behavior, including gang involvement and association with organized crime groups.
- Is frequently missing/goes missing from care or from home.
- Is at risk of modern slavery, trafficking or exploitation.
- Is at risk of being radicalized or exploited.
- Is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse.
- Is misusing drugs or alcohol themselves.
- Has returned home to their family from care.
- Is a privately fostered child.
- Is an international new arrival, refugee or asylum seeker.
- Is looked after (Child Looked After), previously 'looked after child' or under a special guardianship order.

- Requires mental health support.

Virtual Headteacher

Guidance has been updated to reflect the extension of the role of virtual school head to include a non-statutory responsibility for oversight of the attendance, attainment and progress of children with a social worker. Virtual school heads should identify and engage with key professionals to help them understand the role they have in improving outcomes for children. The Bury Council Virtual School provides training and networking opportunities for Designated Teachers to help them carry out their role effectively.

Designated Teacher

At Emmanuel Holcombe CE Primary School, the Acting Head Teacher, (Mrs Amy Longstaff), is the designated teacher responsible for championing the educational needs of looked after children.

At Emmanuel Holcombe CE Primary School we have high expectations of looked after children and the time to understand their needs.

Private Fostering

Private fostering is when a child or young person under the age of 16 (or under age 18 if the child or young person is SEND) is cared for by someone who is **not** their parent or a 'close relative' for 28 days or more. This is a **private arrangement** made between a parent and a carer.

Where Emmanuel Holcombe CE Primary School becomes aware of a pupil being privately fostered, they will notify the Local Authority Children's Social Care as soon as possible to allow the LA to conduct any necessary checks.

Disqualification Under the Childcare Act

Childcare disqualification is an additional requirement to the general child safeguarding arrangements provided under the Disclosure and Barring Service (DBS) regime, which apply to all children.

At Emmanuel Holcombe CE Primary School we are aware that the childcare disqualification arrangements apply to staff working with young children in childcare settings, including primary schools and pre-schools.

The arrangements predominantly apply to individuals working with children aged 5 and under, including reception classes, but also apply to those working in wraparound care for children up to the age of 8, such as breakfast clubs and after school care.

Emmanuel Holcombe CE Primary School will ensure that appropriate checks are carried out to ensure that individuals to whom these regulations apply are not disqualified under the [Childcare Disqualification Regulations 2018](#). Checks will be recorded in accordance with these regulations.

Case Management, Record Keeping & Multi-Agency Working

Keeping Records

We keep and maintain up to date information on children on the school roll using 'Integris.' Information includes, where and with whom the child is living, SEND, attendance.

We have CPOMs (from October 2023), which holds a chronology of any pupil or staff member where there are Safeguarding concerns, plus other significant events in a child's life.

We also have an 'Overview of Need' document, which holds information on all pupils with SEND, including support from external agencies.

We keep copies of all referrals to Children and Families Services, the Early Help Hubs and any other agencies related to safeguarding children. We keep records of our 'Team Around the School Meetings' with our Early Help Social Worker. We keep our safeguarding records secure.

We send a pupil's child protection or safeguarding file separately from the main file to a new establishment if they leave as soon as we are informed of the new school and request a receipt of receiving such documents.

Pupils Moving Schools

Where pupils are moving to another setting, the school will continue to do whatever it reasonably can to provide the receiving institution with any relevant welfare and child protection information. The DSL will ensure that the receiving school has access to pupils' EHC plans, Child in Need plans, Child Protection Plans or, for LAC/CLA, their Personal Education Plan (PEP), and is informed who the child's Social Worker is (and, for LAC/CLA, who the responsible Virtual School is).

Recording and Reporting Concerns

All staff, volunteers and visitors have a responsibility to report **any** concerns about the welfare and safety of a child and all such concerns must be taken seriously. If a concern arises all staff, including supply teachers, volunteers and visitors must:

- Speak to the Designated Safeguarding Lead or the person who acts in their absence.
- Agree with this person what action should be taken, by whom and when it will be reviewed.
- Record the concern using our safeguarding recording system CPOMs (from October 2023)

Working With Parents/Carers

Our responsibility is to safeguard and promote the welfare of all the children in our care. We aim to do this in partnership with our parents/carers and would expect them to provide up-to-date contact details, including at least two emergency contacts.

In most cases parents/carers will be informed when concerns are raised about the safety and/or welfare of their child and given the opportunity to address any concerns raised.

We aim to engage with parents/carers through the Local Authority Early Help processes, including holding 'strength-based model' conversations.

We will inform, and gain consent from parents/carers if possible, if a referral is to be made to Children's Social Care or any other agency **unless it is believed that by doing so would put the child at risk** e.g. in cases of suspected sexual abuse, Fabricated or Induced Illness (FII) or placing the child at risk of significant harm. We will record the reasons if consent is not gained.

In such cases the DSL/Headteacher will seek advice from MASH/Children's Social Care.

Multi-Agency Working

We will develop effective links with other relevant agencies and co-operate as required with any enquiries regarding child protection issues.

