

The Froebelian School



Safeguarding and Child Protection Policy (including Safer Recruitment)

(Based on the Leeds Children's Services Model Policy for Child Protection 2022-2023)

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The Froebelian School

Safeguarding and Child Protection Policy

The provisions in this document apply to all aspects of the school including the EYFS, Breakfast Club, Froebee's, Homework and Activities Club, School Holiday Clubs, school trips and extra-curricular activities.

This policy has been ratified by the School Council (Governing Body) and will be reviewed each year (or sooner if required). Any deficiencies or weaknesses identified will be remedied without delay. This policy applies to all members of the school community including pupils, staff, volunteers, placement students, contractors, supply teachers, auxiliary staff, peripatetic teachers and other service providers. This Safeguarding & Child Protection Policy is available on the school website.

Our school, the Froebelian School, is committed to safeguarding and promoting the welfare of all its pupils. We believe all staff and visitors have an important and unique role to play in child protection.

We believe:

- Schools can contribute to the prevention of abuse.
- All children have the right to be protected from harm.
- Children need support which matches their individual needs, including those who may have experienced abuse.
- Children need to be safe and feel safe in school.

A child centred and coordinated approach to safeguarding is essential.

Schools and colleges and their staff are an important part of the wider safeguarding system for children. Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. 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. No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

School and college staff are particularly important, as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating. All staff have a responsibility to provide a safe environment in which children can learn.

Academic year	Designated Safeguarding Lead	Deputy Designated Safeguarding Leads	Nominated Governor	Chair of Governors
2022-2023	Sharon Stratford	Mike Finan Victoria Townend	Christine Davidson	Simon Bickerton

Policy Review date	Date Ratified by governors	Date Shared with staff	Amend
September 2023	10.10.2022	01.09.2022	-

The Froebelian School
Child Protection and Safeguarding Advice
Contact List – September 2022

Role / Agency	Name and Role	Contact Details
School Designated Safeguarding Lead (DSL) / Child Protection Coordinator	Sharon Stratford – Deputy Head	s.stratford@froebelian.co.uk
Deputy DSLs – responsibility for KS2	Mike Finan – FI Class Teacher & Science, Maths & Innovation Lead	m.finan@froebelian.co.uk
Deputy DSLs – responsibility for KS1 and EYFS	Victoria Townend – KG Class Teacher & Language & Global Studies Lead	s.stratford@froebelian.co.uk
Governor with responsibility for Child Protection and Safeguarding	Christine Davidson – Safeguarding and Wellbeing Governor	c.davidson@froebelian.co.uk
Chair of Governors	Simon Bickerton	s.bickerton@froebelian.co.uk

Designated Teacher for Looked After and Previously Looked After Children	Sharon Stratford	s.stratford@froebelian.co.uk
SENDCo	Louise Handley	l.handley@froebelian.co.uk
PSHEE / RSE Coordinator	Sharon Stratford Gemma Zincke	s.stratford@froebelian.co.uk g.zincke@froebelian.co.uk
Online Safety Coordinator	Mike Finan	m.finan@froebelian.co.uk
CSWS Duty and Advice / Front Door Safeguarding Hub	Urgent Child Protection concerns / initial referral	Professionals – 0113 3760336 Members of the public – 0113 2223301
CSWS Emergency Duty Team (out of hours)	Urgent Child Protection concerns	0113 535 0600 childrensEDT@leeds.gov.uk
Education Safeguarding Team	Advice / Training / Safeguarding Audit	0113 3789685 estconsultation@leeds.gov.uk
Local Authority Designated Officer	Allegations against adults in school	0113 3789687 lado@leeds.gov.uk
NSPCC Whistleblowing Helpline	Allegations against adults in school	0800 028 0285
PREVENT Team	Prevent training/advice	0113 535 0810 prevent@leeds.gov.uk

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, contractors and visitors to share this commitment.

All staff refers to all adults, volunteers (including governors) or students on placement, working in any capacity in the school or in activities organised by the school which brings them in to contact with pupils of the school.

Child Protection refers to the multi-agency arrangements to identify and protect children who are or may be at risk of or suffering significant harm.

Safeguarding refers to the protection, safety and promotion of the welfare of all pupils including when in off-site provision or activities and using ICT. This includes the building of resilience and awareness of risk through the formal and informal curriculum.

Child is any pupil under the age of 18.

Glossary

- DSL Designated Safeguarding Lead
- DDSL Deputy Designated Safeguarding Lead
- SENDCo Special Education Needs and Disabilities Coordinator
- DT Designated Teacher for Looked After and previously Looked After Children.
- PEP Personal Education Plan
- PSHEE Personal, Social, Health and Economic Education
- RAMP Multi-agency /AIM Risk Assessment Management Plan
- RSE Relationships and Sex Education
- CSWS Children's Social Work Services
- KCSiE Keeping Children Safe in Education (DfE, September 2022)

Visitors to school

All visitors must sign in on arrival and collect a visitor's sticker and lanyard and a School Information Leaflet (see Appendix 6) which outlines Child Protection and Safeguarding procedures in school and how to report any concerns regarding a child/young person or another adult in school. Visitor stickers/lanyards must be worn at all times when in school. Staff must ensure that visitors to school are supervised as appropriate and the requisite pre-employment checks have been completed as referenced in Part 3 of KCSiE. All contractors must follow the school's signing in arrangements as set out in contractual commissioning agreements.

The following policies and documents should be read in reference to this policy:

- Keeping Children Safe in Education Part 1 and Annex B (September 2022)
- Revised Guidance for safer working practice for those working with children and young people in education settings (Safer Recruitment Consortium Addendum April 2020)
- Behaviour Policy: Promoting Good Behaviour (including discipline, sanctions, anti-bullying and exclusions)
- Anti-Bullying Policy
- [RSHE Statutory Guidance](#)
- Data Protection Policy
- Online Policy
- Electronic Communications - Staff Policy
- Health and Safety Policy
- Educational Trips and Activities Policy
- Safer Recruitment Policy
- Induction Procedures
- Staff Code of Conduct
- Staff Disciplinary Policy
- Staff Induction Policy
- Whistle Blowing Policy
- Low Level Concerns Policy

Please note that whilst the majority of children attending Froebelian are from the Leeds District, children also attend our school who live in the Bradford District or Harrogate District.

This policy is based on Leeds Children's Services Model Policy but where appropriate, guidance will be sought from the District where the child lives (when relevant) and acted on in accordance with the advice given.

Policy Date: September 2022

Policy Review Date: September 2023

Signed (Headteacher): 

Signed (Chair of Governors): 

Part One:

1. Aims

1.1 The Froebelian School aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare
- All staff are aware of their statutory responsibilities with respect to safeguarding, identifying children in need of early help, at risk of harm or those that have been harmed.
- Staff are properly trained in recognising and reporting safeguarding issues
- A culture of vigilance is created and maintained to ensure that we will also act in the best interests of children to protect them online and offline.
- Systems for reporting abuse are well promoted, easily understood and easily accessible for children

1.2 The Governing Body and staff of The Froebelian School (hereinafter referred to as "the school") take as our first priority the responsibility to safeguard and promote the welfare of our pupils, to minimise risk and to work together with other agencies to ensure rigorous arrangements are in place within our school to identify, assess and support those children who are suffering harm and to keep them safe and secure whilst in our care.

1.3 The responsibilities set out in this policy apply (as appropriate) to all members of the school community including pupils, staff, governors, visitors/contractors, volunteers, supply staff, students on placement and trainees working within the school. It is fully incorporated into the whole school/college ethos and is underpinned throughout the teaching of the curriculum, within PSHE and within the safety of the physical environment provided for the pupils.

2. Legislation and guidance

2.1 This policy is based on the Department for Education's statutory guidance, [Keeping Children Safe in Education \(KCSIE\) 2022](#) and [Working Together to Safeguard Children \(WTTSC 2018\)](#) and the [Governance Handbook](#). We comply with this guidance and the procedures set out by the Leeds Safeguarding Children partnership (LSCP).

2.2 This policy is also based on the following legislation and guidance:

- Part 3 of the schedule to the [Education \(Independent School Standards\) Regulations 2014](#), which places a duty on academies and independent schools to safeguard and promote the welfare of pupils at the school
- [The Children Act 1989](#) (and [2004 amendment](#)), which provides a framework for the care and protection of children
- Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the [Serious Crime Act 2015](#), which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18

- [Statutory guidance on FGM](#), which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM
- [The Rehabilitation of Offenders Act 1974](#), which outlines when people with criminal convictions can work with children
- Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#), which defines what 'regulated activity' is in relation to children
- Statutory [Guidance on the Prevent duty](#), which explains schools' duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism
- [Charity Law and Commission Safeguarding Guidance 2019](#)
- Guidance for safer working practice for those working with children and young people in education settings (GSWP) (Safer Recruitment Consortium Feb 2022)<https://c-cluster110.uploads.documents.cimpress.io/v1/uploads/d71d6fd8-b99e-4327-b8fd-1ac968b768a4~110/original?tenant=vbu-digital>
- [Sexual violence and sexual harassment between children in schools and colleges \(DfE 2021\)](#)
- [Sharing nudes and semi-nudes: advice for education settings working with children and young people \(Department for Digital, Culture, Media & Sport and UK Council for Internet Safety 2020\)](#)
- [Safeguarding and remote education during coronavirus \(COVID-19\) \(DfE, 2021b\)](#)
- [Children Missing Education – Statutory guidance for local authorities \(DfE September 2016\)](#)
- [When to call the police – Guidance for schools and colleges \(NPCC – 2020\)](#)
- Education and Training (Welfare of Children) Act 2021
<https://www.legislation.gov.uk/ukpga/2021/16/contents/enacted>
- Schools and colleges are under a statutory duty to cooperate with the published LSCP arrangements. This policy conforms to locally agreed inter-agency procedures [LSCP - Local protocols for Leeds practitioners \(leedsscp.org.uk\)](#) and has been ratified by the LSCP Education Reference Group. It is available to all interested parties on our website and on request from the main school office. It must be read in conjunction with other relevant policies and procedures and KCSiE (DfE 2022).
- The [Childcare \(Disqualification\) Regulations 2018](#) and [Childcare Act 2006](#), which set out who is disqualified from working with children
- This policy also meets requirements relating to safeguarding and welfare in the [Statutory framework for the Early Years Foundation Stage. \(DfE 2021\)](#)

- [RSHE Statutory Guidance](#)

This policy should also be read in conjunction with the school's Online Safety Policy, The Acceptable Use Policies for Staff, Students and Visitors which set out the acceptable use of ICT, including the use of 3/4G devices on school site and the Code of Conduct.

3. Definitions

3.1 **Safeguarding and promoting the welfare of children** means:

- Protecting children from maltreatment
- Preventing impairment of children's mental or physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

3.2 **Child protection** is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

3.3 Appendix 1 explains the different types and indicators of abuse.

3.4 **Children** includes everyone under the age of 18.

4. Equality statement

4.1 Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

4.2 We give special consideration to children who:

- Have special educational needs or disabilities or health conditions
- Are young carers
- May experience discrimination due to their race, ethnicity, disability, religion, gender identification, sex or sexual orientation.
- Have English as an additional language
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation
- Are asylum seekers
- Are at risk due to either their own or a family member's mental health needs
- Are missing from education
- Children who are in care, previously looked after or any children not growing up with their birth family (this covers private fostering and all kinship arrangements)
- Whose parent/carer has expressed an intention to remove them from school to be home educated

5. Roles and responsibilities

5.1 Safeguarding and child protection is **everyone's** responsibility. This policy applies to all staff (including those not directly employed by the school), volunteers, contractors and governors in the school. Our policy and procedures also apply to extended school and off-site activities. All staff are expected to read this policy as part of their induction arrangements as well as the documents referenced in section 5.2 (All staff) below and any updates therein.

5.2 All staff

5.2.1 All staff working directly with children will read and understand their statutory responsibilities outlined in Part 1 and Annex B of the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#), and review this guidance at least annually.

5.2.2 Staff who do not work directly with children will read either Part 1 or Annex A as determined by the DSL dependent on their roles, responsibilities and contact with children.

5.2.3 All staff will be aware of:

- Our systems which support safeguarding, including reading and understanding their professional responsibilities as outlined in Guidance for Safer Working Practice (2022) and the COVID addendum of GSWP (2020), understanding the role of the designated safeguarding lead (DSL/DDSL), reading and understanding the school behaviour policy and their safeguarding responses to children who go missing from education during the school day or otherwise and reading and understanding the school's online safety policy.
- The early help process and their role in it, including being alert to emerging problems that may warrant Early Help intervention, particularly those identified in Part 1 of KCSiE. All staff should be reporting emerging problems that may warrant early help intervention to the DSL or DDSL using Schoolpod.
- That children's behaviours can be indicative of their emotional wellbeing and can be linked to mental health. They should be aware of behaviours that may communicate that poor wellbeing can be an indicator of factors such as abuse, neglect or exploitation. Staff should understand the children's experiences such of abuse, neglect, trauma and adverse childhood experiences can impact on children's mental health, behaviour & education.
- The process for making referrals to local authority children's social work service (CSWS) and for statutory assessments that may follow a referral, including the role they might be expected to play. Fig 1: **Summary of in-school procedures to follow where there are concerns about a child** (Page 16) illustrates the procedure to follow if you have concerns about a child's welfare. **ANYONE CAN MAKE A REFERRAL**. Wherever possible, speak to the DSL, DDSL or head teacher (in the absence of a DSL) first to agree a course of action. In the absence of a DSL or head teacher being available, staff must not delay in directly contacting children's social work Duty and Advice team or the police if they believe a child is at immediate risk of significant harm.

- Our work in partnership with other agencies in the best interests of the children. Requests for service to CSWS will (wherever possible) be made by the Safeguarding Designated Staff, to the CSWS Duty and Advice team (0113 3760336). Where a child already has a child protection social worker, the school will immediately contact the social worker involved or in their absence, the team manager of the child protection social worker.
- What to do if they identify a safeguarding issue or a child tells them they are being abused or neglected, including specific issues such as Female Genital Mutilation (FGM), and how to maintain an appropriate level of confidentiality while liaising with relevant professionals.
- In school procedures for recording any cause for concerns and passing information on to DSLs by creating a log on SchoolPod.
- The signs of different types of abuse and neglect, as well as specific safeguarding issues, such as child sexual exploitation (CSE), child criminal exploitation (CCE) FGM, radicalisation, child-on-child sexual abuse and serious and violent crime. All staff to be aware safeguarding incidents/ behaviours can occur outside school or college or be associated with outside factors CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity.
- Children missing education/absconding during the school day can also be a sign of CCE, including involvement in County Lines.
- Children may not feel ready or know how to tell someone that they are being abused, exploited, neglected, and/or they may not recognise their experiences as harmful.

- 5.2.4 School cameras/iPads may be used to record pupils' learning and attainment and any images should be appropriately stored solely on the School network and are not to be removed from the premises unless authorised and for appropriate use.

