



Montpelier Primary School Safeguarding Policy 2021-2022

September 2021

This Safeguarding Policy applies to Montpelier Primary School, and all governors and staff of the school and visitors to the school must abide by this policy which has been adopted in accordance with and pursuant to the Safeguarding Policy of the Greenshaw Learning Trust.

It is the responsibility of the local governing body and Headteacher of the school to ensure that their school and its staff and visitors adhere to this policy. In implementing this policy school staff must take account of any advice given to them by the GLT Designated Safeguarding Lead (the GLT CEO), the GLT Deputy Designated Safeguarding Lead and/or the Board of Trustees.

1.1.1. This policy is subject to the GLT Safeguarding Policy and the Scheme of Delegation approved for the school. If there is any ambiguity or conflict then the GLT Safeguarding Policy and the Scheme of Delegation and any specific Scheme or alteration or restriction to the Scheme approved by the Board of Trustees takes precedence. If there is any question or doubt about the interpretation of this, the GLT CEO should be consulted.

1.1.2.

1.1.3.

Approval and review:

This policy is the responsibility of: Designated Safeguarding Lead

This policy was approved by the Local Governing Body on: **TBC**

This policy is due for review by: **31 July 2022**

Montpelier Primary School Safeguarding Policy

Contents

PART A.....	5
1.1. Application	5
1.2. Approval and review	5
1.3. Terminology	5
1.4. Responsible Persons	3
1.5. Associated policies and procedures	4
PART B.....	5
1. Introduction -“The welfare of the Child is paramount”	5
1.1. Safe Practice	6
1.2. Partnerships with Parents	7
1.3. Partnership with Others	7
1.4. Recruitment, selection, training and supervision of staff and volunteers	7
1.5. School Training & Staff Induction	8
1.6. General Guidance	8
2. Online Safety and computer use	8
2.1. Internet use	8
2.2. Security of information systems	9
2.3. Filtering and monitoring systems	9
2.4. Email	10
2.5. Social networking, social media and personal publishing	10
2.6. Published content, Online platform, photographs and videos	12
2.7. Cyber bullying	12
2.8. Introducing the policy to pupils, staff and parents	13
3. Safeguarding and Child Protection	13
3.1. What to do if you are worried a child is being abused	15
3.2. Emerging issues – FGM, Honour based abuse, Peer on peer abuse, Contextual Safeguarding, CCE, CSE, County Lines, consensual and non-consensual sharing of nude and semi-nude images and/or videos, Domestic Abuse, Upskirting and mental health	15
3.3. Designated staff responsible for Safeguarding	24
3.4. The Role of Individual Staff	25
3.5. The Role of the Governing Body	25
3.6. Confidentiality of records	25
3.7. Working With Children	26

3.8. Designated Safeguarding Lead action	26
3.9. Concern about a member of staff, volunteer or governor	27
3.10. Alternative Provision	28
3.11. Children staying with host families (homestay)	28
3.12. Requests for assistance by other agencies	29
3.13. Pupils subject to a Child Protection Plan	29
3.14. Children who are Looked After and previously looked after children	29
3.15. Attendance, Admissions and Children Missing Education	30
3.16. Attendance, Admissions and Children Missing Education	31
3.17. Children with SEND and Early Help	31
3.18. Contact between staff and pupils and use of 'reasonable force	32
3.19. General Issues	33
Appendix A – CONTACT INFORMATION	34
APPENDIX B - INFORMATION AND RECOGNITION OF ABUSE – GUIDANCE FOR PROFESSIONALS	35
RECOGNITION OF ABUSE – GUIDANCE FOR PROFESSIONALS	35
Appendix C - CHILD PROTECTION DISCLOSURE – guidance for staff	40
Appendix D – Police Definitions.....	43
Appendix E - ASSESSMENT FRAMEWORK.....	45
Appendix F -National Domestic Abuse Helpline	46

PART A

1.1. Application

This Safeguarding Policy applies to Montpelier Primary School, and all governors and staff of the school and visitors to the school must abide by this policy which has been adopted in accordance with and pursuant to the Safeguarding Policy of the Greenshaw Learning Trust.

This Safeguarding Policy is subject to the strategic GLT Safeguarding Policy and the GLT Scheme of Delegation for Governance Functions. If there is any ambiguity or conflict then the Scheme of Delegation and any specific alteration or restriction to the strategic Safeguarding Policy approved by the Board of Trustees takes precedence.

It is the responsibility of the Governing Body and Headteacher of the school to ensure that their school and its staff and visitors adhere to this policy. In implementing this policy school staff must take account of any advice given to them by the GLT Designated Safeguarding Lead (the GLT CEO), the GLT Deputy Designated Safeguarding Lead and/or the Board of Trustees.