We will develop effective links with the Early Help Hubs and carry out an Early Help Assessment as appropriate.

We will notify the named Social Worker if:

- A child subject to a Child Protection Plan is at risk of permanent exclusion.
- There is an unexplained absence of a child who is subject to a Child Protection Plan.
- It has been agreed as part of any Child Protection Plan or Core Group Plan. (This list isn't exhaustive).

We will regularly review and report concerns, if necessary, as detailed in KCSIE 2023 and will follow Local Authority as well as the Greater Manchester Tri-X procedures if there is a need to re-refer or to escalate.

Confidentiality & Information Sharing

Staff will ensure that confidentiality protocols are followed and under no circumstances will they disclose any information about children outside of their professional role.

Information about children will only be shared with other members of staff on a need-to-know basis.

All staff and volunteers understand that they have a professional responsibility to share information with other agencies, in the best interests of the child's safety, welfare and educational outcomes. This is a matter of routine.

We have arrangements in place that set out clearly the process and principles for sharing information within school and with the three safeguarding partners, other organisations, agencies and practitioners as required. This includes an agreed rationale for gaining consent, when and what to share, when and what not to share and systems for recording these decisions.

We comply with the Data Protection Act 2018 and GDPR in that we ensure that we process all personal information lawfully and keep it safe and secure, with appropriate retention schedules.

Child Protection (CP), Child in Need (CiN) & Team Around The Family Meetings And Conferences

A Child Protection Conference will be held by Children's Social Care (CSC) if it is considered that the child is suffering or at risk of significant harm.

We will attend and contribute to initial and review Child Protection (CP) conferences, Child in Need (CIN) reviews and relevant multi-agency meetings, including Core Groups.

Members of staff who are asked to attend a Child Protection Conference or other Core Group Meetings (either in person or virtually) about an individual pupil/family will need to have as much relevant updated information about the child as possible using the most up-to-date proforma to the Chair, within the required timescales, at least 48 hours prior to the meeting.

Reports will always include the voice of the child, which is especially important where there may be barriers to communication. We will discuss and share reports with the parents/carers before the conference.

All relevant staff will be confident in using the tools which are part of the Signs of Safety (SOS) approach.

Concerns/Disclosures by Children, Staff & Volunteers

Any concern, disclosure or expression of disquiet made by a child will be listened to seriously and acted upon as quickly as possible to safeguard his or her welfare.

All staff and volunteers must be clear with children that they cannot promise to keep secrets.

We will make sure that the child or adult who has expressed the concern or made the complaint will be informed not only about the action to be taken but also where possible about the length of time required to resolve the complaint.

We will endeavor to keep the child or adult informed about the progress of the complaint/expression of concern.

Learning From Rapid Reviews

The Bury Integrated Safeguarding Partnership (BISP) will always undertake a Rapid Review (RR) when a child dies (including death by suicide), where abuse or neglect is known or suspected to be a factor in their death or if a child has been significantly harmed.

The purpose is to:

- Find out if there are any lessons to be learnt from the case about how local professionals and agencies work together to safeguard and promote the welfare of children and young people.
- Identify what those lessons are, how they will be acted on and what is expected to change as a result of the serious case review.
- Improve inter-agency working to better safeguard and promote the welfare of children and young people.

If required, we will provide an individual management report for a Rapid Review and will cooperate fully with implementing outcomes of the review including reviewing policy, practice and procedures as required.

A Child Safeguarding Practice Review (CSPR) may also be instructed if they know or suspect that a child has been seriously harmed or died because of abuse or neglect. The CSPR Review Panel and relevant safeguarding partners e.g. Education within five working days.

Our DSL will keep up to date with the findings from Rapid Reviews and other

learning reviews nationally and in Bury, share the learning and review our safeguarding procedures if relevant.

The Child Death Overview Panel (CDOP) may contact the Safeguarding Lead for Schools at Bury Council who will contact the educational establishment for information if there has been a death of a child.

The Curriculum

We are committed to promoting emotional health and wellbeing and to supporting the development of the skills needed to help keep children safe and healthy. This includes face to face teaching, blended learning and online learning as needed in response to any crisis situation that may arise.

Senior Leaders and Governors are aware that the opportunities to teach safeguarding and recognize that a one size fits all approach may not be appropriate for all children and a more personalised and contextualized approach for more vulnerable children, victims of abuse and some SEND children might be needed.

All children have access to an appropriate curriculum, differentiated to meet their needs. They are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities and have access to a range of cultural opportunities which promote the fundamental British values of tolerance, respect and empathy for others.

This enables them to develop the necessary skills to build self-esteem, respect others, support those in need, resolve conflict without resorting to violence, questions and challenge and to make informed choices in later life.

Personal Social and Health Education (PSHE), Relationship and Sex Education (RSE), Citizenship and Religious Knowledge lessons will provide opportunities for children and young people to discuss and debate a range of subjects including lifestyles, family patterns, religious beliefs and practices and human rights issues. School follow the accredited scheme, 'Jigsaw', alongside Theme Weeks.