Staff who work in a one-to-one situation with children should be mindful when taking photographs; this should be relevant and appropriate to the needs of the child. Permission must be sought from a member of the SLT for the capture of images in areas which may be deemed to be sensitive, e.g. swimming pool. Staff should ensure that all images they take or commission to be taken are wholly appropriate at all times.

Where an image inadvertently contains something which may be viewed as inappropriate, e.g. an unfortunate camera angle, this should be taken to the DSL immediately in a spirit of transparency so that this may be addressed immediately.

Personal devices must not be used to record or photograph pupils at any time.

The use of personal mobile phones is not allowed in an EYFS setting. Personal mobile phones and personal cameras must not be taken into any areas where EYFS children are present including their classrooms and playgrounds, even in handbags.

Use of personal mobile phones is covered under the Acceptable Use Policy and Online Safety Policy, including the use of 3G/4G networks.

Appendix 1 details different kinds of abuse.

Appendix 2 provides guidance to staff on how to respond to children who report abuse

5.3 The designated safeguarding lead (DSL) and deputy designated staff.

5.3.1 Our DSL is Sharon Stratford. The DSL takes lead responsibility for child protection and wider safeguarding.

5.3.2 The optimal scenario is to have a trained DSL or DDSL available on site. Where this is not possible (e.g. due to self-isolating), a trained DSL or DDSL will be available to be contacted via phone or online video – for example when working from home.

5.3.3 During term time, the DSL will be available during school hours for staff to discuss any safeguarding concerns. Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

The DSL can be contacted by mobile or the school number (if in school hours) – the numbers have been made available to all staff or via email: s.stratford@froebelian.co.uk

5.3.4 When the DSL is absent, the deputies (Mike Finan and Victoria Townend) will act as cover.

5.3.5 The DSL will be given the time, training, resources and support to:

- Provide advice and support to other staff on child welfare and child protection matters
- Take part in strategy discussions and inter-agency meetings and/or support other staff to do so
- Contribute to the assessment of children by providing as much information as possible as part of the referral process to help social care assessments consider contexts outside the home and enable a contextual approach to harm.
- Refer suspected cases, as appropriate, to the relevant body (children's social care Duty and Advice team, Channel programme, Disclosure and Barring Service, Teaching Regulation Agency and/or police), and support staff who make such referrals directly. Provide support for staff and support staff to comply with their mandatory reporting duties in cases where FGM has been identified.
- Sharon Stratford will ensure that all staff involved in direct case work of vulnerable children, where there are child protection concerns/issues, have access to regular safeguarding supervision. (Ref: LCC Framework for Supervision (2021).
- The DSL will also keep the Head teacher informed of any issues and liaise with local authority officers and relevant professionals for child protection concerns as appropriate.
- The DSL is responsible for responding to domestic abuse notifications from the local authority and providing support to children and their families as appropriate
- The school will ensure representation at appropriate inter-agency meetings such as Initial and Review Child Protection Conferences, and Planning and Core Group meetings, as well as Family Support Meetings.
- Provide reports as required for meetings. Reports will, wherever possible, be shared with parents/carers at least 24 hours prior to the meeting.

- Where a child in school is subject to an inter-agency child protection plan or any multi-agency risk management plan, the DSL will contribute to the preparation, implementation and review of the plan as appropriate.
- The designated safeguarding lead and any deputies should liaise with the three safeguarding partners and work with other agencies in line with Working Together to Safeguard Children (2018). When to call the police (NPCC 2020) should help designated safeguarding leads understand when they should consider calling the police and what to expect when they do.
- Promote the educational outcomes of children with a social worker and other pupils deemed vulnerable. It is essential therefore that the DSL works in close collaboration with the DT and SENDCO as children who are in need of help and protection must also have their learning needs prioritised in planning to ensure education is a protective factor and not only by way of regular attendance at school.

The full responsibilities of the DSL are set out in Annex C of KCSIE – Role of the designated safeguarding lead. All designated safeguarding leads and deputy safeguarding leads must read and comply with this.

5.4 The governing body

- 5.4.1 The governing body will approve this policy at each review and hold the head teacher to account for its implementation and any actions/recommendations made by the Local Authority in respect to strengthening the school's safeguarding arrangements.
- 5.4.2 The governing body and proprietors will create a strong culture of safeguarding in school in order to ensure that safeguarding and child protection are at the forefront and underpin all aspects of policy and procedure development. The governing body will ensure that all policies, procedures and training are effective and comply with the law at all times.
- 5.4.3 The governing body will appoint a lead governor to monitor the effectiveness of this other related safeguarding policies (i.e: online safety, whistleblowing, behaviour etc.) policy in conjunction with the full governing body. Staff governors cannot be the lead governor with responsibility for safeguarding and child protection. Lead governors should access the LA designated safeguarding governor training every three years including online safety training. The safeguarding duties remain the responsibility of the proprietorial body as a whole. All members of the governing body are invited to attend annual child protection and safeguarding training.
- 5.4.4 In the event that safeguarding concerns, or an allegation of abuse is made against the head teacher, the chair of governors will act as the 'case manager'. Refer also to Section 16.2.
- 5.4.5 The governing body will comply with Charity Commission Safeguarding Guidance 2019, including the responsibility to submit a Serious Incident Notification in the event of any serious child protection or safeguarding matter; e.g. serious harm to a child on site, serious allegation made against a member of staff, safeguarding incident requiring police investigation.
- 5.4.6 The governing body will ensure that the school has robust IT filtering and monitoring systems in place and should be informed in part, by the risk assessment required by the Prevent Duty in order to limit children's exposure to online risks.

5.4.7 The governing body, along with the school's senior leadership team, are responsible for satisfying themselves and obtaining written assurances from any relevant school lettings and alternative/off site providers and provisions that their safeguarding arrangements are secure, in keeping with the requirements set out in KCSIE. This includes ensuring that the provision has effective safeguarding policy/procedures/training in place for all staff. The provision follows safer recruitment processes and have clear allegation management processes. Pupils who attend alternative provisions can often have complex needs and it is important that these settings are aware of the additional risk of harm that their pupils may be vulnerable to and appropriate risk assessments/support plans are in place where pupils access provision offsite. The Froebelian School does not currently use the any alternative or off-site providers.

5.4.8 The governing body will supply information as requested by the LSCP and the Local Authority Education Safeguarding Team.

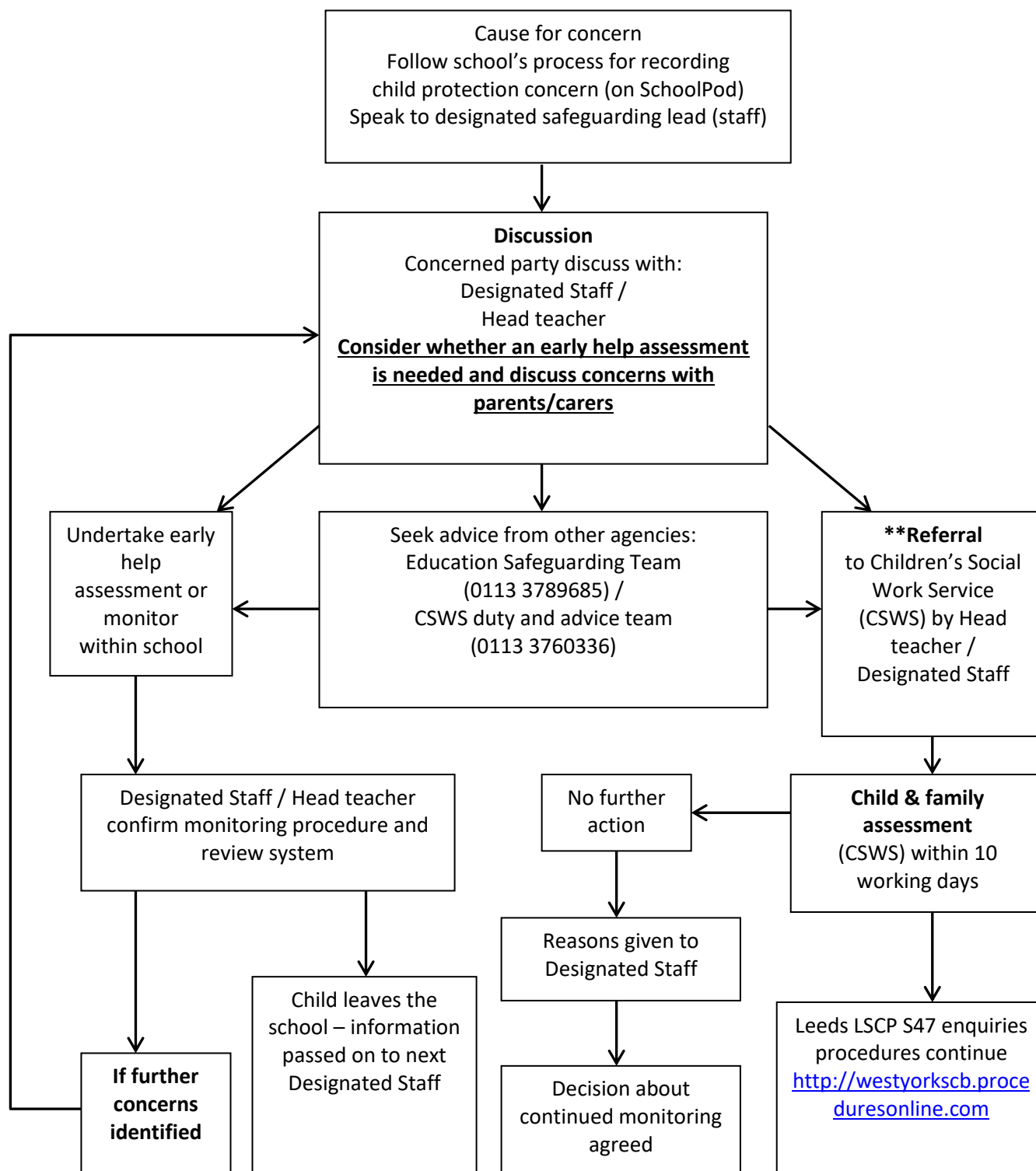
The full responsibilities of the governing body are set out in Part Two of KCSIE – The management of safeguarding. The governing body will ensure that the school is fully compliant with their statutory safeguarding responsibilities.

5.5 The head teacher

5.5.1 The head teacher is responsible for the implementation of this policy, including:

- Ensuring that staff (including temporary and supply staff) and volunteers are informed of this policy as part of their induction
- Communicating this policy to parents when their child joins the school and via the school website
- Ensuring that the roles and responsibilities of the DSL/DDSL as referenced in Annex C of KCSiE (2022) are reflected in their job description.
- Ensuring that the DSL has appropriate time, training and resources, and that there is always adequate cover if the DSL is absent
- Ensuring that they complete the one day LA course for head teachers/principals on safeguarding and child protection and that all staff undertake appropriate safeguarding and child protection training and update this every three years.
- Acting as the 'case manager' in the event of an allegation of abuse made against another member of staff (including supply staff) or volunteer, where appropriate.
- Ensuring that all recommendations made by the Local Authority in relation to strengthening the school's safeguarding arrangements are actioned in a timely fashion.
- Ensuring the relevant staffing ratios are met, where applicable.

- Fig 1: Summary of in-school procedures to follow where there are concerns about a child



** If unhappy about the outcome of the referral to Children's Services Social Care, please refer to: Leeds LSCP Local Protocol: [Concerns Resolution](#).

6 Confidentiality and Information Sharing

- 6.1.1 Confidentiality is an issue that needs to be understood by all those working with children, particularly in the context of safeguarding.
- 6.1.2 School recognises that the only purpose of confidentiality in this respect is to benefit the child. Staff/volunteers and visitors to school should never promise a child that they will not tell anyone about an allegation/report of abuse, and must pass any cause for concerns immediately to a designated safeguarding lead.
- 6.1.3 Confidentiality is addressed throughout this policy with respect to record-keeping (see section 18), dealing with reports of abuse (see Appendix 2), allegations of abuse against staff, information sharing and working with parents (see section 6.2).
- 6.1.4 Timely information sharing is essential for effective safeguarding. This school/college will share safeguarding information as appropriate in keeping with the principles outlined in the government guidance document, [Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers \(DfE 2018\)](#). This guidance has been produced to support practitioners in the decisions they take to share information, which reduces the risk of harm to children and young people and promotes their well-being.
- 6.1.5 Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children.
- 6.1.6 All staff must have due regard for the relevant data protection principles which allow them to share (in the context of their role) and withhold personal information, as provided for in the Data Protection Act 2018 and GDPR.
- 6.1.7 In order to promote positive educational outcomes for vulnerable children, including children with social workers information that can help to support positive outcomes being achieved will be shared with colleagues in school that are not DSL's or DDSL's as appropriate.
- 6.1.8 If staff are in any doubt about sharing information, they must speak to the designated staff, or the head teacher.

6.2 Working with parents and other agencies to protect children

- 6.2.1 Parents/carers will be made aware of our in-school procedures in respect to taking any reasonable action to safeguard the welfare of its pupils. In cases where the school has reason to be concerned that a child may be suffering significant harm, ill treatment, neglect or other forms of harm, staff will follow the procedures for responding to suspected cases of child abuse or neglect outlined in this policy document and contact CSWS Duty and Advice team to discuss their concerns.
- 6.2.2 In keeping with KCSIE, we will endeavour wherever possible to obtain at least two emergency contacts for every child in the school in case of emergencies, and in case there are welfare concerns at the home.

- 6.2.3 In general, we will discuss concerns with parents/carers before approaching other agencies and will seek to inform parents/carers and receive their consent when making a referral to another agency. Appropriate staff will approach parents/carers after consultation with the DSL. The exception to this rule will be in situations where the DSL has reasonable cause to believe that informing parents/carers of a referral to another agency may increase the risk of significant harm to the child.
- 6.2.4 Parents/carers are informed about our Safeguarding & Child Protection policy through school prospectus, website, newsletters etc. A safeguarding & child protection statement is prominent in the school foyer/reception area.
- 6.2.5 Where a parent/carer has expressed their intention to remove a child from school with a view to educating at home, the school will, working in partnership with the LA and other key professionals invite parents/carers to a meeting 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 the child. This is especially important where a child has SEND, is vulnerable, and/or has a social worker.
- 6.2.6 Many children now have unlimited and unrestricted access to the internet via mobile phone networks (i.e. 3G, 4G and 5G), which some of them may abuse to sexually harass their peers, share indecent images consensually and non-consensually and view and share pornography and other harmful content. Children at Froebelian are not permitted to bring mobile phones to school unless express permission is sought from the Headteacher (e.g. when child splits their week between separated/divorced parents). If a mobile phone is brought to school under special circumstances, this is handed in to the office at the start of the day and collected on departure.

6.3 Multi-agency work

- 6.3.1 We will co-operate with CSWS in accordance with the requirements of the Children Act 1989 and allow access to child and child protection records for them to conduct section 17 or section 47 assessments.
- 6.3.2 In the best interests of our pupils, we will work with all relevant professionals and agencies as required to safeguard children and promote their welfare.