If there is any question or doubt about the interpretation or implementation of this Publication Scheme, the GLT CEO should be consulted.

1.2. Approval and review

Maintenance of this Policy is the responsibility of the School Designated Safeguarding Lead (School DSL).

This Policy was approved by the Governing Body: [GB meeting 1 \(October 2021\)](#).

This Policy is due for review by: [31st October 2022](#).

1.3. Terminology

The Trust means the Greenshaw Learning Trust (GLT).

- School means a school within the Greenshaw Learning Trust.
- Headteacher means the headteacher or principal of the school.
- CEO means the chief executive officer of the Greenshaw Learning Trust.
- Governors and Trustees includes governors, Trustees, non-governor members of Trust Committees and members of the Trust Panel.
- Governing body (GB) means the committee of the Board of Trustees to which Trustees have delegated appropriate powers and functions relating to the governance of the school.
- [GLT Data Protection Officer means Judicium Consulting Ltd.](#)
- [School Data Protection Lead means the point of contact for data protection matters for staff, pupils and parents within the school](#)

In this policy references to the Greenshaw Learning Trust will be read as including the Greenshaw Learning Trust shared service and all schools in the Greenshaw Learning Trust.

1.4. Responsible Persons

The following are the responsible persons with regard to Montpelier Primary School as referred to in this policy.

- **The school Designated Safeguarding Lead (DSL):**

Sam Thomson. Email: samthomson@mpsplymouth.net, telephone: 01752 216160

- **The school Deputy Designated Safeguarding Leads (DSL):**

Aaron West. Email: aaronwest@mpsplymouth.net, telephone: 01752 216160

Sarah Green Email: sarahgreen@mpsplymouth.net, telephone: 01752 216160

Other members of the safeguarding team:

Jane Gilbert (Parent Support Advisor). Email: janegilbert@mpsplymouth.net, telephone 01752 216160

Laura Dyer (Pupil Premium Lead). Email: lauradyer@mpsplymouth.net, telephone 01752 216160

Paul Farr (Online Safety safeguarding designate). Email: paulfarr@mpsplymouth.net

Jacque Sullivan (administration). Email: jacquiesullivan@mpsplymouth.net

The members of staff listed above constitute the school's Safeguarding Team (child and Family Team).

- **Safeguarding & Child Protection lead governor:**

- Gemma Scott. Email: gscott@greenshawlearningtrust.co.uk

- **Headteacher:**

- Sam Hunter Email: samhunter@mpsplymouth.net, telephone: 01752 216160

- **Chair of Governors:**

- Neil Demuth ndemuth@greenshawlearningtrust.co.uk

- **Designated Safeguarding Lead for Greenshaw Learning Trust (GLT DSL):**

- The Chief Executive Officer (CEO) of GLT:

- William Smith. Email: wsmith@greenshawlearningtrust.co.uk, telephone: 07841 696922.

- **Deputy Designated Safeguarding Lead for Greenshaw Learning Trust (GLT Deputy DSL):**

- Sarah Vardy. Email: svardy@greenshawlearningtrust.co.uk, telephone 020 8715 1078.

- **Attendance Officer:**

- Christine Simpson chrissimpson@mpsplymouth.net

- **Designated Teacher for Looked After Children:**

- Aaron West. Email: aaronwest@mpsplymouth.net, telephone: 01752 216160

- **Local Authority**

- Jane Parmenter. Email: lado@plymouth.gov.uk, telephone 01752 304769

(Hereafter the policy should refer to the role titles of the people listed above and not use their names.)

Anyone who has a safeguarding concern relating to a child at the school or on the school roll, a member of staff, paid or unpaid of the school, a volunteer or contractor at the school, or anyone visiting or using school premises; or relating to an incident that took place at the school, should report the matter to the School DSL and it will be dealt with in accordance with the School Safeguarding Policy.

Where the subject of a safeguarding concern is a member of staff of the school the School DSL must report the matter to the school Headteacher, and it will be dealt with under the Trust Staff Disciplinary Policy. The school Headteacher must inform and take advice from the GLT Head of HR.

Where the subject of a safeguarding concern is a supply teacher at a GLT school the Designated Safeguarding lead must report the matter to the Headteacher and to the Designated Officer (LADO) of the school's local authority.

Where the subject of a safeguarding concern is a member of staff of the Trust central service the School DSL must report the matter to the GLT CEO, and it will be dealt with under the Trust Staff Disciplinary Policy. The GLT CEO must inform and take advice from the GLT Head of HR.

Where the subject of a safeguarding concern is a member of a local governing body the School DSL must report the matter to the Chair of the LGB, and inform the GLT CEO and the Chair of the Board of Trustees.

Where the subject of a safeguarding concern is the Headteacher, the School DSL must report the matter to the GLT CEO and the GLT CEO will inform the Chair of the LGB and the Designated Officer (LADO) of the school's local authority.