We take account of the latest advice and guidance provided to help address specific vulnerabilities and forms of grooming and exploitation e.g. Domestic Abuse, Child Sexual Exploitation, Child-on-child abuse, Radicalisation, 'Honour-based' Abuse, including Forced Marriage, Female Genital Mutilation Breast Ironing, Modern Slavery and County Lines.

All children know that there are adults in our school whom they can approach if they are in difficulty or feeling worried and that their concerns will be taken seriously and treated with respect. 'Keeping you Safe' posters are displayed around school.

Safer Recruitment & Selection of Staff

Emmanuel Holcombe CE Primary School is committed to keeping pupils safe by ensuring that adults who work or volunteer in school are safe to do so. We therefore ensure that:

Bury Council Human Resources guidance is adhered to, to ensure that there is a strong reference and commitment to safeguarding during advertisement, selection and recruitment of new staff and that our recruitment and selection policies and processes adhere to the DfE Guidance KCSiE 2023.

Ensure that there are sufficient Staff/Governors who have undertaken appropriate Safer Recruitment training in the last 3 years to enable at least one person on every recruitment panel to be appropriately trained.

The Headteacher and Governing body will ensure that all external staff and volunteers, contractors including **out of hours** organisations using our school site have been recruited safely, including DBS checks as appropriate. DBSs for volunteers are free Footnote 102 KCSiE 2023.

KCSiE 2023 have advised that CVs will be accepted **however** this is **ONLY** alongside a fully completed application form. CVs continue to be rejected as a standalone document.

The advert should include:

- the school's commitment to safeguarding and promoting the welfare of children and make clear that safeguarding checks will be undertaken
- The safeguarding responsibilities of the post as per the job description and personal specification, and whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.
- The amendments to the ROA 1974 (Exceptions Order 1975, (2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.
- The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide - KCSiE 2023.

Emmanuel Holcombe CE Primary School KCSiE 2023 now advises that schools consider online searches as part of due diligence checks on **shortlisted candidates** however this should not be carried out prior to shortlisting for risk of discrimination.

The actions below are a legal requirement for Schools:

- There are at least two people on each selection panel.

- ALL staff will monitor the conduct of all adults who come into contact with children at school and report any concerns to the DSL, Headteacher or Chair of Governors.
- Relevant, proportionate and lawful checks are undertaken on all adults who regularly work at or visit the school.
- A Single Central Record is kept of checks that are undertaken on all adults who regularly work at or visit the school.
- The SCR is stored securely, and only accessed by designated staff and governors DSLs/HT/Safeguarding Governor/Chair of Governors evidence regular (at least termly) oversight/scrutiny of the SCR.
- Evidence of staff members identity, required qualifications and the right to work in the UK will be kept in individual personnel files.
- Covering (umbrella) letters will be obtained from agencies and other employers that provide staff to work in school to confirm that appropriate checks have been undertaken.
- Individual identity checks will be undertaken on those staff detailed above to ensure they are employees of the named agency/employer.
- A transfer of control agreement will be used where other agencies/organisations use school premises and are not operating under school's safeguarding policies and procedures.
- In-line with KCSiE 2023, Emmanuel Holcombe responds to allegations relating to an incident occurring when an individual or organisation uses school's premises. School follows our safeguarding policies and procedures, including informing the LADO.
- Adults who are involved in the management or provision of childcare of children in Early Years, or in out of school provision for children up to 8 years old, will make a declaration that they are not disqualified under the Child Care Act 2006.
- This declaration will be renewed annually and evidenced using the staff declaration form. This form will be retained and stored securely.
- Trainee teachers will be checked either by the school or by the training provider, from whom written confirmation will be obtained.
- Risk assessments are carried out on all volunteer activities as required.
- Advice will be sought from Human Resources, LADO – Mark Gay and/or Lead Safeguarding Officer for Schools– Gina Andrews if any staff are unclear about any aspects of Safer Recruitment.
- An enhanced DBS check with barred list information will be undertaken for all staff members engaged in regulated activity.

- A person will be considered to be in 'regulated activity' if, as a result of their work, they:
 - Are responsible on a daily basis for the care or supervision of children.
 - Regularly work in the school at times when children are on the premises.
 - Regularly come into contact with children under 18 years of age. The DfE's DBS Workforce Guides will be consulted when determining whether a position fits the child workforce criteria. Pre-employment checks

The Governing board will assess the suitability of prospective employees by:

- Verifying the candidate's identity, preferably from the most current photographic ID and proof of address, and evidence of a birth certificate.
- Obtaining a certificate for an enhanced DBS check with barred list information where the person will be engaged in regulated activity.
- Obtaining a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available.
- Checking that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the TRA Teacher Services' System where applicable.
- Verifying the candidate's mental and physical fitness to undertake their working responsibilities, including asking relevant questions about disability and health to establish whether they have the physical and mental capacity for the specific role.
- Checking the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, the advice set out in Government Guidance will be followed.
- If the person has lived or worked outside the UK, making any further checks that the school considers appropriate.
- Checking professional experience, QTS and qualifications as appropriate using Teacher Services. An enhanced DBS certificate will be obtained from candidates before or as soon as practicable after appointment. An online update check may be undertaken through the DBS update service if an applicant has subscribed to it and gives their permission. Internal candidate references from internal candidates will always be scrutinised before appointment.