7 Opportunities to teach safeguarding – Preventative Curriculum

7.1 Our role in the prevention of abuse

We will identify and provide opportunities for children to develop skills, concepts, attitudes and knowledge to promote their safety and well-being.

- 7.1.1 We will ensure that children are taught about safeguarding, including online safety, and recognise that a one size fits all approach may not be appropriate for all children, and a more personalised or contextualised approach for more vulnerable children, victims of abuse and some SEND children may be needed.
- 7.1.2 As part of providing a broad and balanced curriculum, relevant issues will be addressed through the PSHE curriculum, including self-esteem, emotional literacy, assertiveness,

power, relationship and sex education, online safety, online bullying, sexting, child exploitation (CSE/CCE), sharing nudes and semi-nudes, female genital mutilation (FGM), preventing radicalisation, peer on peer abuse, consent, online safety, anti-bullying, unhealthy and abusive family relationships. The curriculum will reflect the statutory Relationship Education, Relationship and Sex Education and Health Education (DfE 2020). Further support can be obtained from the Health & Wellbeing Service (schoolwellbeing@leeds.gov.uk).

- 7.1.3 Relevant issues will be addressed through other areas of the curriculum. For example, circle time, English, History, Drama, PSHE, Art and assemblies.

7.2 Other areas of work

- 7.2.1 All our policies that address issues of power and potential harm, e.g. Anti-Bullying, Equalities, Positive Handling, Behaviour, On-line Safety will be linked to ensure a whole school approach.
- 7.2.2 Our Safeguarding and Child Protection policy cannot be separated from the general ethos of the school which is to ensure that children are treated with respect and dignity, feel safe, and are listened to.
- 7.2.3 The school's online safety policy is reflective of the requirements set out in KCSiE (2022) in regards to content, contact, conduct and commerce. The school's online safety policy is aligned to the school behaviour policy and reflects our approach to issues of online safety (including the sharing of nudes and semi-nudes) that empowers us to protect and educate the whole school or college community in their use of technology and establishes mechanisms to identify, intervene in, and escalate any incident where appropriate.

8 Our role in supporting children

We will offer appropriate support to individual children who have experienced abuse or who have abused others.

- 8.1.1 In cases where children have experienced abuse/abused others, the DSL will ensure that appropriate support is offered. An individual support plan will be devised, implemented and reviewed regularly should the pupil or others affected require additional pastoral support/intervention. This plan will detail areas of support, who will be involved (i.e. learning mentor, key worker) and the child's wishes and feelings. A copy of the individual support plan will be kept in the pupil's child protection record (see Appendix 5).
- 8.1.2 For children who have sexually harmed or may have sexually harmed peers, where appropriate an AIM Risk Assessment Management Plan (RAMP) will be completed that includes safety and support planning.

9 Children with special educational needs, disabilities, or health issues

- 9.1 We recognise that while all children have a right to be safe, some children *may* be more vulnerable to abuse e.g. those with a disability, special educational need, mental health issues or those living with domestic violence or drug/alcohol abusing parents, parents' mental health issues, learning disabilities, children who are in care or previously looked after, children having

adverse childhood experiences etc. Additional barriers can exist when recognising abuse and neglect in this group, including:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration
- Pupils being more prone to peer group isolation or bullying (including prejudice-based bullying) than other pupils
- The potential for pupils with SEN, disabilities or certain health conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs
- Communication barriers and difficulties in managing or reporting these challenges.

9.1.1 Additional barriers can exist when recognising abuse and neglect in this group of children. These can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration;
- these children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children
- the potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in managing or reporting these challenges.

9.1.2 If staff have a mental health concern about a child that is also a safeguarding concern, **immediate action should be taken**, following the procedures in the safeguarding policy and speaking to the DSL.

9.1.3 Through weekly departmental briefings, whole school meetings or in a direct conversation with the DSL, staff can raise concerns about possible mental health problems in pupils. The Senior Leadership Team will support colleagues to address these concerns which may involve meeting with parents to suggest seeking support from their GP, CAMHS, Young Minds or similar mental health organisation. A mentor in school may be identified as a source of support in addition to support from the class staff.

9.1.4 All mental health concerns should be logged on SchoolPod as 'welfare' notes with relevant staff tagged in and able to read them. The Deputy Head and Headteacher meet weekly and pupils of concerns are discussed and cases are closely monitored.

9.1.5 When the school is considering excluding, either for a fixed term period or permanently, a vulnerable pupil /a child with additional needs and/or a pupil who has social care involvement is either subject to a S47 Child Protection plan/child in need plan or there are/have previously been child protection concerns, we will undertake an informed (multi-agency where other professionals are involved) risk-assessment prior to making the decision to exclude. Schools would be advised to speak to the named social worker for the child where the exclusion will be to the home to ensure that any risk is assessed and speak to Area Inclusion Partnership for support if required. Schools should note advice in the [DFE Exclusions Guidance September 2017](#) Section 3. In situations that a looked after child is at risk of exclusion the school will notify the Virtual School. In the event of a one-off serious incident resulting in an immediate decision to permanently

exclude, the risk assessment must be completed prior to convening a meeting of the governing board.

- 9.1.6 All staff have a role in preventing impairment of children's mental health/emotional wellbeing, including promoting positive mental health and identifying where students are struggling with their Mental Health. We regularly communicate messages to students regarding wellbeing and the promotion of positive mental health strategies through the curriculum, PSHEE and Form Time. Further support can be obtained from the Health & Wellbeing Service (schoolwellbeing@leeds.gov.uk).
- 9.1.7 Concerns regarding a student's mental health/emotional wellbeing should be reported to a member of the school's safeguarding team in keeping with the school's safeguarding reporting arrangement so that students can be offered appropriate support, this may include local or national online services where appropriate. In addition the school are able to make referrals to a wide range of external services to secure additional appropriate support for students. Concerns are also raised and discussed at Senior Leadership meetings and departmental meetings, where appropriate, in order to explore options and suggested support mechanisms.

10 Children at risk of specific forms of abuse

This school follows the Leeds LSCP (www.leedsLSCP.org.uk) online locally agreed multi-agency procedures, in circumstances where children are at risk of or specific forms of abuse as outlined in Part 1 and Annex of B KCSIE.

11 Remote Learning and Remote Welfare

- 11.1.1 If children are being asked to learn online at home, for example because of the coronavirus pandemic, schools and colleges should follow advice from the DfE on [safeguarding and remote education \(DfE, 2021b\)](#). In addition to following the Guidance for Safer Working Practice (Safer Recruitment Consortium, 2019) and the supporting COVID Addendum for Guidance for Safer Working Practice (Safer Recruitment Consortium, 2022)
- 11.1.2 Where children are remote learning and the DSL has identified a child to be vulnerable, on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person. The communication plans can include remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded. Details of this plan must be recorded, as should a record of contact made.
- 11.1.3 We recognise that school is a protective factor for children and situations such as periods of national lockdown can affect the mental health of pupils and their parents/carers. Staff will be aware of these issues and have due regard for them in setting expectations of pupils' work where they are at home.¹²

12 Female Genital Mutilation: The Mandatory Reporting Duty

- 12.1 The Department for Education's Keeping Children Safe in Education explains that FGM

comprises “all procedures involving partial or total removal of the external female genitalia, or other injury to the female genital organs”.

- 12.2 FGM is illegal in the UK and a form of child abuse with long-lasting, harmful consequences. It is also known as ‘female genital cutting’, ‘circumcision’ or ‘initiation’.
- 12.3 **Any teacher** who discovers that an act of FGM appears to have been carried out on a **pupil under 18** must immediately (in consultation with the DSL) report this to the police, personally. This is a statutory duty, and teachers will face disciplinary sanctions for failing to meet it.
- 12.4 The duty above does not apply in cases where a pupil is *at risk* of FGM or FGM is suspected but is not known to have been carried out. Staff must not examine pupils.
- 12.5 **Any other member of staff** who discovers that an act of FGM appears to have been carried out on a **pupil under 18** must speak to the DSL and follow our local safeguarding procedures.
- 12.6 **Any member of staff** who suspects a pupil is *at risk* of FGM must speak to the DSL and follow our [local safeguarding children’s partnership procedures](#).

13 Radicalisation and Terrorism

- 13.1 Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. 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.
- 13.2 If staff are concerned about a change in the behaviour of an individual or see something that concerns them **(this could be a colleague too)** they must seek advice appropriately with the DSL who must contact the Education Safeguarding Team or the Prevent Education Officer– Julia Holden, 07891 273720 for further advice (see [appendix 9](#)).
- 13.3 Schools and colleges are expected to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children who may be at risk of radicalisation and what to do to support them. The Education Safeguarding Team and the Prevent team can advise and identify local referral pathways.
- 13.4 Effective early help relies on all staff to be vigilant and aware of the nature of the risk for children and young people, and what support may be available. Our school will ensure that as far as possible all front-line staff will undertake Prevent awareness training (e.g. Workshop to Raise Awareness of Prevent [WRAP]).

14 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 or college 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.

15 Child-on-child abuse

15.1 We recognise that children are capable of abusing their peers and that child on child abuse can manifest in many different ways, such as:

- bullying (including cyber-bullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between peers
- physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence and sexual harassment (to be responded to in accordance with the detailed guidance in Part 5 of KCSIE)
- consensual and non-consensual sharing of nude and semi-nude images and /or videos (also known as sexting or youth-produced sexual imagery)
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- upskirting (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)
- initiation/hazing type violence and rituals

It is very clear that this type of abuse should always be treated seriously, and never just as banter, part of growing up or boys being boys / girls being girls. Our school has a zero-tolerance approach to such attitudes and behaviours.

We will take steps to minimise the risk of child-on-child abuse by ensuring students recognise behaviour that is not appropriate and understand how to stay safe and challenge and report unwanted behaviours. We will also regularly review the school site and school activities to further minimise the risk of child-on-child abuse occurring.

We recognise that abuse can often go unreported or be reported latterly. We will encourage and support students to report child-on -child abuse to trusted adults in school or the NSPCC helpline.

Most cases of pupils hurting other pupils will be dealt with under our school's behaviour policy, but this child protection and safeguarding policy will apply to any allegations that raise safeguarding concerns.

15.2 We recognise that it is more likely that girls will be victims and boys will be perpetrators, but all child-on-child abuse is unacceptable and will be taken seriously.

- 15.3 We recognise that even if there are no reported cases of child-on-child abuse, such abuse may still be taking place and is simply not being reported.
- 15.4 All concerns around child on child abuse will be taken seriously, and all staff will challenge abusive behaviours between peers. Any concerns should be reported to the DSL and this will be investigated, recorded and managed in line with the child protection procedures outlined in this policy. Our school will ensure that at least one member of the school's safeguarding team has completed the 1 day LA training on understanding and managing harmful sexual behaviour in education settings <https://www.leedsforlearning.co.uk/Training>. The DSL is responsible for providing support to all children involved in incidents of child on child sexual abuse. Where incidents of child-on-child abuse involve children attending another school setting we will liaise with the relevant DSL/DDSL at the setting to ensure appropriate information is shared.
- 15.5 We recognise that sexual violence and/or sexual harassment can happen anywhere including educational settings. Where concerns of sexual violence or sexual harassment are witnessed, disclosed or reported to the school (including those that have happened outside of school or online) the concern will be taken seriously. We recognise that sexual violence and harassment exist on a continuum and may overlap; they can occur online and face to face (both physical and verbal) and are never acceptable. In responding to such concerns DSL must (where appropriate) always complete an AIM (Assessment, Intervention, Moving On) checklist and contact the Duty and Advice team if appropriate and follow the principles set out in Part 5 of KCSiE and the [DfE guidance on Sexual Violence and Sexual Harassment \(2021\)](#).
- 15.6 We will ensure that the needs of children who may have/have sexually harmed others will be considered separately from the needs of those who have/may have been subject to sexual harm. Children who have/may have sexually harmed others will be responded to in a way that meets their needs as well as protecting others within the school community through a multi-agency risk assessment management plan (RAMP). Where appropriate there must be a coordinated multi-agency approach to risk assessment which will include involvement of parent/carers, social care, health, police and youth justice (where appropriate). From a best practice perspective the RAMP should be independently chaired. Further support and advice on AIM Checklists and/or undertaking a RAMP can be obtained from the Education Safeguarding Team.
- 15.7 We will ensure that all children who may have/have been sexually harmed will be taken seriously and that they will be supported and kept safe. Where appropriate support plans will be put in place for children subjected to sexual harm.
- 15.8 Our PSHEE programme addresses the importance of healthy relationships and mutual respect. Children are made aware of signs and indicators of unhealthy relationships, both in person and online, which helps to minimise the risk of peer-on-peer abuse.
- 15.9 Children are regularly reminded to report any issues to a trusted member of staff, with confidence that their concerns will be treated seriously. Posters with details of external agencies are also displayed around school to sign-post children if they feel uncomfortable raising issues with staff.

- 15.10 In cases where allegations of sexual violence and/or harassment are found to be unsubstantiated, unfounded, false or malicious, the DSL will consider whether the child or person who has made the allegation is in need of support or may have been abused by someone else. In cases where the report is found to be deliberately invented or malicious the school will consider whether it is appropriate to take any disciplinary action in keeping with the school's behaviour management policy.
- 15.11 Where child exploitation (ie; criminal, sexual, trafficking, modern day slavery etc..), or the risk of it, is suspected, frontline practitioners must notify the designated member of staff for child protection, in line with the child protection policy reporting systems.
- 15.12 The DSL must complete the child exploitation response checklist for partners (see [Appendix 7](#)) and refer to the table at the end of the tool to help decide how to proceed. A copy of the completed tool must be kept in the child's child protection records for future reference. The DSL can also refer a pupil to the monthly Multi-agency Child Exploitation (MACE) meeting (see [Appendix 8](#)) if it is felt that the criteria for referral is met and a discussion is warranted, information should be emailed to chs.mace@leeds.gov.uk. Information provided should include: name; date of birth; what the risks are; what has been put in place to lessen the risk; and the plan that the child is subject to. Referrals will be triaged and if selected, the social worker, team manager or other relevant practitioner involved will be invited to attend the MACE meeting for a short discussion.
- 15.13 If the child /young person already has an allocated social worker, the DSL must contact them (or their team manager) to discuss any concerns about child exploitation. Where children may currently be looked after or previously looked after the DSL should also notify the Designated Teacher for children looked after.
- 15.14 A copy of the child exploitation risk identification tool for partners (see [Appendix 7](#)) For partners can be obtained from the LSCP Website: <https://www.leedsscp.org.uk/Practitioners/Child-Exploitation-and-Children-Missing-from-Home/County-Lines>
- 15.15 We will ensure the school works in partnership with parents / carers and other agencies as appropriate. This includes facilitating return to home interviews as requested.