Where the subject of a safeguarding concern is a member of a GLT governing body or non-Trustee member of a Board Committee, the matter must be reported to the GLT CEO who will inform the Chair of the Board of Trustees

Where the subject of a safeguarding concern is a member of staff or volunteer of the Trust Shared Service, the School DSL must report the matter to the GLT CEO.

If a teacher is dismissed due to serious misconduct, or might have been dismissed had they not left first, the Head teacher must consider whether to refer the case to the Secretary of State (via the Teaching Regulation Agency).

1.5. Associated policies and procedures

The following [Trust policies](#) are directly related to and complement this Trust Safeguarding Policies and procedures:

- Greenshaw Learning Trust Anti Radicalisation Policy.
- Greenshaw Learning Trust Staff Code of Conduct.
- Greenshaw Learning Trust Whistle-blowing Policy.
- Greenshaw Learning Trust HR, Recruitment & Selection and disciplinary policies and procedures.
- Greenshaw Learning Trust Equalities Policy

The following School policies are directly related to and complement this Trust Safeguarding Policies and procedures

- Montpelier Primary School Anti-bullying Policy
- Montpelier Primary School Attendance Policy
- Montpelier Primary School Accessibility Plan

PART B

1. Introduction - “The welfare of the Child is paramount”

At Montpelier Primary School, the safety and welfare of our pupils is of the highest importance.

Because of the day-to-day contact with pupils, our staff are well placed to observe the outward signs of abuse. We have worked hard to ensure that there is a culture of vigilance within the school and that all adults working in the school know that they must protect pupils from harm and abuse and be aware that any pupil may be at risk of harm or abuse. Safeguarding is everyone’s responsibility; we all have a duty to safeguard and promote the welfare of our pupils (*those under 18 years of age*) under the Education Act 2002 and Children Act 1989 through identifying any child welfare concerns and taking action to address them in partnership with families and other agencies where appropriate.

In addition to our safeguarding policy, we have policies to cover the roles of staff, pupils and parents in respect of health and safety, anti-bullying, and equality. We also ensure that issues of child protection are raised with pupils through the Personal, Social and Health Education (PSHE) curriculum and Relationship Education (for all primary pupils) or Relationships and Sex Education (for all secondary pupils). Our policy applies to all staff, paid and unpaid, contractors, trustees, school governors and volunteers and others using or visiting the school premises, and references to ‘staff’ in this policy apply to all of these persons unless explicitly qualified.

There are a number of elements to our policy:

- Ensuring Safer Recruitment practice in checking the suitability of all our staff and volunteers to work with children;
- Raising awareness of safeguarding issues amongst all staff and volunteers and of what to do if they have concerns;
- Ensuring that a system is in place to protect our pupils from mistreatment;
- Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse;
- Developing effective links with relevant agencies and co-operating as required with their enquiries regarding safeguarding matters including attendance at case conferences and core group meetings;
- Establishing and maintaining a safe environment in which pupils feel secure, are able to learn and are encouraged to talk freely about anything that concerns them;
- Establishing a culture of listening to and respecting our pupils;
- Ensuring pupils know there are adults in the school who they can approach if they are worried about anything;
- Including opportunities in the PSHE curriculum to develop and equip pupils with the skills needed to recognise risks and stay safe from abuse;
- Supporting pupils who have been abused or may be at risk of harm in accordance with any agreed child protection plan;
- Ensuring we respond appropriately to any concern or allegation about a member of staff or volunteer; and
- Ensuring staff follow accepted “safe practice” principles when working with pupils.

If there are safeguarding concerns **Plymouth City Council** child protection procedures must be followed. The **Plymouth City Council's** local three Safeguarding partners will have adopted these procedures.

Plymouth's local safeguarding partners are:

- Plymouth City Council and Torbay Council
- NHS Devon Clinical Commission Group
- Devon and Cornwall Police

This policy and procedure also accords with:

- "Keeping Children Safe in Education" (DfE guidance September 2021).
- "Working Together to Safeguard Children" (HM Government, July 2018).
- "Sexual violence and sexual harassment between children in schools and colleges" (DfE guidance September 2021).
- "What to do if you're worried a child is being abused Advice for practitioners" (DfE guidance March 2015).
- "Mental health and behaviour in schools" (DfE guidance November 2018).

If lower level concerns or needs (i.e. not child protection) are identified about a particular pupil, the **Plymouth City Council** Early Help procedure should be followed, including the completion of an EHAT as an assessment tool to decide on the best way forward for the child and their family.

1.1. Safe Practice

Montpelier Primary School's safeguarding practices have been put into place to ensure that our pupils are safe.