Written confirmation will be obtained to ensure that an enhanced DBS certificate and barred list check has been carried out for all fee-funded trainees. For Governors an enhanced DBS check will be carried out for each member of the governing board. Where a governor also engages in any regulated activity, a barred list check will also be requested. The school will carry out a section 128 check on governors, because a person subject to one is disqualified from being a governor. The school will check if a proposed governor is barred due to a section 128 order by contacting the TRA using the Teacher Services' webpage. To process a suitability check, the chair of governors will provide the EFSA with:

- Information about their identity verified by a recognised professional, using the EFSA's verification form.
- Information confirming their right to work in the UK.
- The outcome of an enhanced DBS check.
- An overseas criminal records check or certificate of good character if they have lived outside of the UK. Those who have lived or worked outside of the UK [As of 1 January 2021, the Teaching Regulation Agency (TRA) ceased to maintain a list of EEA teachers with sanctions. Schools must continue to carry out safer recruitment checks on **all** candidates and must conduct any further checks on candidates from overseas that schools think relevant. In-line with KCSiE 2023 updates, Emmanuel Holcombe now informs shortlisted candidates that online searches will be carried out, as part of pre-recruitment checks. For candidates who have lived or worked outside the UK, all mandatory checks outlined in this policy will be carried out, along with any additional checks where necessary. For

candidates who have lived or worked outside the UK, the school will make further checks where necessary, including, but not limited to:

- Obtaining an enhanced DBS certificate (with barred list information for candidates applying for roles that involve regulated activity), including for candidates who have not been to the UK before.
- For teaching staff, obtaining proof of their past conduct as a teacher, in the form of a letter of professional standing from the professional regulating authority in the country in which they worked.
- Where a professional letter of standing cannot be obtained, conducting a risk assessment or seeking alternative methods of checking suitability to support informed decision-making.

Barred List Check

An enhanced DBS check may be requested for anyone working in school that is not in regulated activity but does not have a barred list check. If there are concerns about an applicant, an enhanced DBS check with barred list information may be requested, even if they have worked in regulated activity in the three months prior to appointment. Written information about their previous employment history will be obtained from candidates and the appropriate checks undertaken to ensure information is not contradictory or incomplete.

Section 128 Check

A section 128 direction prohibits or restricts an unsuitable individual from participating in the management of an independent school, including academies and free schools. An individual who is subject to a section 128 direction is unable to:

- take up a management position in an independent school, academy, or in a free school as an employee.
- be a trustee of an academy or free school trust; a governor or member of a proprietor body of an independent school.
- be a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities.

Emmanuel Holcombe CE Primary School will ensure that Section 128 checks are evidenced on the Single Central record.

References

References will be obtained directly from referees and scrutinised, with all concerns satisfactorily resolved prior to confirmation of employment.

References will only be accepted from a senior person and not from a colleague.

References will be sought on all short-listed candidates, including internal ones, before an interview and checked on receipt to ensure that all specific questions were answered satisfactorily.

References will be obtained prior to interviews taking place and discussed during interviews. Open testimonials will not be considered. Information about past disciplinary actions or allegations will be considered carefully when assessing an applicant's suitability for a post. Information sourced directly from a candidate or online source will be carefully vetted to ensure they originate from a credible source.

Volunteers

An enhanced DBS certificate with barred list check will be obtained for **all** new volunteers in regulated activity that will regularly teach or look after children on an unsupervised basis or provide personal care on a one-off basis. Personal care includes helping a child with eating and drinking for reasons of illness, or care in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability.

Recording Information on the Single Central Record

Emmanuel Holcombe CE Primary School maintain a single central record of pre-appointment checks, referred to in the Regulations 80 as the register and more commonly known as the single central record.

The single central record must cover the following people:

- for schools, all staff, including teacher trainees on salaried routes.
- agency and third-party supply staff, even if they work for one day.

For agency and third-party supply staff, at Emmanuel Holcombe CE Primary School we include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates and evidence.

Academies, Special Post-16 institutions and Independent Training Providers should maintain a single central record.

The single central record must indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed, or certificate obtained:

- An identity check, (identification checking guidelines can be found on the GOV.UK website).
- A barred list checks.
- An enhanced DBS check requested/certificate provided.
- A prohibition from teaching check.
- Further checks on people who have lived or worked outside the UK.
- A check of professional qualifications, where required.
- A check to establish the person's right to work in the United Kingdom. In addition:

At Emmanuel Holcombe CE Primary School we will ensure that we check the birth certificates, where available to check an individual's identity.