16 Sharing Nudes and Semi Nudes

16.1 Staff responsibilities when responding to an incident

- 16.1.2 If any adult in school is made aware of an incident involving the consensual or non-consensual sharing of nude or semi-nude images/videos (also known as 'sexting' or 'youth produced sexual imagery'), they must report it to the DSL immediately.
They must **not**:
- View, copy, print, share, store or save the imagery yourself, or ask a pupil to share or download it (if you have already viewed the imagery by accident, you must report this to the DSL)
 - Delete the imagery or ask the pupil to delete it

- Ask the pupil(s) who are involved in the incident to disclose information regarding the imagery (this is the DSL's responsibility)
- Share information about the incident with other members of staff, the pupil(s) it involves or their, or other, parents and/or carers
- Say or do anything to blame or shame any young people involved

16.2 DSL Responsibilities

16.2.1 Following a report of an incident, the DSL will hold an initial review meeting with appropriate school staff – this may include the staff member who reported the incident and the safeguarding or leadership team that deals with safeguarding concerns. This meeting will consider the initial evidence and aim to determine:

- Whether there is an immediate risk to pupil(s)
- If a referral needs to be made to the police and/or children's social care
- If it is necessary to view the image(s) in order to safeguard the young person (in most cases, images or videos should not be viewed)
- What further information is required to decide on the best response
- Whether the image(s) has been shared widely and via what services and/or platforms (this may be unknown)
- Whether immediate action should be taken to delete or remove images or videos from devices or online services
- Any relevant facts about the pupils involved which would influence risk assessment
- If there is a need to contact another school, college, setting or individual
- Whether to contact parents or carers of the pupils involved (in most cases parents/carers should be involved)

16.2.2 The DSL will make an immediate referral to police and/or children's social care if:

- The incident involves an adult
- There is reason to believe that a young person has been coerced, blackmailed or groomed, or if there are concerns about their capacity to consent (for example, owing to special educational needs)
- What the DSL knows about the images or videos suggests the content depicts sexual acts which are unusual for the young person's developmental stage, or are violent
- The imagery involves sexual acts and any pupil in the images or videos is under 13
- The DSL has reason to believe a pupil is at immediate risk of harm owing to the sharing of nudes and semi-nudes (for example, the young person is presenting as suicidal or self-harming)

16.2.3 If none of the above apply then the DSL, in consultation with the headteacher and other members of staff as appropriate, may decide to respond to the incident without involving the police or children's social care. The decision will be made and recorded in line with the procedures set out in this policy.

17 Children missing from education

- 17.1 A child going missing from education is a potential indicator of abuse or neglect. Where a child is reported to be missing education we will comply with our statutory duty to inform the local authority of any pupil who falls within the reporting notification requirements outlined in [Children Missing Education – Statutory guidance for local authorities \(DfE September 2016\)](#) and follow the Leeds Children’s Services LA procedure and contact: cme@leeds.gov.uk. Tel: 0113 3789686.
- 17.2 Children who are absent, abscond or go missing during the school day are vulnerable and at potential risk of abuse, neglect, CSE or CCE including involvement in county lines. School and college staff members must follow the school’s or college’s procedures for dealing with children who are absent/ go missing, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future (see Appendix 10).

18 A Safer School Culture

The governing board will ensure that the following appropriate policies, and procedures are in place and shared with staff at the point of induction, in order for appropriate action to be taken in a timely manner to safeguard and promote children’s welfare:

- Whistle Blowing/Confidential reporting policies (guidance to staff and volunteers on how they can raise concerns and receive appropriate feedback on action taken when staff have concerns about any adult’s behaviour)
- School’s procedures for managing children who are missing education
- Guidance on Safer Working Practices
- Safeguarding and Child Protection policy (including online safety).
- School behaviour policy
- The names, roles and responsibilities of the designated safeguarding lead and any deputies.

19 Safer Recruitment, selection and pre-employment vetting

- 19.1 The school pays full regard and commitment to following the safer recruitment, selection and pre-employment vetting procedures as outlined in part three of KCSiE
- 19.2 The school will maintain a single central record which demonstrates the relevant vetting checks required including: a barred list check, DBS check at the correct level, identity, qualifications, prohibition order and right to work in the UK. (see Part 3 of KCSiE).
- 19.3 All recruitment materials will include reference to the school’s commitment to safeguarding and promoting the wellbeing of pupils. (see Appendix 6)
- 19.4 The school will ensure that all recruitment panels include at least one person that has undertaken the safer recruitment consortium, safer recruitment training as recommended by the Local Authority/Leeds LSCP.
- 19.5 For individuals who have lived or worked outside the UK, in addition to the same

checks as all other staff, the school will complete any additional checks required to satisfy themselves that the individual is suitable to work with children. This may include obtaining a letter from the professional regulatory authority in the country (countries) in which the candidate has worked confirming that they have not imposed any sanctions or restrictions, and /or that they are aware of any reason why they are unsuitable to teach where possible.

- 19.6 The school/ will ensure that written risk assessments are undertaken in situations where information provided on DBS certificates necessitates so. Written risk assessments must be undertaken for all volunteers **not** engaging in regulated activity. Advice and support for carrying out risk assessments can be accessed through the school's HR Advisor/Provider/Contact or the Education Safeguarding Team.

20 Managing allegations or safeguarding concerns against a member of staff or person in school procedures.

- 20.1 These procedures must be followed in any case in which it is alleged that a member of staff (including supply staff), governor, visiting professional or volunteer has met the harm test, this includes where an adult has:
- a) behaved in a way that has harmed a child or may have harmed a child
 - b) possibly committed a criminal offence against or related to a child
 - c) behaved towards a child or children in a way that indicates s/he may pose a risk of harm to children
 - d) behaved or may have behaved in a way that indicates they may not be suitable to work with children. *(This includes any behaviour that may have happened outside of school that might make the individual unsuitable to work with children. This is known as transferable risk.)*
- 20.2 All adults working in school have a duty to disclose to the head teacher (or chair of governors where appropriate) where their relationships and associations both within and outside of the workplace (including online) may have implications for safeguarding children in school.
- 20.3 Examples of behaviours that would warrant an allegation or safeguarding concern by a member of staff could include:
- Physical, for example intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects or rough physical handling.
 - Emotional, for example intimidation, belittling, scapegoating, sarcasm, lack of respect for children's rights, and attitudes which discriminate on the grounds of race, gender, sex, disability or sexuality.
 - Sexual, for example sexualised behaviour towards pupils, grooming, sexual harassment, sexual assault and rape, sending inappropriate messages through social media and other technologies.
 - Neglect which may include failing to act to protect a child or children, failing to seek medical attention or failure to carry out appropriate/proper risk assessment etc.

- 20.4 A safeguarding complaint that meets the above criteria must be reported to the Head teacher (“case manager”) immediately. If the complaint involves the head teacher then chair of governors must be informed. In our school the named case manager is Catherine Dodds. They will follow the processes outlined in this section.
- 20.5 Where there is a conflict of interest in reporting the matter to the Head, colleagues should contact the LADO directly.
- 20.6 Where a Headteacher determines that a safeguarding allegation does not meet the harm threshold in line with the criteria above they will refer the matter to be managed in line with paragraphs 20.8–20.9 (incl.) by a designated manager with appropriate safeguarding training. It is important for Headteachers to carefully consider who in school is best placed to manage concerns that do not meet the harm threshold and ensure appropriate action is taken given the sensitive and confidential nature of the information relating to staff over time. Please refer to separate Low-Level Concerns Policy.
- 20.7 All staff must fully understand that any adult behaviours that deviate from the Guidance for Safer Working Practice, including inappropriate conduct outside of work are a concern, even if they are low-level. Low-level concerns are concerns that do not meet the harm test/allegations threshold. Examples of such behaviour include:
- Being over familiar 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;
 - Humiliating pupils or
 - Using inappropriate sexualised, intimidating or offensive language.
- 20.8 The case manager should ensure that the child is not at risk and where appropriate ensure that the child is referred to the local authority Duty and Advice team as referenced in Part 1 of KCSIE.
- 20.9 The case manager should gather as much information about the alleged incident as necessary in order to establish whether there is substance to the allegation. In situations where the case manager determines that the harm test has not been met the case manager must ensure that there is a clear record of the incident, include any actions (including whether any HR advice had been sought and actioned) taken to address the concern raised. This record must be kept confidential, stored securely and comply with the Data Protection Act 2018 and the UK GDPR (2018). Records of low level concerns will be reviewed so that any patterns of recurring low level concerns can be identified and responded to appropriately, this may include a referral to the LADO where repeated behaviours indicate an individual may not be suitable to work with children. All low level concern records will be kept for the duration of the staff member’s employment plus three years. Records will be kept securely and will remain confidential.
- 20.10 In situations where the case manager has sufficient information to suggest that the harm test/allegations threshold has been met, the case manager must use the local authority designated officer (LADO) notification form (see Appendix 12) in order to assess the level of concern, **prior to contacting the LADO**. As part of this initial consideration, the

case manager should consult with their school's HR Advisor/provider/contact or in the case of a supply member of staff the supply agency safeguarding lead/senior manager. The completed LADO notification form must be sent to lado@leeds.gov.uk **within one working day of the allegation being made**. This will assist the case manager and HR/supply agency senior manager in consultation with the LADO to decide on the most appropriate course of action. This includes when to inform the member of staff of the concerns raised. Parents or carers of the child or children involved should be told about the allegation as soon as possible if they do not already know of it.

- 20.11 The case manager **must not** carry out an investigation or **directly interview** an individual about whom there is a concern until the above process has been duly completed and relevant partners have been consulted. However, statements of any alleged incidents of harm should be obtained as appropriate at the earliest opportunity in order to establish facts from relevant individuals.
- 20.12 A multi-agency allegations management meeting may be arranged to look at the complaint in its widest context. The case manager must attend this meeting, which will be arranged by the LADO. All issues must be recorded and the outcome reached must be noted to ensure closure.
- 20.13 In many cases it may be appropriate to provide further training and support to staff/volunteers and ensure that they are clear about the expectations for their conduct.
- 20.14 In more serious cases, allegations may be investigated under the formal disciplinary procedures and, where allegations are upheld, formal warnings issued as well as specific training and support. In cases where children/young people may be at further risk and/or evidence/witnesses may be compromised and/or the allegations are so serious that they may, if upheld, constitute gross misconduct, suspension of the member of staff/volunteer may be appropriate and should be considered in line with the school's Disciplinary Policy.
- 20.15 Any staff/volunteers who are dismissed by the school for gross misconduct or cumulative misconduct relating to safeguarding of children/young people will be referred to the DBS for consideration of barring. Similarly, where the school has a reasonable belief that the member of staff/volunteer would have been dismissed by the school had they been employed at the time of the conclusion of investigations, they will be referred to the DBS. The school will keep written records of all of the above.
- **LADO Contacts: Claire Ford or Jo Peake Tel: 0113 3789687**
 - **Advice can also be sought from Deborah Johnson – Team Manager Education Safeguarding Team 0113 3789475**
- 20.16 Where a staff member feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed, staff can contact any of the professionals named in the above paragraph, in addition to other whistleblowing channels which may be open to them.
- 20.17 The Froebelian Whistleblowing Policy states clearly how safeguarding concerns can be raised. Please refer to the separate policy for specific guidance.

21 Training and Support

- 21.1.1 All staff members will be made aware of systems within our school that support safeguarding and these will be explained to them as part of our staff induction. This includes: the school's/college's safeguarding/child protection policy; the school's safer working practice document and the school's whistleblowing procedures, as well as their responsibilities to read and understand KCSiE Part 1 and Annexe B, this must be done as part of their induction and reviewed annually.
- 21.1.2 We recognise the stressful and traumatic nature of child protection work. Support is available for any member of staff from Sharon Stratford, Mike Finan, Victoria Townend or Catherine Dodds. Access to regular and timely supervision is an essential form of support for all designated safeguarding staff. Children's Services Education Safeguarding team are also potentially available for advice and support (Tel: 0113 3789685).
- 21.1.3 Designated Safeguarding staff must have attended the 3-day Children's Services Education child protection training course. They will attend refresher training at least every two years. The DSL will undertake Prevent Awareness Training (e.g. Workshop to Raise Awareness of Prevent [WRAP]) to enable them to provide advice and support to other members of staff on protecting children from the risk of radicalisation.
- 21.1.4 The school will ensure all staff including temporary and volunteers receive induction and updated INSET appropriate to their roles and responsibilities, especially staff new to the school. All staff will access basic child protection training including online safety as part of the school's induction arrangements and refresher training at least every three years. All staff should have regular safeguarding, child protection training and online safety updates (for example, via email, e-bulletins, staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. Training will include briefings on how to manage a report of child-on-child sexual violence or harassment and on the government's anti-radicalisation strategy, PREVENT, to enable staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas. Access to training can be via the Children's Services Education Safeguarding Team and the LSCP.
- 21.5.1 The Head teacher will attend appropriate 1 day safeguarding training at least every three years.
- 21.1.5 Governors, including the nominated governor will attend specific training for their role, updated at least every three years.
- 21.1.6 Any training accessed through third party/independent providers must reflect the LSCP protocols and the LSCP minimum standards checklist. This training will be recorded by the school on a separate database.
- 21.1.7 The Head teacher and at least one member of the governing body that is not a staff governor must complete the National Safer Recruitment Training and refresh this training every five years.

22 Child Protection Records

The responsibility to maintain, process, share, transfer and store child protection and safeguarding records in accordance with the Data Protection Act 2018 and the GDPR principles is the responsibility of the DSL and any safeguarding deputies. Child protection information will be held securely, with access being restricted to the DSL and their deputies, head teacher and in cases of Early Help, the nominated lead professional, if this is not a designated safeguarding lead/officer. At Froebelian School, we record all children protection and safeguarding information relating to a child on a digital system: SchoolPod. Where relevant, paper records are retained securely. For further information please see [Early Help](#). The following information must be kept securely with restricted access, whether paper or electronic:

- Chronology (summary of significant events and the actions and involvement of the school/college)
- A clear and comprehensive summary of the concern
- Details of how the concern was followed up and resolved
- A note of any action taken, decisions reached and the outcome.
- All completed child protection cause for concern logs
- Any child protection information received from the child's previous educational establishment
- Records of discussions, telephone calls and meetings with colleagues and other agencies or services
- Professional consultations
- Letters and emails sent and received relating to child protection matters
- Referral forms sent to CSWS, other external agencies or education-based services and the outcomes
- Minutes or notes of meetings, e.g. child protection conferences, core group meetings, etc., copied to the file of each child in the family, as appropriate
- Formal plans for, or linked to, the child e.g. child protection plans, Child in Need plans, Early Help (previously known as CAF's), risk assessments etc
- A copy of any support plan for the pupil concerned (see Appendix 5)

21.1.1 Where a pupil leaves Froebelian, we will ensure that the child protection file is transferred securely and separately from the main pupil file to the receiving school/educational establishment (where this is known) as soon as possible and within 5 school days. This is a legal requirement set out under regulation 9 (3) of 'The Education (Pupil Information – England) Regulations 2005. A copy of the chronology must be retained for audit purposes.