Managing Allegations And Concerns Against Staff, Teachers including Supply Teachers, Volunteers and Contractors Part 4 Of Keeping Children Safe in Education

We follow the DfE guidance KCSIE, Section 4, when dealing with allegations made against staff and volunteers, including where they have behaved, or may have behaved in a way that indicates they may not be suitable to work with children (transferable risk).

All allegations made against a member of staff, including supply staff and volunteers, including contractors or security staff working on site, will be dealt with quickly and fairly and in a way that provides effective protection for the child whilst at the same time providing support for the person against whom the allegation is made.

Allegations will be referred to the LADO for investigation if they meet the threshold (KCSIE) 2023. We will work with the LADO and other relevant agencies to support any investigations.

We ensure that all staff are aware of how to raise a concern, including anonymously as a whistleblower. Staff can report concerns about an adult using 'Staff Safe' on CPOMs. **See 'Whistleblowing Policy' and 'Allegations of Abuse Against Staff Policy.'**

Section One for allegations that may meet the threshold for LADO see below:

LADO threshold:

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

Section Two for allegations/concerns that do not meet the threshold i.e. low-level concerns. This is for information about concerns that do not meet the harm threshold. This includes what a low-level concern is, making the link between low level concerns, staff code of conduct and safeguarding policies, and recording and sharing information with relevant parties including whether this information should be included in references.

Low level concerns

Whilst not all incidents would meet LADO threshold and therefore maybe classed as low-level concerns, this does not mean that this is not taken seriously by our school. A low-level concern is any concern – no matter how small, and even if no

more than causing a sense of unease or a '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.
- Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.'

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

(Paragraphs 433 -435 (KCSiE 2023) The guidance now makes clear that schools can choose to whom low-level concerns about staff are reported to, so long as it is **clear** in their policies. All staff should be aware of how to handle low-level concerns, allegations against staff and whistleblowing, with KCSiE 2023 being clear that this information should be contained in the staff behaviour policy (also known as the code of conduct).

IN KCSiE 2023 also looks at the reporting of "**low level**" concerns and ensuring procedures are in place including reflective practice.

Emmanuel Holcombe CE Primary School will ensure that all safeguarding concerns, including those which do not meet the harm threshold, are shared responsibly with the DSL, are recorded in writing, meeting the requirements of KCSiE 2023, and dealt with appropriately. As well as protecting children and young people from harm, our systems aim to protect those working in or on behalf of schools from potential false allegations or misunderstandings.

Staff are encouraged to reflect on their behaviour and interactions and self-refer where 'they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.' KCSiE 2023

Reports of low-level concerns about supply staff and contractors will be notified to their employers. Low level safeguarding concerns will not be included in references for a member of staff unless a low-level concern (or group of concerns) has met the threshold for referral to the LADO and found to be substantiated, in which case, it will be referred to in a reference.

Low level safeguarding reports will be reviewed to identify potential patterns of behaviour. If any are identified, Emmanuel Holcombe CE Primary School will take appropriate action by Describe procedure.

Historic allegations will be referred to the Police on 101/999.

Safety On & Off Site

- Our site is secure with safeguards in place to prevent any unauthorised access and also to prevent children leaving the site unsupervised.
- We have good up to date knowledge of our local area and any safeguarding risks within the wider community.
- All visitors, including visiting speakers, are subject to our safeguarding protocols while on site and will be supervised at all times, if no checks have been obtained.
- We will ensure that any contractor, or any employee of a contractor, who is to work in our school, has been subject to the appropriate level of DBS check. We are responsible for determining the appropriate level of supervision depending on the circumstances. We will always check the identities of contractors and their staff on arrival.
- We operate a responsible booking protocol and will carry out appropriate checks on all organisations which request to hire our facilities.
- We exercise due diligence to prevent any organisation or speaker from using our facilities to disseminate extremist views or radicalize pupils or staff.
- We have a work experience placement policy and procedures in place. We will ensure that any person supervising a child on a placement has been subject to the appropriate level of DBS check.
- All Emmanuel Holcombe CE Primary School visits are fully risk-assessed. Evolve risk assessments are submitted and checked by the School's EVC.
- For international exchanges, we will liaise with our partner schools abroad to establish a shared understanding of the arrangements in place both before and during the visit. We will ensure we are satisfied that these are appropriate and sufficient to safeguard effectively every child who will take part in the exchange. We may also feel it necessary to contact the relevant foreign embassy or High Commission of the country in question to discuss what checks may be possible in respect of those providing homestay outside the UK.
- We have a Health & Safety policy e.g. for contacting parents and for reporting to the emergency services, including Police and hospitals.

Remote Education









Remote education should be equivalent in length to the core teaching pupils would receive in school and will include both recorded or live direct teaching time and time for pupils to complete tasks and assignments independently.

If school are asked to provide remote education for pupils as follows:

- Teachers will plan online lessons with the safety of pupils in mind.
- Staff communicating with pupils or parents via videocall will do so from within the school, or from a quiet room with a neutral background if working from home.
- Teachers will ensure all online planning processes for pupils who are working online will have clear reporting routes to the school and external agencies, so they can raise concerns whilst online.
- The school will collaborate with the LA where possible when planning online lessons and activities and considering online safety.

- The DSL will ensure every pupil has their contact information, so they know how they can contact them about any safeguarding concern.
- Pupils will be provided with online safety information by their teacher. Pupils will be directed to practical online support, such as Childline, where they feel unsafe and require support outside of school. Parents will be given a list of websites their child may access and any information regarding online sessions with staff that their child will be participating in. Parents will be provided with the contact details of the DSL, so they can report any concerns. When communicating online, staff will:
 - Communicate within school hours as much as possible.
 - Communicate through the school channels approved by the SLT.
 - Use school email accounts over personal accounts wherever possible.
 - Use school devices over personal devices wherever possible.
 - Not share personal information.

Appendix A: Early Help links/documents

-  [Story So Far \[194kb\]](#)
-  [Story So Far - with prompts \[267kb\]](#)
-  [Story So Far - Guidance \[127kb\]](#)
-  [Team Around the Family Review Plan \[139kb\]](#)
-  [Seven-minute Early Help briefing \[391kb\]](#)
-  [How I see my world \[967kb\]](#)
-  [How I see my world - aide memoir \[56kb\]](#)
-  [The Review guidance \[37kb\]](#)

Appendix B: Whistleblowing Flowchart:

This flowchart should be used for concerns about:-

- any unlawful act, whether criminal or a breach of civil law.
- maladministration.
- breach of any statutory code of practice.
- breach of, or failure to implement or comply with Financial Regulations.
- any failure to comply with appropriate professional standards.
- fraud, corruption or dishonesty.
- actions which are likely to cause physical/mental/psychological danger to any person, or to give rise to a risk of significant damage to property.
- loss of income to the school.
- abuse of power, or the use of the school's powers and authority for any unauthorised or ulterior purpose.
- discrimination in the provision of education.
- any other matter that staff consider they cannot raise by any other procedure.

What do when a concern is raised against a member of staff:

Making a Disclosure

Raise concerns with the Headteacher, either in writing or verbally. If the concern is regarding the headteacher or principal, report to the Chair of Governors or the LADO – Local Authority Designated Officer.

The concern must include: the names of individuals, dates and places where applicable and the reasons for concerns.

The earlier the concerns are disclosed, the easier it is for action to be taken



Responding to a disclosure

An investigation may need to be carried out under strict confidentiality. At this point, the subject of the complaint will not be informed, until it becomes necessary to do so.

Depending on the nature of the concern, matters raised may:

- be investigated internally
- be referred to the Police
- be referred to the Audit Commission
- form the subject of an independent inquiry.



The Designated Officer will offer to keep the whistle-blower informed about the investigation and its outcome.

The feedback will be provided within one month of the completion of the investigation.



CONCERN ABOUT A CHILD

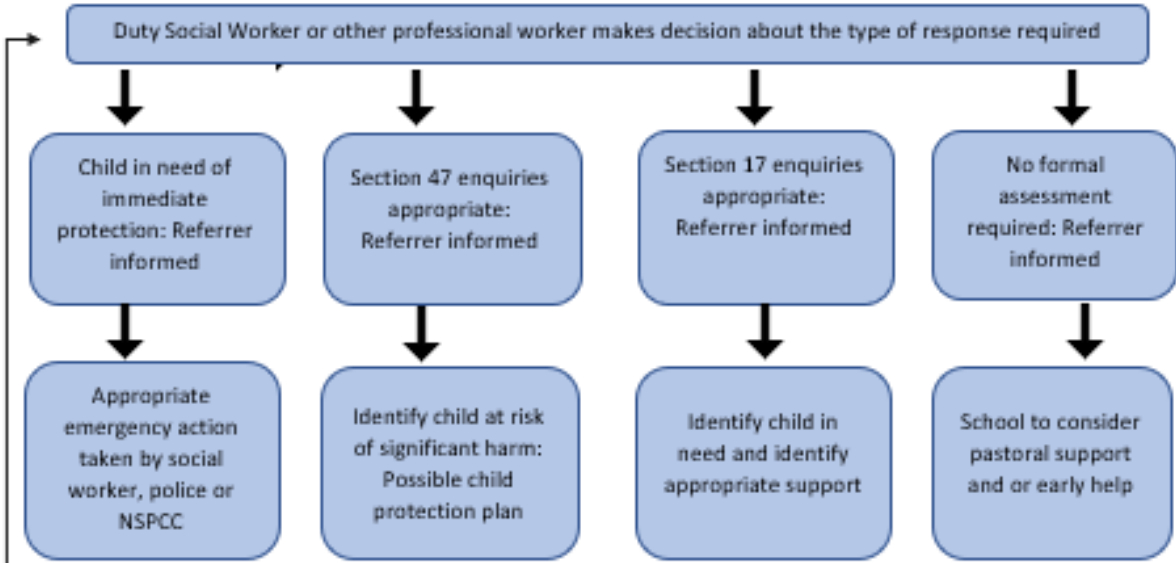
School action

Other agency action

Staff have concerns about a child and take **immediate action**. Staff speak to the **Designated Safeguarding Lead** and record on CPOMs. If DSL not available, report to Deputy DSL.