21.1.2 Where there is an existing risk management plan/assessment in place for behaviours that are deemed potentially harmful to the pupil or others (i.e self-harming or harmful sexualised behaviour), this information must be shared with the destination provision prior to the pupil starting so that appropriate care and control measures can be put in place to mitigate the potential of any risk of further harm occurring. The DSL will also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving, for example prior to a transfer programme.

21.1.3 Where a child leaves a school before statutory school leaving age, the child protection file must be transferred to the new school or college. There is no need to keep written or electronic copies of the child protection records, therefore these will be deleted from

SchoolPod once the successful transfer has been confirmed. The exception to this rule will be in any of the following instances:

- Where a vulnerable young person is moving to a Further Education establishment, consideration will be given to the pupil's wishes and feelings about their child protection information being passed on, in order that the FE establishment can provide appropriate support. In cases where it is deemed appropriate, relevant child protection information must be shared via the FE Safeguarding Information Sharing Form only. The original records will be retained and archived by the school/college. Due consideration must be given to the sharing of any additional information requested by the receiving establishment.
- Where the destination school is not known *the original records will be retained by the school/college*
- Where the child has not attended the nominated school *the original records will be retained by the school/college*
- There is any on-going legal action *(the original file will be retained by the school and a copy sent)*
- Where a child moves to a different school outside of the Leeds authority a copy of the child protection record will be retained for reference.
- A copy of the chronology will be retained on SchoolPod in line the retention periods set out at 19.3

21.1.4 Pupil records will be transferred in a secure manner, for example, through secure electronic file transfer or by hand. When hand-delivering pupil records, a list of the names of those pupils whose records are being transferred and the name of the school/college they are being transferred to must be made and a signature obtained from the receiving school/college as proof of receipt. When sending records through secure electronic file transfer, a delivery and read receipt of the must be retained for audit purposes.

21.1.5 If a pupil moves from our school, child protection records will be forwarded onto the named DSL at the new school, with due regard to their confidential nature. Good practice suggests that this will always be done with a face to face handover between designated staff or a verbal conversation is had over the telephone if a face to face handover is not possible. A signed receipt of file transfer or electronic delivery and read receipt must be obtained for audit purposes by the delivering school.

21.1.6 If sending by post, children records will be sent "Special Delivery". A note of the special delivery number will also be made to enable the records to be tracked and traced via Royal Mail.

21.1.7 For audit purposes a note of all pupil records transferred or received will be kept in either paper or electronic format. This will include the child's name, date of birth, where and to whom the records have been sent, and the date sent and/or received. A copy of the child protection chronology will also be retained for audit purposes and kept securely in line with 19.3.

21.1.8 If a pupil is permanently excluded and moves to an alternative or specialist provision, child protection records will be forwarded onto the relevant organisation in accordance with the 'The Education (Pupil Information – England) Regulations 2005, following the above procedure for delivery of the records.

- 21.1.9 If a parent chooses to electively home educate (EHE) their child, please contact the EHE team on ehe@leeds.gov.uk or 0113 3785028 for information on where the child protection record must be sent.
- 21.1.10 When a DSL member of staff resigns their post or no longer has child protection responsibility, there will be a full face to face handover/exchange of information with the new post holder.
- 21.1.11 In exceptional circumstances when a face to face handover is unfeasible, it is the responsibility of the head teacher to ensure that the new post holder is fully conversant with all procedures and case files.
- 21.1.12 All DSLs receiving current (live) files or closed files must keep all contents enclosed and not remove any material.
- 21.1.13 All receipts confirming file transfer must be kept in accordance with the recommended retention periods. For further information refer to the archiving section.

23 Children's and parents' access to child protection files

- 23.1.1 Under Data Protection legislation (General Data Protection Regulation & Data Protection Act 2018) a pupil or their nominated representative have a number of legal right in respect of information relating to them. These rights include the right to access and the right to rectification of inaccurate data. Therefore, all information will be accurately recorded, objective in nature and expressed in a professional manner.
- 23.1.2 Any child who has a child protection file has a right to request access to it. However, neither the child nor the parent has an automatic right to see all the information held in child protection records. Information can be withheld if disclosure:
- could cause serious harm or is likely to cause serious harm to the physical or mental health or condition of the child or another person; or
 - could reveal that the child or another person has been a subject of or may be at risk of child abuse, and the disclosure is not in the best interests of the child; or
 - is likely to prejudice an on-going criminal investigation; or
 - information about the child also relates to another person who could be identified from it or the information has been given by another person who could be identified as the source, unless the person has consented to the disclosure or the person providing the information is an employee of the establishment or the Local Authority.
- 23.1.3 It is best practice to make reports available to the child or their parents unless the exceptions described above apply. If an application is made to see the whole record, advice can be sought from the Leeds Adults, Health and Childrens Information Governance Hub.
Contact email: IMG.AC@leeds.gov.uk
Telephone: 0113 3784251.
- 23.1.4 The establishment's report to the child protection conference will (wherever possible) be shared with the child, if old enough, and parent at least two days before the conference.

24 Archiving

The school that the pupil attended until statutory school leaving age (or the school where the pupil completed sixth form studies) is responsible for retaining any child protection records they may hold. The recommended retention period is 35 years from closure when there has been a referral to CSWS. If no referral has been made to CSWS, the child protection record will be retained until the child's 25th birthday, after which point the file will be deleted from our electronic system and any accompanying paperwork confidentially destroyed. The decision of how and where to store child protection files will be made by the school via the governing board. Due to sensitivity of the information, the records will continue to be held in a secure area with limited access e.g. designated officer or head teacher. The DSL is responsible for ensuring that all CP files are archived in accordance with the timescales referenced above. The DSL is responsible for ensuring that the appropriate timeframes for archiving and destroying child protection records referenced above are set on electronic systems accordingly for each pupil.

Safeguarding records which contain information about allegations of sexual abuse will be retained for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry.

25 Safe Destruction of the pupil record

Where records have been identified for destruction, they will be disposed of securely at the end of the academic year (or as soon as practical before that time). Records which have been identified for destruction will be confidentially destroyed. This is because they will either contain personal or sensitive information, which is subject to the requirements of Data Protection legislation or they will contain information which is confidential to school or the Local Education Authority. Information will be shredded (or deleted as appropriate) prior to disposal or confidential disposal can be arranged through private contractors. For audit purposes the school will maintain a list of records which have been destroyed and who authorised their destruction. This can be kept securely in either paper or an electronic format.

26 Safeguarding responsibilities for pupils in transition

In the event that a pupil transitions full-time from a primary setting into a high school setting before the end of their academic school year 6, the high school must place a pupil on their admissions register on the first day that the pupil attends and submit a new starter form to the local authority admissions team. Once the pupil is registered at the new school, the previous school can remove the pupil from their register. All safeguarding responsibilities, including attendance management, for the pupil will transfer to the head teacher and/or the senior designated safeguarding lead of the secondary setting. All child protection files, and risk assessments will be transferred in keeping with the guidance outlined in section 18 of this policy – Child Protection Records.

Where a vulnerable pupil transitions from a high school setting to a post-16 provision the school must complete the FE Safeguarding Information Sharing Form only ([Appendix 11](#)). All existing child protection records must be archived in keeping with the guidance outlined in section 18.3 of this policy – Archiving.

Part Two

The following Appendices reflect the LSCP referral pathways and procedures for responding to specific circumstances, which must be read and followed by all staff as appropriate when responding to individual concerns and circumstances and pre-appointment checks.

Appendix 1 - Definitions and indicators of abuse

Reference: Working Together to Safeguard Children (DfE 2018). See also KCSiE Part one and Annex B.

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

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

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

Examples which may indicate neglect (it is not designed to be used as a checklist):

- Hunger
- Tiredness or listlessness
- Child dirty or unkempt
- Poorly or inappropriately clad for the weather
- Poor school attendance or often late for school
- Poor concentration
- Affection or attention seeking behaviour
- Untreated illnesses/injuries
- Pallid complexion
- Stealing or scavenging compulsively
- Failure to achieve developmental milestones, for example growth, weight
- Failure to develop intellectually or socially
- Neurotic behaviour
- Poor dental care

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

Examples which may indicate physical abuse (not to be used as a checklist):

- Patterns of bruising; inconsistent account of how bruising or injuries occurred
- Finger, hand or nail marks, black eyes

- Bite marks
- Round burn marks, burns and scalds
- Lacerations, wealds
- Fractures
- Bald patches
- Symptoms of drug or alcohol intoxication or poisoning
- Unaccountable covering of limbs, even in hot weather
- Fear of going home or parents being contacted
- Fear of medical help
- Fear of changing for PE
- Inexplicable fear of adults or over-compliance
- Violence or aggression towards others including bullying
- Isolation from peers

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

Examples which may indicate sexual abuse (it is not designed to be used as a checklist):

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

Emotional abuse: Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed

on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child in participating in normal social interaction. It may also involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment.

Examples which may indicate emotional abuse (it is not designed to be used as a checklist):

- Over-reaction to mistakes, continual self-deprecation
- Delayed physical, mental, emotional development
- Sudden speech or sensory disorders
- Inappropriate emotional responses, fantasies
- Neurotic behaviour: rocking, banging head, regression, tics and twitches
- Self-harming, drug or solvent abuse
- Fear of parents being contacted
- Running away / Going missing
- Compulsive stealing
- Masturbation, Appetite disorders - anorexia nervosa, bulimia
- Soiling, smearing faeces, enuresis

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

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.

Reference: Child Sexual Exploitation. Definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation (DfE 2017)

All staff should ensure they are aware of and respond to wider safeguarding issues outlined in KCSiE 2021 Annex B, this includes further information on:

- Child abduction and community safety incidents
- Children and the court system
- Children missing from education
- Children with family members in prison
- Child Criminal Exploitation (CCE) and Child Sexual Exploitation (CSE)
- County lines
- Modern Slavery and the National Referral Mechanism
- Cybercrime
- Domestic abuse
- Homelessness

- So-called 'honour-based' abuse (including Female Genital Mutilation and Forced Marriage)
- Preventing radicalisation (including the Prevent duty and Channel)
- Peer on peer/ child on child abuse
- Sexual violence and sexual harassment between children in schools and colleges (including Upskirting)

Responses from parents

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

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

Children with special educational needs and disabilities

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

- A bruise in a site that might not be of concern on an ambulant child such as the shin, might be of concern on a non-mobile child. The LSCP have a multi-agency protocol to support professionals in making informed judgements for bruising in non-independently mobile children. <https://www.leedsscp.org.uk/LSCB/media/Images/pdfs/Multi-agency-Bruising-Protocol-for-Children-Not-Independently-Mobile-V4.pdf>
- Not getting enough help with feeding leading to malnourishment
- Poor toileting arrangements
- Lack of stimulation
- Unjustified and/or excessive use of restraint
- Rough handling, extreme behaviour modification e.g. deprivation of liquid medication, food or clothing, disabling wheelchair batteries
- Unwillingness to try to learn a child's means of communication
- Ill-fitting equipment e.g. callipers, sleep boards, inappropriate splinting;
- Misappropriation of a child's finances
- Invasive procedures

Appendix 2 - Responding to children who report abuse.

When a child tells me about abuse s/he has suffered, what must I remember?

- Stay calm
- Do not transmit shock, anger or embarrassment.
- Reassure the child. Tell her/him you are pleased that s/he is speaking to you.
- Never enter into a pact of secrecy with the child. Assure her/him that you will try to help but let the child know that you will have to tell other people in order to do this. State who this will be and why.
- Tell her/him that you believe them. Children very rarely lie about abuse; but s/he may have tried to tell others and not been heard or believed.
- Tell the child that it is not her/his fault.
- Encourage the child to talk but do not ask "leading questions" or press for information.
- Listen and remember.
- Check that you have understood correctly what the child is trying to tell you.
- Praise the child for telling you. Communicate that s/he has a right to be safe and protected.
- Do not tell the child that what s/he experienced is dirty, naughty or bad.
- Do not take photographs or make videos of any injuries reported by a child.
- It is inappropriate to make any comments about the alleged offender.
- Be aware that the child may retract what s/he has told you. It is essential to record all you have heard.
- At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know.
- As soon as you can afterwards, make a detailed record of the conversation using the child's own language. Include any questions you may have asked. Do not add any opinions or interpretations.

NB It is not education staff's role to investigate reports of abuse. Their role is to observe that something may be wrong, ask about it, listen, be available and respond appropriately.

Immediately afterwards

You must not deal with this yourself. All reports of abuse must be recorded and responded to in keeping with the professional roles and responsibilities outlined in Fig 1: Summary of in-school procedures to follow where there are concerns about a child (Page 16)

Appendix 3 - Chronology of key events

Strictly Confidential

Guidance Notes: Briefly summarise decisions reached, the services offered and/or provided to the child(ren) and family, and other action taken.

Name of child.....Class / Tutor group.....

Date	Event – CFC/Meeting/Telephone Call/Email/Review	Names of family member/professional involved.	Outcome/Follow up action

Appendix 4 - Cause for Concern Form

Page 1 of 2

For use by individuals who do not have access to SchoolPod (e.g. agency staff, visiting professionals, cleaning staff)

Strictly Confidential

Note: Please do not interpret what is seen or heard; simply record the facts. After completing the form, pass it immediately to the Designated Teacher.

Name of child..... Class / Tutor group.....

Name of staff member completing form.....

Day..... Date..... Time..... Place.....
(of observed behaviour / discussion / report of abuse)

Nature of incident / concern including relevant background (Record child's word verbatim and any wishes and feelings expressed)

Signed: _____

Action/passed to: _____

Page 2 of 2

For: Designated Safeguarding Lead Officer Use

Name: _____ Date: _____ Time: _____

Action Taken	By whom	Outcome
Discuss with child Ensure the child's wishes and feelings are ascertained where appropriate and fully recorded.		
Monitoring sheet		
Check behaviour database, for recent incidents, that might be significant to inform assessment		
Contact parents Please tick Telephone Call ____ Meeting: ____ Email: _____		
Refer as appropriate (i.e CSWS, cluster, family support etc.)		
Other (Please specify)		
If a decision has been made that no action is necessary, state reason for this here		

Appendix 5 - SMART Plan

Example: Overview of Pupil Support/SMART Plan

Child Protection Pupil Support Plan Information	Name of Pupil:		
Current Care/living arrangements			
Support needs identified			
	Support/Intervention		
Type of support/intervention	Provider	Start Date	End Date
	Agencies Involved		
Name of professional	Agency	Email	Telephone

Appendix 6 – Visitors' Leaflet



The Froebelian School

Visitor Welcome

We hope you enjoy your time at The Froebelian School. Every pupil here is special and valued. Our ethos here is one of care and commitment for our children.

Personal Security:

Please register your visit on the iPad located in the main entrance and wear your visitor's badge whilst in school. Please keep all handbags and valuables with you at all times unless working in a classroom or office where you can keep it in a designated secure area. Mobile phones should be out of sight and on silent whilst in school.

If you leave the building for a short time, please exit through reception, informing the staff as you go and signing out on the iPad. Please do not prop any doors which could leave access to unauthorised individuals. Also, please do not permit entry to any one you do not recognise as a parent or employee of the school.

School Dog:

We have a school dog who may be on site today. The school dog is a Cockapoo called Molly. If you have an allergy towards dogs or a phobia of dogs, please alert the Office so that we may take steps to avoid contact with her for you.

Toilets:

Visitor toilets are located on the ground floor near to Kindergarten and on the first floor which is opposite the DT Room. There is also a toilet on the first floor of the annex building.

Fire Safety:

Please ensure the safety of our children at all times and familiarise yourself with the nearest fire escapes and routes from any room in which you are situated. If the alarm sounds you should make your way to the nearest exit. Do not stop to collect your personal belongings. The muster point is situated at the front of the school facing the high wall where you should report to one of the office staff.

Confidentiality:

As a visitor to The Froebelian School, you may be privy to information disclosed about pupils or staff. Under the Data Protection Act 2018 this privileged information should never be shared outside of school under any instance.

Child Protection:

If you notice a child is unusually hurt/bruised or if they make a disclosure or comment which you feel uncomfortable with, please put this in writing.

A 'Cause for Concern' form is available from the school office. You should not ask any leading questions and should note *everything* the child has said (try to use their words), giving as much detail as possible. Please pass this concern **directly** to one of the following people who will ensure it is dealt with as quickly as possible:

- Sharon Stratford – Deputy Head and Designated Safeguarding Lead

- Michael Finan or Victoria Townend – Deputy Designated Safeguarding Leads
- Catherine Dodds – Headteacher

If you are unable to do this, please ask the office for an envelope, mark it 'Private & Confidential' and pass the signed and dated paperwork to a teacher who will pass it on to the appropriate member of staff.

Many thanks for your co-operation in this matter.

Health and Safety:

Whilst in school, visitors should take all necessary precautions with regard to ensuring their personal Health and Safety and that of other with whom they may be working.

If you notice something in school which raises concerns about the Health and Safety of children, staff or visitors, please bring this to the attention of the Office as soon as possible.

The Health and Safety Officer for the Froebelian School is Mrs Tineke Roth, Finance and Operations Manager.

First Aid:

In the event of an accident, please advise a staff member who will enlist the help of a trained first aider. If you have a medical condition which you would like us to be aware of, so that we can offer some help should it be necessary, please inform a member of staff on arrival. An accident form should always be completed by the first aider treating you.

Our named First-Aider in the workplace is Miss Janey Suggitt (Remove classroom).

Non-Smoking Site:

In order to maintain a healthy and safe environment, smoking (including the use of electric cigarettes) is not permitted with the school or its grounds.

Parking:

Parking spaces in the vicinity of the school are limited. Please be aware not to park in the resident permit parking areas on Clarence Road as well as on the double yellow and zig-zag lines outside the main school entrance.

Our school is committed to learning, progress and innovation within a traditional setting. Encouragement is given to all pupils to achieve their potential and we foster a community spirit. Our motto 'Giving a flying start to the citizens of tomorrow', emphasises our commitment and dedication to provide knowledge, skills, experiences and opportunities that prepare children for their future.

We Aim

- To provide a caring, supportive and structured learning environment.
- To deliver quality education which develops the whole child; enabling them to maximise their potential.
- To offer a wide range of opportunities for learning including a diverse range of extra-curricular activities.
- To foster good relationships throughout our Froebelian family and beyond.
- To ensure a smooth transition for children towards the next phase of their learning journey.

We Value

- Every member of the school family as an individual.
- Co-operation and partnership with parents, carers and the wider community.
- Our multi-cultural, multi-faith school.
- Our British culture and heritage.
- Kindness, tolerance, respect and integrity.

Our Ethos

- Supports the holistic development of children's moral and social values alongside their cultural and spiritual awareness.
- Creates a happy and purposeful atmosphere within the school.
- Encourages everyone to engage with all learning experiences.
- Promotes the acquisition of skills for life through our shared ethos themes.

**Thank you for visiting
The Froebelian School**

Appendix 7 - Recruitment and Selection Checklist

Pre-interview:	Initials	Date
Planning - Timetable decided: job specification and description and other documents to be provided to applicants, reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc		
Vacancy advertised (where appropriate) Advertisement includes reference to safeguarding policy, that is, statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked		
Application form on receipt - Scrutinised – any discrepancies/anomalies/gaps in employment and signed to confirm that the applicant accepts the content is true.		
Short-list prepared:		
Two References - seeking Sought directly from referee on short-listed candidates. This should be the head teacher (or most senior manager) within the organisation; ask recommended specific questions around suitability to work with children and include statement about liability for accuracy.		
References – on receipt Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with referee and/or applicant (at interview if possible)		
Invitation to interview – includes all relevant information and instructions		
Interview arrangements - Supporting evidence to verify that at least one member of the interview panel for recruitment has completed safer recruitment training. At least 2 interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards		
Online checks – Exploring any content publicly available online that might compromise their professional role so this can be discussed with candidates at interview		
Interview - Explores applicants' suitability for work with children as well as for the post (retain copy of interview notes)		
Note: identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file; where appropriate applicant completed application for DBS disclosure		
Conditional offer of appointment: pre-appointment checks. Offer of appointment is made conditional on satisfactory completion of the following pre- appointment checks and, for non-teaching posts, a probationary period		
Identity - copies of relevant documents kept in file (if could not be verified at interview)		
Qualifications - copied of relevant documents kept in file (if not be verified on the day of the interview)		
Evidence of permission to work in UK , if required		
DBS certificate - satisfactory DBS certificate checked and received, where appropriate		
DBS Barred list – person is not prohibited from taking up the post		
Child care (Disqualification) Regulations 2009 Letter- For any staff who work in childcare provision or who are directly concerned with the management of such provision as defined in the statutory guidance.		
Health – the candidate is medically fit		
Prohibition – (for anybody undertaking teaching work in any type of school) the member of staff has not been included in the prohibition list or interim prohibition list		
Qualified Teacher Status (QTS) – (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in		

FE colleges) the teacher has obtained a Post Graduate Certificate of Education (PGCE) or Certificate of Education (Cert. Ed) awarded by a higher education institution, or the FE Teaching Certificate conferred by an awarding body		
Statutory induction (for teachers who obtained QTS after 7 May 1999 and are not employed as NQTS)		
Risk Assessment – for Volunteers a written Risk assessment in relation to undertaking an Enhanced DBS		
Each member of staff must have been given a copy of the following documents, with signed verification of receipt and that they have read and understood them		
Copy of organisation’s safeguarding and child protection policy		
Copy of the school’s behaviour policy		
Copy of Guidance for safer working practice		
Copy of organisation’s whistleblowing procedures		
Copy of Keeping Children Safe in Education (most updated version) including a copy of Annex A & Annex B		
Copy of the school’s ICT Acceptable use policy		
Copy of the organisations online safety policy		
Child Protection training and induction		
Information of the school’s CME processes		

Appendix 8 - Staff Suitability Declaration

New Staff - Suitability Declaration for Working with Children

This form is to be completed by all new staff when they commence employment (including regular volunteers and students). This form is also to be completed by regular visitors to the school and contractors.

Name:.....

Name of Manager:

Please answer the question and sign the declaration below to demonstrate that you are safe to work with children. If there are any aspects of the declaration that you are not able to meet, you should disclose this immediately to the manager/senior responsible for you.

Please circle yes or no against each bullet point:

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence **since the date of your most recent enhanced DBS disclosure?** Yes/No

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence **either before or during your employment at this setting?** Yes/No

Are you 'Disqualified from Childcare': (to include)

- | | |
|--|---------------|
| • Have you committed any offences against a child | Yes/No |
| • Have you committed any offences against an adult (e.g. rape, murder, indecent assault, actual bodily harm etc.)? | Yes/No |
| • Have you been barred from working with children (DBS)? | Yes/No |
| • Have your own children been taken into care? | Yes/No |
| • Have/are your own children the subject of a child protection order? | Yes/No |
| • Has your name been placed on the DBS barring list? | Yes/No |
| | |
| • Do you have any medical conditions that could affect your ability to care for children? | Yes/No |
| • Are you taking any medication on a regular basis or any other substances? | Yes/No |

If you have answered YES to any of the questions, please provide further information below:

.....

.....

.....

.....

I understand my responsibility to safeguard children and am aware that I must notify my manager of anything that may affect my suitability.

I will ensure I notify my employer of any convictions, cautions, court order, reprimands or warning I may receive.

I am aware that if I am taking medication on a regular basis I must notify my employer and/or the school, and must keep the medication in a safe place, out of reach of children.

I will notify my manager and/or the school if I experience any health concerns which could impact upon my ability to work with children.

I give permission for you to contact any previous settings, local authority staff, the police, the DBS, or any medical professionals to share information about my suitability to care for children.

Signed Date

Appendix 9 – Promoting Safeguarding through Teaching and Learning



The Froebelian School

Promoting Safeguarding through Teaching and Learning

The Froebelian School is committed to promoting safeguarding both through its policies, practices and procedures as well as through its teaching and learning.

Our curriculum is flexible, relevant and engages pupils' interest. It is also used to promote safeguarding, not least through teaching pupils how to stay safe, how to keep themselves from harm and how to take responsibility for their own and others' safety. Personal, Social, Health and Economic Education (PSHEE) plays a crucial part in teaching children to recognise dangers and harmful situations and to know the preventative actions they can take to keep themselves safe. It is a popular subject, is relevant to the children's everyday life, with some aspects taught in specific sessions, such as Sex and Relationships Education, and others taught across the curriculum.

At The Froebelian School, we also recognise that safeguarding is as much about pupils' emotional and mental well-being as it is about their physical well-being. Through our PSHEE programme, we teach children about mindfulness and offer regular opportunities for them to be still, calm and reflective. Staff monitor the children's resilience and ability to manage their school work alongside their additional commitments and the other demands made of them, especially higher up the school. Support and guidance are offered as needed with children and staff forging strong, trusting relationships.

Safeguarding is given a high priority across the curriculum and teachers are expected to incorporate elements of safeguarding into their lesson objectives and schemes of work; consequently, safeguarding is seen as part of wider teaching and learning. This means, for example, making clear the rules in potentially hazardous rooms, such as the Science Room, gymnasium and DT Room; in other lessons it can involve activities which encourage children to relate to each other in a respectful manner, to cooperate and collaborate with others and to be aware of the impact of their own attitudes and behaviour on the safety and well-being of others.

Detailed risk assessments are carried out for all specialist teaching rooms and guidance is given for children in situations involving holding tools correctly or using sharp objects safely. In addition, children are given specific health and safety guidance in preparation for trips such as what to do if lost or separated from the group. Younger children wear wristbands with the school name and telephone numbers printed on them so that they can be returned to their groups if they wander off or get lost. On local excursions, children are taught in a structured and safe manner how to

cross roads safely, using pedestrian crossings and being aware and alert to their immediate environment and the dangers it presents.

We have an Online Policy and we actively teach the children about the dangers to be aware of, including cyber bullying. It is essential that whilst children are in school they learn how to protect themselves so that they can transfer this awareness to their families and we are planning to produce and issue guidance for families on internet awareness so that this important element of safeguarding may be reinforced at home. Pupils are required to sign a Pupil Internet Agreement governing their use of the internet and this is monitored in school. Parents are fully involved in this.

We make a positive contribution to the local community; and we make good use of the wider community and invite visiting speakers to bring relevance to the children's learning and enhance their understanding of safeguarding. We regularly conduct workshops with Childline and the NSPCC and over the course of the year, a variety of visitors come to speak to the children such as the local PCSO or the fire brigade. We also mark national awareness days and weeks such as Anti-Bullying Week and Road Safety Week. Weekly assemblies also address issues of safeguarding such as being able to recognise 'safe' strangers, how to play safely outside and recognise hazards and dangers, how to cross the road, children's rights and responsibilities etc.

Attendance at school is carefully monitored, so that both the staff and parents know where the children are at all times. As well as taking mandatory registration twice a day, we also have registers for our extra-curricular activities after school to enable us to account for the whereabouts of the children beyond the normal school day. All possible steps are taken to ensure that children attend school punctually and children who arrive late know they need to sign in at the office.

At The Froebelian School, behaviour is invariably good or outstanding and this contributes significantly to pupils feeling safe. We have a highly developed culture of care and children are taught to be tolerant and respectful of each other and accept individual differences. We place a strong focus on developing social and emotional skills; as children mature they are able to reflect on their own and others' rights and responsibilities. Children have confidence in our school and trust the adults who work with them. All staff are approachable and helpful. Pupils feel secure and well protected, a feature reflected in positive attitudes to their school. Positive relationships are evident throughout; staff and pupils feel safe.

High standards of courteous and responsible behaviour are maintained. Children are taught to behave in this way and are all aware of the school's code of conduct: 'Safe Hands, Safe Feet, Safe Voice'. They understand and accept the consequences for any misdemeanours and have the opportunity to reflect on their behaviour and make amends as required.

Weekly ethos themes often capture issues of safeguarding and these provide a focus each week for class discussion and school-wide reinforcement. Examples are:

- We know how to help if someone is being bullied.
- We can make a healthy choice.

- We have a positive attitude.
- We try to keep ourselves and others safe.
- We know who to ask for help if we are worried about change.

The school environment is secure with high perimeter walls/fencing and locked gates when school is in session. All staff and visitors are expected to wear an ID lanyard/badge. Children know to look for these as an indicator that they are legitimate helpers/visitors in school and to alert a known adult if they see someone without their ID lanyard/badge displayed.

The Named Governor for Safeguarding & Child Protection will review the promotion of safeguarding through teaching and learning with the Designated Safeguarding Lead on an annual basis.

Appendix 10 – Designated Safeguarding Lead Job Description



The Froebelian School Designated Safeguarding Lead – Job Description

Core Role and Responsibilities

The school recognises that the Designated Safeguarding Lead must have the status and authority within the school leadership structure to carry out the duties of the post – they must therefore be a member of the Senior Leadership Team. The Designated Safeguarding Lead takes **lead responsibility** for safeguarding and child protection.

The Designated Safeguarding Lead is given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and interagency meetings – and/or to support other staff to do so – and to contribute to the assessment of children.

The Designated Safeguarding Lead is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues.

All members of staff (including volunteers) must be made aware of who this person is and their role in school. The Designated Safeguarding Lead is the first person to whom members of staff report concerns. The Designated Safeguarding Lead will act as a source of advice and will co-ordinate action within the school over child protection cases.

The Designated Safeguarding Lead should ensure the relevant people are informed including the class teacher where appropriate who may monitor the situation.

They will also act as a dedicated resource available for other staff, volunteers and governors to draw upon as need arises.

The Designated Safeguarding Lead is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures established by the Local Authority. They will need to liaise with other agencies and build good working relationships with colleagues from these agencies.