DSL/DDSL make an informed decision to contact either:				
If a children is in immediate danger	If the concern is regarding FGM	If the concern is regarding Prevent	If the concern needs a social care/ LADO referral	All other referrals or advice needed from Early Help
Ring 999	Ring 999	Ring GMP Prevent Team 0161 8566362	MASH 0161 253 5678 Bury LADO 0161 253 6188 lado@bury.gov.uk	Contact Early Help Social Worker Rachel Wilson 0161 253 5200 07773576305 r.wilson@bury.gov.uk
	Refer to Guidance	Refer to Prevent Guidance	Out of Hours: 0161 253 6606	



Staff should do everything they can to support social workers/ other external agencies. At all stages, staff should keep the child's circumstances under review (involving the DSL/ DDSL) and referrer if appropriate, to ensure the child's circumstance improve – the child's best interests must always come first.

Designated Safeguarding Lead: Amy Longstaff
Deputy Designated Safeguarding Lead: Jan Thomond
Safeguarding Link Governors: David Hulme
Police: Emergency 999/ Police Non-emergency: 101
NSPCC: 08001111

Appendix D:

LADO:

Bury Initial Consideration/Enquiry Form

Once completed send to:- LADO@bury.gov.uk

Office Use Only

Is this at LADO/Managing Allegations Full Threshold:
If Yes - Reference no. (From Database):

Date LADO notified:	
Name of person completing the form:	
Full Name of person of potential concern:	
Date of birth	
Address of Person	
Details of Establishment where person of potential concern works	
If agency worker, details of agency, telephone number and contact name	
Job role	
Contact number of referrer:	
Email Address of referrer:	
Name/Position of person referring information:	
Category Choose an item.	Area of complaint Choose an item.

PLEASE KEEP INFORMATION CLEAR & CONCISE

DETAIL OF: ALLEGATION/INCIDENT/ENQUIRY (date and time of allegation)

--

CHILD'S Details, to include full name, date of birth and address/INITIAL ACCOUNT OBTAINED
(Preferably with parent or carer present unless they are the person of potential concern)
(Note: no leading questions should be asked, questions should be kept open and to a minimum, i.e., what was the incident, and how did they feel, did anyone witness this?)

PARENTS/CARERS details of child if known and contact numbers - CARERS VIEW (what was their response and what action would parents/carer like to see taken)

ANY WITNESSES? – Full details of contact details
(Note: if so do not discuss what the child has said, ask only if they are aware on any incident that has occurred involving the child and ask that they make a note of their account, print name, sign and date)

IS THERE ANY CCTV FOOTAGE TO PROVE OR DISPROVE THE ALLEGATION? If there is, what does it show?
(Please check this first and ensure a copy is kept)

HAVE THERE BEEN ANY HISTORIC ALLEGATIONS MADE BY THE CHILD?
(dates and outcomes)

HAVE THERE BEEN ANY HISTORIC ALLEGATIONS OR CONCERNS IN RELATIONS TO THE MEMBER OF STAFF?
(dates, what the allegation was and outcome)

Office Use Only:

POLICE ADVICE OR RESPONSE

--

HR/Employer ADVICE OR RESPONSE

--

CHILDREN'S SOCIAL CARE ADVICE OR RESPONSE

--

LADO ADVICE OR RESPONSE – Final Outcome

--

Office use only:

Date of Closure: _____

Signed by: _____

Position: _____

Emails received to show confirmation of above if needed.

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Appendix E: 'Keeping you Safe' Poster



KEEPING YOU SAFE



MRS LONGSTAFF

Designated Safeguarding Lead

MRS THOMOND

Deputy Designated Safeguarding Lead

You can also find helpful advice from these websites:



childline



**THINK
U KNOW**



CEOP

Appendix F: Useful Links And Websites:

DOMESTIC ABUSE: Domestic Abuse Bill/Factsheet
National Domestic Abuse Helpline: Refuge runs the National Domestic Abuse Helpline, which can be called free of charge and in confidence, 24 hours a day on 0808 2000 247. Its website provides guidance and support for potential victims, as well as those who are worried about friends and loved ones. It also has a form through which a safe time from the team for a call can be booked.
Keeping Children Safe in Education 2023 KCSiE 2023
Useful websites:
NSPCC Preventing Child Abuse
Get Help Now - Effects of Domestic Abuse
Domestic Abuse Act 2021
Save Lives & Domestic Abuse
Child Criminal Exploitation CCE: Children Who May Have Been Trafficked - Government Guidance
County Lines: Further information on the signs of a child’s involvement in county lines is available in guidance published by the Home Office below:
What to do if you are worried a child has been abused DfE advice
Domestic Violence and Abuse Home Office
https://www.gov.uk/government/publications/national-action-plan-to-tackle-child-abuse-linked-to-faith-or-belief DfE advice
https://www.disrespectnobody.co.uk/relationship-abuse/what-is-relationship-abuse/ Home Office
Preventing and Tackling Bullying Advice
County Lines Toolkit provided by the Children’s Society in partnership with Victim Support and the NPCC National Police Chief’s Council. County Lines toolkit
Government guidance: Trafficking: Safeguarding children - Child Trafficking Government Guidance
Sexual Violence and Sexual Harassment between children - Schools/Colleges DfE advice
Serious Violence Strategy Home Office Strategy
Female Genital Mutilation:
Multi-agency Guidance for FGM
Forced Marriage:
Government Guidance - Forced Marriage
multi-agency practice guidelines: handling cases of forced marriage
multi-agency statutory guidance for dealing with forced marriage
multi-agency practice guidelines for Forced Marriage and learning disabilities
Forced Marriage Multi-Agency Guidance

Sexual Violence and Harassment:

[Sexual violence and harassment between children in schools and colleges](#) refer to Keeping Children Safe in Education 2023 for new updates on this guidance.

[Gangs and Youth Violence - Schools/Colleges](#) - Home Office Advice

[Strategy to End Violence against women and girls](#) - Home Office Strategy

[Statement of expectations - violence against women and girls](#) Home Office Guidance

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

<https://www.gov.uk/government/publications/serious-violence-strategy> Home Office Strategy

Harmful Sexual Behaviour:

[Lucy Faithfull Foundation](#) Lucy Faithfull Foundation has developed a HSB Toolkit.

[Beyond Referrals](#) Contextual Safeguarding Network – Beyond Referrals (schools) provides a school self-assessment toolkit and guidance for addressing HSB in schools.

<https://www.mariecollinsfoundation.org.uk/> Added in KCSiE 2023.

Modern Slavery - guidance

You can also access [documents related to the Modern Slavery Act](#).

Prevent Duty:

[Prevent Duty Guidance](#)

[British Values Toolkit](#)

Children and the Court System:

[Get Help With Child Arrangements](#)

[Young Witness Booklet - 5 - 11 year olds](#)

[Young Witness Booklet 12-17 year olds](#)

Online Safety:

[Teaching Online Safety in Schools](#)

[DfE advice - Online Safety in Schools](#)

[Education for a connected world](#)

[Think U Know How](#) National Crime Agency

[Public Health England Resources](#)

Children Missing from Education: [Children Who Go Missing From Education \(CME\)](#)

Reasonable Force: [Reducing the Need for Restraint and Restrictive Intervention](#)

Mental Health/Bullying:

[Preventing and Tackling Bullying](#)

[Mental health and behaviour in schools guidance](#)

Expert Organisations:

[Barnardo's](#)

[Lucy Faithful Foundation](#)

[NSPCC](#)

[Rape Crisis](#)

University of Bedfordshire on Contextual Safeguarding:

[Contextual Safeguarding](#)

[UK Safer Internet Centre](#)

Support for victims:

[Anti-Bullying Alliance](#)

[MoJ Victim Support](#)

[Rape Crisis](#)

[The Survivor's Trust](#)

[Victim Support](#)

Toolkits:

[Brook](#)

[NSPCC](#)

Safeguarding Unit, Farrer and Co, and Carlene Firmin, MBE, University of Bedfordshire:

<https://www.farrer.co.uk/News/Briefings/PEER-ON-PEER-ABUSE-TOOLKIT/>

Further Information on confidentiality and information sharing:

[Gillick Competency Fraser Guidelines](#)

<u>Government Information Sharing Advice</u>
<u>Information Commissioner's Officer: Education</u>
Information on sending nudes (previously known as sexting):
<u>UK Council for Child Internet Safety: Sexting Advice</u>
<u>London Grid for Learning - Collection of Advice</u>
Support for parents:
<u>Childnet</u> offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support.
<u>Commonsensemedia</u> provide independent reviews, age ratings, & other information about all types of media for children and their parents.
<u>Government Advice</u> about protecting children from specific online harms such as child sexual abuse, sexting, and cyberbullying.
<u>Government Advice</u> about security and privacy settings, blocking unsuitable content, and parental controls.
<u>Internet Matters</u> provide age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world.
<u>ParentZone</u>
<u>Parentsafe - London Grid for Learning</u>
<u>CEOP Thinkuknow - Challenging Harmful Sexual Attitudes and their Impact</u>
<u>CEOP Thinkuknow - Supporting Positive Sexual Behaviour</u>
Harmful Sexual Behaviour:
<u>Parents Protect Traffic Light Tool</u>
<u>Concerned about a child/yp - harmful sexual behaviour</u>