N.B. The Designated Safeguarding Lead is **not** responsible for dealing with allegations made against members of staff. This remains the responsibility of the Headteacher unless the allegation is about the Headteacher at which time the Chair of Governors – Simon Bickerton - will assume the responsibility.

Main Duties

To be effective, the Designated Safeguarding Lead will:

- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of advice, support and expertise within the school and be responsible for co-ordinating action regarding referrals by liaising with Children's Services and other relevant agencies over suspicions that a child may be suffering harm;
- As required, liaise with the "case manager" and the designated officer(s) at the local authority for child protection concerns (all cases which concern a staff member);
- Support staff who make referrals to local authority children's social care;
- Refer cases to the Channel programme where there is a radicalisation concern as required;
- Support staff who make referrals to the Channel programme;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required;
- Refer cases where a crime may have been committed to the Police immediately or at least within twenty-four hours as required;
- Understand and support the school with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them;
- Be alert to the specific needs of children in need, those with special educational needs and young carers;
- Aided by the Deputy Designated Safeguarding Lead, the DSL will ensure effective online safety measures are implemented and that children are taught how to keep themselves safe online.
- Keep abreast of national and local developments in Safeguarding and Child Protection, in particular the updates to 'Keeping Children Safe in Education' and the 'Guidance for safer working practice for those working with children and young people in education settings';
- Cascade safeguarding advice and guidance as issued by the Local Authority;
- Where they have concerns that a referral has not been dealt with in accordance with the child protection procedures, they will ask the Local Authority Designated Officer to investigate further;
- Ensure each member of staff and any volunteers at the school, and regular visitors (such as trainee teachers, supply staff) are aware of and can access readily, the Safeguarding and Child Protection Policy as part of their induction;
- Liaise with the Headteacher to inform them of any issues and on-going investigations (especially on-going enquiries under section 47 of the Children Act 1989 and police investigations) and ensure there is always cover for the role in their absence. Ensure that the Safeguarding and Child Protection policy is updated and reviewed annually and work with the named Governor for Safeguarding and Child Protection regarding this;
- Be able to keep detailed, accurate written records of referrals/concerns, and ensure these are held in a secure place;
- Maintain a Safeguarding Folder containing all the relevant policies, training records and materials, procedures and template forms to complete for staff to access at any time;
- Ensure parents are aware of the Safeguarding and Child Protection Policy in order to alert them to the fact that the school may need to make referrals. Raising parents' awareness

may avoid later conflict if the school does have to take appropriate action to safeguard a child. The best opportunity to do this is at the New Entrants' Evening prior to enrolment at school in September. The Safeguarding and Child Protection Policy should also be made available on the school website;

- Where children leave the school roll, ensure any child protection file is transferred to the new school as soon as possible, separately from the child's main file, and addressed to the designated person for child protection. These records will be handed over in person one Designated Safeguarding Lead to the other or if an out of area transfer is needed then they will be transferred via registered and recorded mail. The Designated Safeguarding Lead would add details of the transfer and who received the documents onto their chronology sheet; and
- Where a child leaves and the new school is not known, ensure that the local authority is alerted so that the child's name can be included on the database for missing pupils.
- With children previously looked after / children with a social worker or have had a social worker in the past – provide additional academic and pastoral support worker.

Training

The Designated Safeguarding Lead also has an important role in ensuring all staff and volunteers receive appropriate training. They should:

- Undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years;
- Attend training in how to identify abuse and know when it is appropriate to refer a case;
- Undertake Prevent awareness training;
- Have a working knowledge of how the Local Authority operates and the conduct of a child protection case conference and be able to attend and contribute to these when required;
- Attend any relevant or refresher training courses and then ensure that any new or key messages are passed on to other staff, volunteers and governors;
- In addition to the formal training, refresh knowledge and skills (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to the role;
- Organise refresher training for all staff as required; and
- Make themselves (and any deputies) known to all staff, volunteers and governors (including new starters and supply staff) and ensure those members of staff have had training in child protection. This should be relevant to their needs to enable them to identify and report any concerns to the Designated Safeguarding Lead immediately.

Raise Awareness

- The Designated Safeguarding Lead should ensure the school's child protection policies are known, understood and used appropriately;
- Ensure the school's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with the School Council regarding this;
- Ensure the Safeguarding and Child Protection Policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this; and

- Link with the local LSCP to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

Availability

- During term time the Designated Safeguarding Lead (or a deputy) should always be available (during school hours) for staff in the school to discuss any safeguarding concerns. Whilst generally speaking the Designated Safeguarding Lead (or deputy) would be expected to be available in person, in exceptional circumstances availability via phone and or Skype or other such mediums is acceptable;
- The Designated Safeguarding Lead will arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.

This job description will be reviewed annually by the Headteacher and Designated Safeguarding Lead in light of legislation, experience and good practice.

September 2022

Appendix 11 – Roles and Responsibilities of the School Council (Governing Body)



The Froebelian School

Roles and Responsibilities of Governors in Safeguarding and Child Protection

The Designated Safeguarding Lead at school is Mrs Sharon Stratford.
The Deputy Designated Safeguarding Leads at school are Mr Mike Finan and Mrs Victoria Townend.
The Designated Governor for Safeguarding and Child Protection at The Froebelian School is Christine Davidson.

The School Council (Governing Body) recognises its duty to ensure that the school meets its statutory responsibilities and ensure that the children attending the school are safe. Section 175 of the Education Act 2002, and Independent School Regulations 2014, places a duty on governing bodies to have arrangements in place to ensure that they:

- carry out their functions with a view to safeguarding and promoting the welfare of children; and
- have regard to the statutory guidance issued by the Secretary of State in considering what arrangements they need to make for the purpose of that section.

The statutory guidance, 'Keeping Children Safe in Education', places statutory requirements on all governing bodies. The School Council ensures the school has policies and procedures in place and takes into account any statutory guidance issued by the Secretary of State, any local authority guidance and locally agreed inter-agency procedures.

Attendance

In addition to the statutory responsibility to record the attendance of pupils, the School Council ensures that they understand the follow up processes for absence. An important risk factor in abuse and neglect is poor school attendance and tackling that is a key aspect of managing student safety. The School Council monitors the implementation of the school's Attendance Policy through regular review.

School Security

The School Council is responsible for ensuring that the school is a safe place. Managing the school perimeter and access to buildings is a significant aspect of security, as is the management of staff and visitors to the school. The School Council recognises it is good practice for the school to have one entrance where reception staff can manage visitors. At this single point of entry, staff should be able to prevent access to the school to visitors without satisfactory identification and a reason for their visit.

The School Council also recognises that it is helpful if visitors to the school can be readily identified and visitor badges should be worn. In this way anyone without a badge can be politely challenged.

Safer Recruitment

A key aspect of safeguarding is the vetting of applicants and prospective volunteers working with children to make sure they are not unsuitable. Guidance about this is in section 5 of the Governors' Handbook, and in 'Keeping Children Safe in Education' (September 2019).

The School Council ensures thorough checking and vetting processes, before shortlisting, during the interviews and afterwards. The school has effective processes in place for arranging checks, including DBS, identity, right to work in the UK and any required overseas police checks, often called a 'Certificate of Good Conduct'.

The School Council ensures that all appropriate suitability checks have been undertaken and that the school keeps a single central record, detailing the range of checks it has carried out on its staff. Mechanisms are in place within the school to check that any person employed to teach has the required teaching qualifications and has successfully completed any statutory induction required.

Allegations against staff and volunteers

The School Council has a clear policy and procedures for managing allegations against staff (Whistleblowing Policy). The Chair works with the Headteacher (unless the allegation concerns the Headteacher) and Local Authority Designated Officer to confirm the facts about individual cases. They reach a joint decision on the way forward in each case.

In cases that involve the Headteacher, the Chair of Governors is the key person to deal with the allegation.

Referring cases to the TRA and the Disclosure and Barring Service (DBS)

Allegations of serious misconduct against a teacher will be referred to the Teaching Regulation Agency (TRA). This will also be the case if the School Council has cause to dismiss a teacher for misconduct, or if they would have dismissed them had they not resigned first themselves.

A referral to the DBS is made if someone has harmed, or poses a risk of harm to a child and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The School Council ensures that referrals are made to both the DBS and the TRA in cases where there is alleged serious teacher misconduct as well as harm or risk of harm to a child.

Charity Commission – Serious Incident Notifications

If the school experiences a serious incident involving a child or member of staff, the School Council will make a report to the Charity Commission, using the following guidance: <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

The School will also report to the police if the incident involves criminal behaviour.

Annual Report to Governors

The Headteacher reports safeguarding issues to governors on a termly basis. There is an annual review of the Safeguarding and Child Protection Policy, to monitor the school's safeguarding compliance, highlight issues and plan for improvements. An annual report is produced by the Designated Safeguarding Lead and the Designated Governor for Safeguarding and Child Protection. This report is an opportunity for governors to discuss safeguarding and child protection at a strategic level.

Where appropriate, the Governors will ensure that sufficient resources are made available to enable necessary tasks to be carried out under inter-agency procedures.

The Governors will ensure that the Designated Safeguarding Lead at school is given sufficient time to carry out their duties, including accessing training.

The Designated Governor for Safeguarding and Child Protection will also maintain an up-to-date training record in Child Protection. This will make sure they have the knowledge and information needed to perform their functions and understand their responsibilities.

The Governors will review safeguarding practices in the school on a regular basis, and no less than annually, to ensure that:

- Ensure that the Safeguarding and Child Protection Policy is updated and reviewed annually and that the Designated Governor for Safeguarding and Child Protection works with the Designated Safeguarding Lead regarding this.
- The school is carrying out its duties to safeguard the welfare of the children at the school.
- Members of staff and volunteers are aware of current practices in this matter, and that staff receive training where appropriate.
- Child protection is integrated with induction procedures for all new members of staff and volunteers.
- The school follows the procedures agreed by the Local Authority Safeguarding Children Board, and any supplementary guidance issued by the Local Authority.

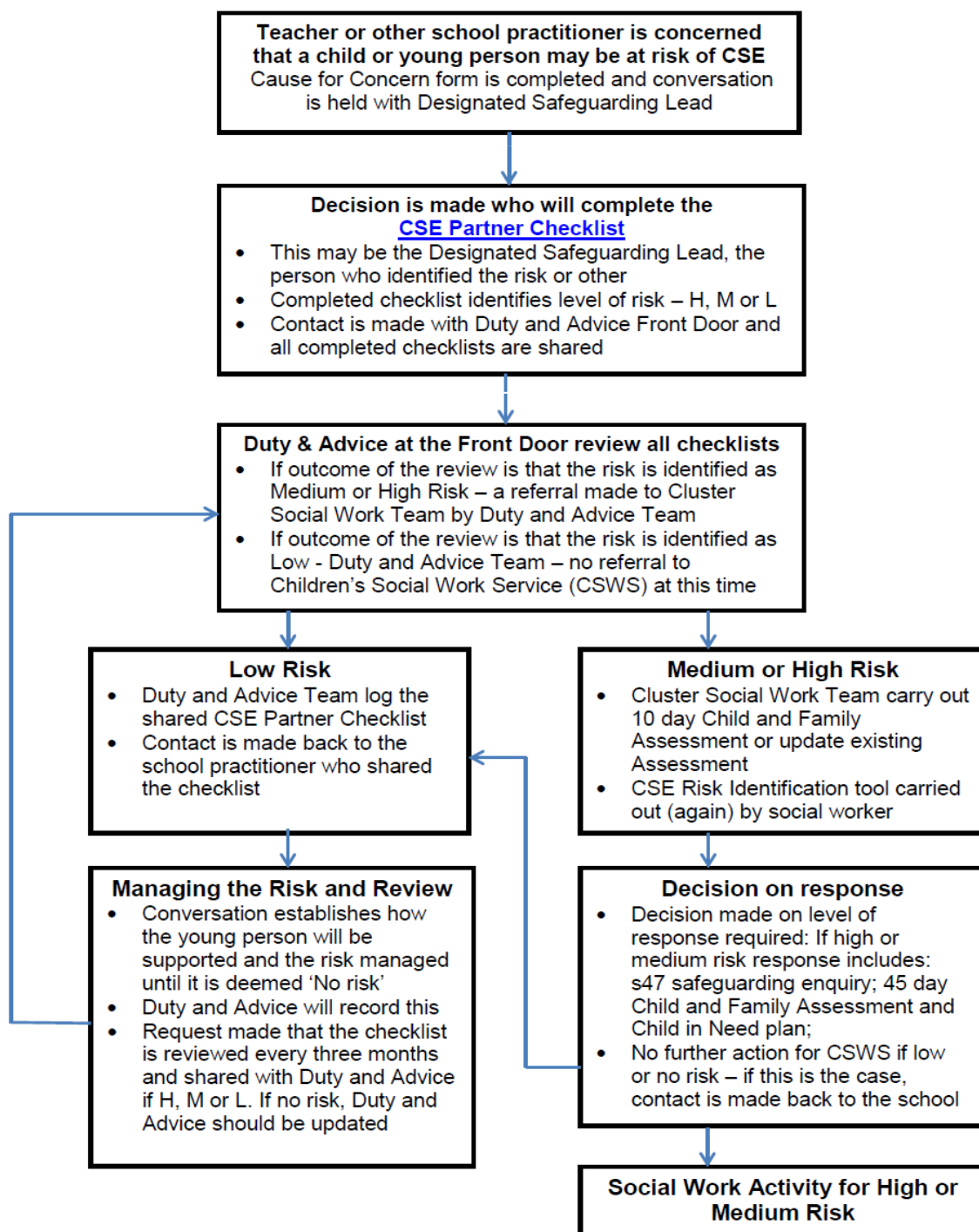
- Only persons suitable to work with children shall be employed in the school, or work there in a voluntary capacity.
- Where safeguarding concerns about a member of staff are substantiated, take appropriate disciplinary action.

This document will be reviewed annually by the School Council, Headteacher and Designated Safeguarding Lead in light of legislation, experience and good practice.

Appendix 12 - Child Exploitation Response Checklist

Responding to identified concerns about Child Sexual Exploitation (CSE) in schools

Education professionals can also use the [WY Police CSE information report form](#) on the Leeds LSCB website to share any information which could help identify possible perpetrators of CSE, or children at risk of CSE.



Appendix 13 - MACE Panel Referral Form

Please submit this form via email to CHS.MACE@leeds.gov.uk

Referrer's Details

Referrer's Name:	
Referrer's Agency:	
Telephone:	
Email:	
Date of Referral:	

Child's Details

Name:			
DOB:		Mosaic ID:	
Ethnicity:		Gender:	
Address:		Sibling(s):	
Is the child open to CSWS?	Yes / No	Is the child open to Early Help?	Yes / No
Does the child have a disability or SEN?		Is the child attending an educational provision? <i>(Please state)</i>	Yes / No
What type of educational provision does the child attend? <i>(Please state details of their timetable and attendance)</i>			
What service(s) are currently working with the child?			
Type of Exploitation: (please tick)	CSE <input type="checkbox"/>	CCE <input type="checkbox"/>	Both CSE & CCE <input type="checkbox"/>
Has the child experienced online abuse?	Yes / No		

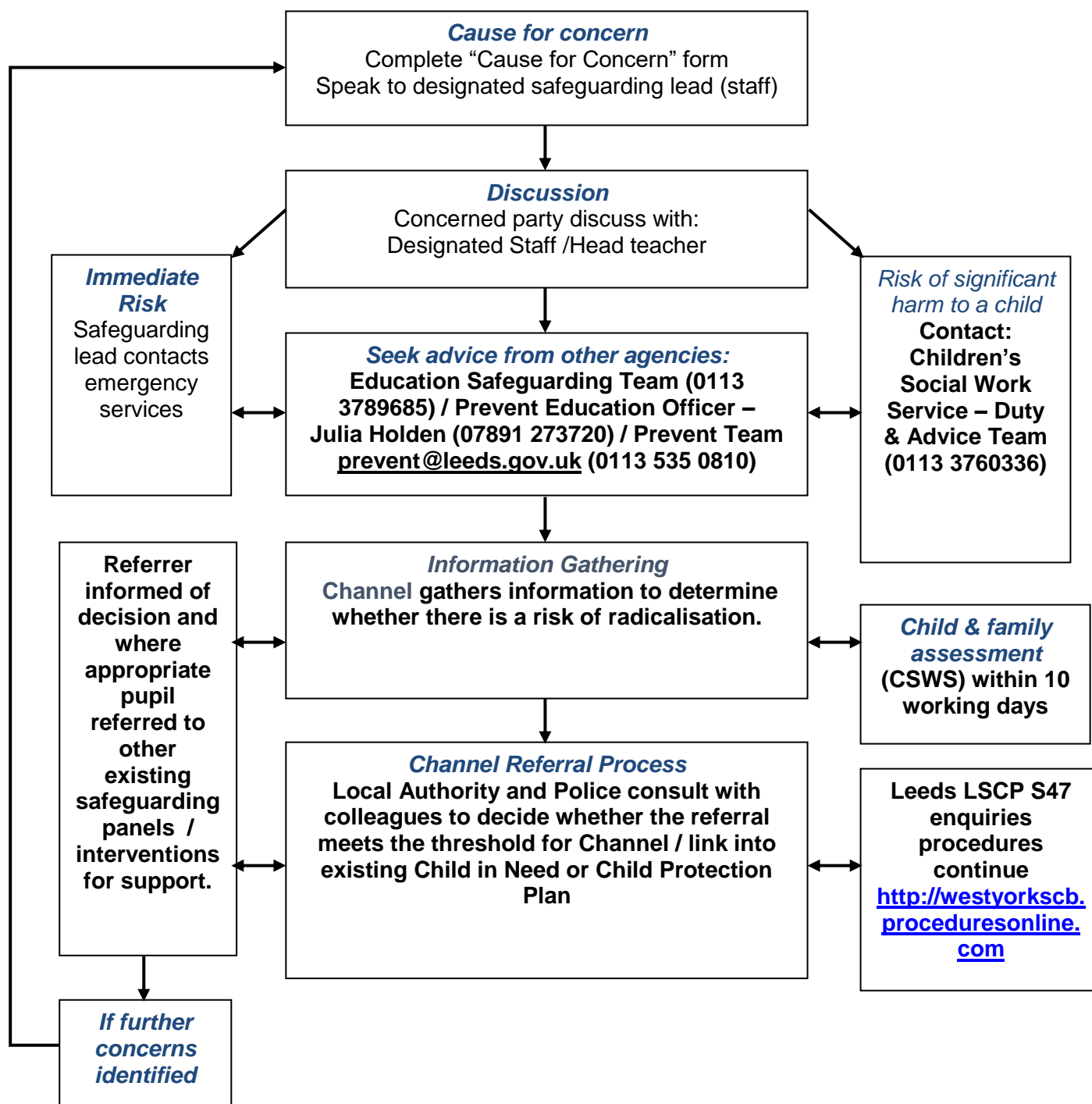
(If yes, please state which online platforms/names)			
Has a Child Exploitation Risk Assessment (Toolkit) been completed? <i>(please tick)</i>	(please delete) Yes / No	Date of last toolkit:	
Assessed Level of Risk:	No Risk <input type="checkbox"/>	Low Risk <input type="checkbox"/>	Medium Risk <input type="checkbox"/>
	High Risk <input type="checkbox"/>		
VRMP in place?	Yes / No	Has there been an FGC?	Yes / No
Has a Mapping Meeting taken place?	Yes / No	Is the child part of a peer group of children identified as being at risk of exploitation?	Yes / No
Has the child been discussed at MACE previously? <i>If so, please provide a summary of previous MACE actions / interventions.</i>			
What is the main presenting issue(s): <i>What is happening right now for the child that you are concerned about in relation to potential exploitation? (eg. If the child is going missing, how often, where do they go missing to if known, what do missing episodes look like?) Consider what the associated risk(s) are.</i>			
What concern(s) are the presenting issue(s) causing? <i>What are you worried will happen to the child?</i>			
What or who are protective factor(s) in the child's life?			

TO BE COMPLETED INTERNALLY:

Screened By:	Date:	Has the referral been accepted? Yes / No	MACE Panel Date:
If referral not accepted, please state why:			

Appendix 14 - Radicalisation Response Checklist

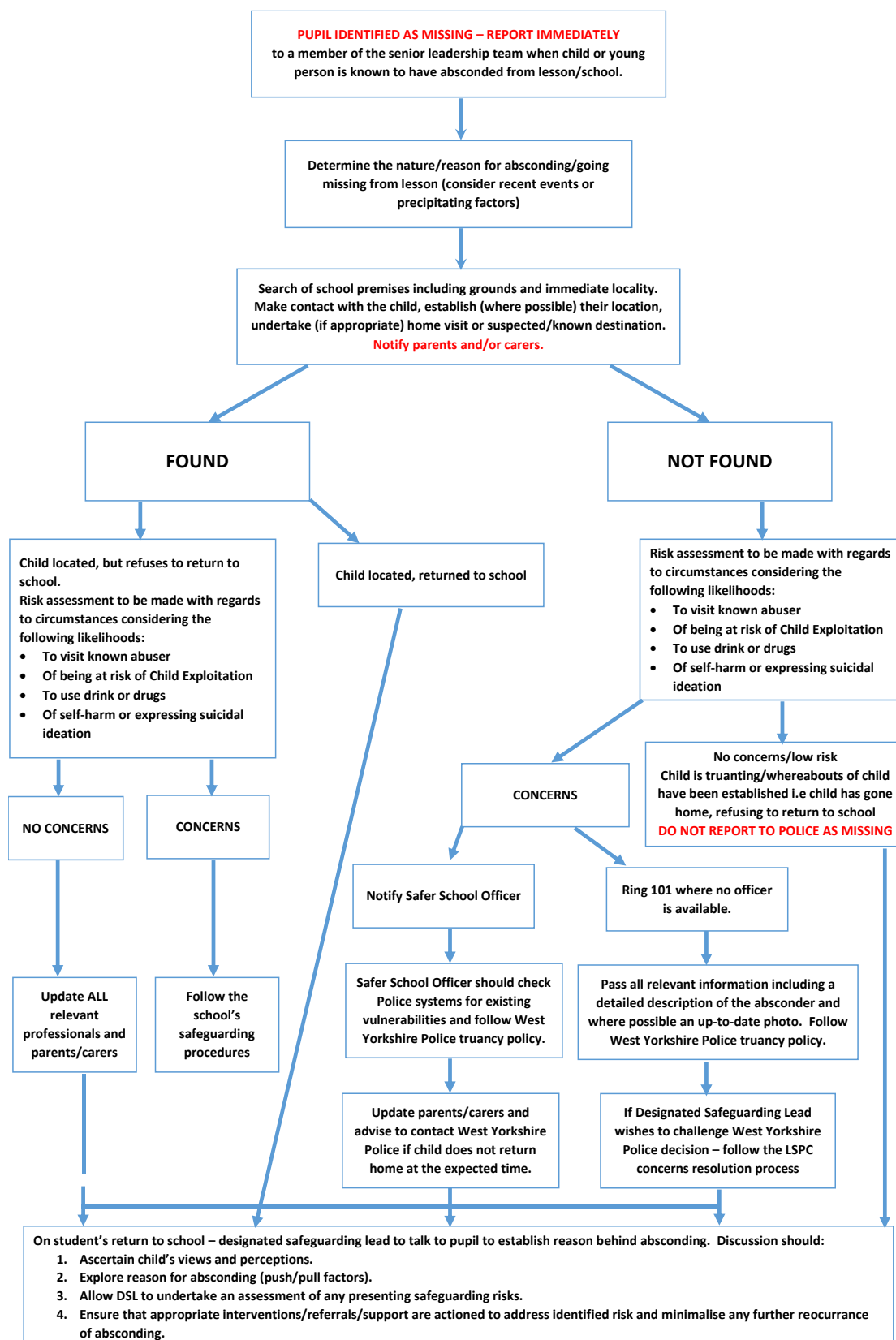
Summary of in-school procedures to follow where there are potential radicalisation concerns about a child/member of staff



Further information and relevant guidance documents are available from the Prevent Team or directly upon request from education.training@leeds.gov.uk

Appendix 15 - Missing from School Response Checklist

Referral pathway for reporting children and young people missing /absconded during the school day



Appendix 16 - LADO Notification Form



Children's Services Integrated Safeguarding Unit Notification to Local Authority Designated Officer (Managing Allegations)

ALLEGATIONS OR CONCERN ABOUT A PERSON WORKING WITH CHILDREN

This form has been designed to help all agencies working with children record and refer information when it has been alleged that a person who works with children 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; or
- Behaved towards a child or children in a way that indicates she or he may pose a risk of harm to children.

PLEASE PROVIDE AS MUCH INFORMATION AS YOU CAN AND SEND TO LADO@leeds.gov.uk WITHIN ONE WORKING DAY

Date of Notification:	
Date of Alleged Incident:	
Name of Referrer:	
Agency:	
Contact Details:	

Professional's Details :

Name :	D.O.B :	Employment Sector:	Occupation:	Employer:

Home Address :

Child/ren's Details (if applicable):

Name :	D.O.B :	Legal Status i.e. Looked after child (S.31,S.20,LASPO)	Social Worker or Case Worker:	Independent Reviewing Officer:

Address :

Detail of Allegation

Referral Details (to include name of referrer, date, time, detail of allegation and professional (s) involved)

Child or young person's view

Has the young person's views been sought: Yes/No (to include: when, by whom and detail of interview) If not please specify reason and date when young person will be seen)

Parent or carer's view

Has the parent/carer been notified and their views sought: Yes/No (to include: when, by whom and detail of interview) If not please specify reason)

Have you discussed this concern with the appropriate Line Manager and Human Resources within your organisation?

What is their view

Does the professional have children of their own? if known please give names & ages

--

Previous concerns of a safeguarding nature:	<i>Please identify (in chronological order) any previous/historical concerns of a safeguarding nature by the professional concerned.</i>
--	--

Does the professional work with children in any other capacity?

Does the professional acknowledge the concern? Please consult with HR if advice is required about talking to the member of staff
<i>What is their view</i>

Do you believe that the individual concerned poses a current risk of significant harm to children and young people in your organisation?
<i>Please explain your rationale for both a Yes or No response.</i>

--

In your professional opinion what action should be taken in regard to the individual facing the allegation or concern?

If the professional who these concerns are about, is not a member of staff directly employed by your organisation (*i.e. an agency worker*). Have you discussed this concern with the appropriate Line Manager for the organisation concerned? (*If not, please contact the employer and complete the section below, prior to submitting this notification*)

What is their view

Name of employer:

Contact details:

LADO Discussion

Please provide relevant details

Form Completed by:

Contact details:

Information entered on MOSAIC:

YES

☐

NO

☐

Appendix 17 - Prevent Referral Form

REFERRAL PROCESS

Once you have completed this form, please email via secure email arrangements to: prevent@leeds.gov.uk and nectu.fimu@westyorkshire.pnn.police.uk

All public sector organisations (including schools) have appropriate email security in place. Please contact prevent@leeds.gov.uk if you wish to refer from outside this sector.

If you have any questions whilst filling in the form, please call: 0113 535 0810 (Leeds City Council Prevent Team) or 0113 395 4141 (Police Prevent Team).

INDIVIDUAL'S BIOGRAPHICAL & CONTACT DETAILS

Forename(s):	First Name(s)
Surname:	Last Name
Date of Birth (DD/MM/YYYY):	D.O.B.
Approx. Age (if DoB unknown):	Please Enter
Gender:	Please Describe
Known Address(es):	Identify which address is the Individual's current residence
Nationality / Citizenship:	Stated nationality / citizenship documentation (if any)
Immigration / Asylum Status:	Immigration status? Refugee status? Asylum claimant? Please describe.
Primary Language:	Does the Individual speak / understand English? What is the Individual's first language?
Contact Number(s):	Telephone Number(s)
Email Address(es):	Email Address(es)
Any Other Family Details:	Family makeup? Who lives with the Individual? Anything relevant.

DESCRIBE CONCERNS

In as much detail as possible, please describe the specific concern(s) relevant to Prevent.

Please Describe

FOR EXAMPLE:

- How / why did the Individual come to your organisation's notice in this instance?
- Does it involve a specific event? What happened? Is it a combination of factors? Describe them.
- Has the Individual discussed personal travel plans to a warzone or countries with similar concerns? Where? When? How?
- Does the Individual have contact with groups or individuals that cause you concern? Who? Why are they concerning? How frequent is this contact?
- Is there something about the Individual's mobile phone, internet or social media use that is worrying to you? What exactly? How do you have access to this information?
- Has the Individual expressed a desire to cause physical harm, or threatened anyone with violence? Who? When? Can you remember what was said / expressed exactly?
- Has the Individual shown a concerning interest in hate crimes, or extremists, or terrorism? Consider *any* extremist ideology, group or cause, as well as support for "school-shooters" or public-massacres, or murders of public figures.
- Please describe any other concerns you may have that are not mentioned here.

COMPLEX NEEDS	Is there anything in the Individual's life that you think might be affecting their wellbeing or that might be making them vulnerable in any sense?
Please Describe	
<p>FOR EXAMPLE:</p> <ul style="list-style-type: none"> • Victim of crime, abuse or bullying. • Work, financial or housing problems. • Citizenship, asylum or immigration issues. • Personal problems, emotional difficulties, relationship problems, family issues, ongoing court proceedings. • On probation; any erratic, violent, self-destructive or risky behaviours, or alcohol / drug misuse or dependency. • Expressed feelings of injustice or grievance involving any racial, religious or political issue, or even conspiracy theories. • Educational issues, developmental or behavioural difficulties, mental ill health (see Safeguarding Considerations below). • Please describe any other need or potential vulnerability you think may be present but which is not mentioned here. 	
OTHER INFORMATION	Please provide any further information you think may be relevant, e.g. social media details, military service number, other agencies or professionals working with the Individual, etc..
Please Describe	