All Staff and visitors to the school:

- Have a duty to report any concerns they have about the well-being of children to the Designated Officer;
- Are responsible for their own actions and behaviour and should avoid any conduct which would lead to any reasonable person to question their motives or intentions;
- Should work in an open and transparent way;
- Are required to discuss or take advice from school management on any incident which may give rise for concern.

All visitors to the site fall into two categories; those with the appropriate DBS clearance and those who do not.

If you are a visitor to the School:

- and have provided evidence of the appropriate DBS clearance and identity check you may, after registering at the main reception, be able to go about your school business unaccompanied, wearing a [blue lanyard](#);

- and do not hold the appropriate DBS clearance, then the person you are visiting will need to arrange for you to be accompanied throughout your visit and at no time left alone after registering at the main reception. These visitors will wear an **orange lanyard** to identify them as visitors who are not to be unaccompanied.

If you are a trainee teacher at the school:

- you will have provided evidence from your university, through a safeguarding and safer recruitment letter of assurance. After registering at main reception, you will be able to go about your school business unaccompanied, wearing a **purple lanyard**.

If you are a supply teacher at the school:

- Your supply agency will have provided evidence of the appropriate DBS clearance and identity check. You may, after registering at the main reception, be able to go about your school business unaccompanied, wearing a **light green lanyard**.

The only exception to this will be after school hours when there are no pupils on site and during the school holidays, when non DBS clearance contractors may be permitted to access the site unhindered.

1.2. Partnerships with Parents

Montpelier Primary School's purpose is to educate and help pupils keep safe from harm and to have their welfare as our priority.

We are committed to working with parents positively, openly and honestly. We respect parents' rights to privacy and confidentiality and will not share sensitive information with anyone unless we have permission or it is necessary to do so in order to protect the child.

Montpelier Primary School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

1.3. Partnership with Others

Montpelier Primary School recognises that it is essential to establish positive and effective working relationships with other agencies. There is a joint responsibility on all agencies to share information to ensure the safeguarding of all pupils.

1.4. Recruitment, selection, training and supervision of staff and volunteers

In our recruitment and selection of staff and volunteers we will at all times adhere to Greenshaw Learning Trust Recruitment and Selection policies and procedures, and to the appropriate guidance which followed the Richard Enquiry Report (*Keeping Children Safe in Education, Sept 2020*).

In particular, we will ensure that our interview panellists are appropriately trained in Safer Recruitment practices, that we always follow up gaps in previous employment, that we always require specific references from employers for the last five years and that for all posts, paid and voluntary, the appropriate Disclosure and Barring Service checks are conducted.

The Head of HR will keep a central record of all staff with the date and outcome of their DBS status so that at all times staff, pupils and parents can be assured this has been done.

1.5. School Training & Staff Induction

Montpelier Primary School's Designated Safeguarding Lead and any deputies will undertake the necessary training to keep fully informed of current legislation and requirements with regard to child protection and, in particular, will undertake on-going designated officer training by attending the **Plymouth City Council** Designated Officers forum which is held half-termly.

All other school staff, including non-teaching staff, will undertake appropriate induction training (including online safety) in their first term at Montpelier Primary School and then will have further training (including online safety) as and when necessary, but at least annually.

All staff are provided with the school's Safeguarding Policy and informed of the school's Safeguarding arrangements, including information about identifying abuse and who to refer it to.

All staff are required to abide by the Greenshaw Learning Trust Staff Code of Conduct.

1.6. General Guidance

As a member of staff in school (paid or unpaid) we should follow the DfE guidance on appropriate behaviour.

- Set clear standards of appropriate safe behaviour;
- Adopt safer recruitment procedures;
- Protect pupils from discrimination and avoidable harm;
- Treat pupils with respect and dignity;
- Protect pupils from sexual, physical and emotional harm.

If any member of staff has any concerns regarding the treatment of any pupil in or outside school, they have a duty of care to report it to the appropriate member of staff. It may be possible at some time that they may have a concern regarding a colleague in school; again they have a duty of care to report this to the Headteacher.

For further details see the [GLT Whistleblowing Policy](#)

2. Online Safety and computer use

2.1. Internet use

At Montpelier Primary School, we believe that the use of the internet is integral to education, business and social interaction. Internet use is part of the statutory curriculum and a necessary tool for learning. The school has a duty to provide pupils with quality internet access as part of their learning experience and internet access will be designed to enhance and extend education.

Pupils use the internet widely, both within and outside school, and need to learn how to evaluate Internet information and to take care of their own safety and security.

At Montpelier Primary School, pupils are safeguarded from potentially harmful and inappropriate online material. There is always clear guidance in lessons about which applications should be used by pupils and children are taught about online safety in PSHE and assemblies. Staff should guide pupils to on-line activities that will support the learning outcomes planned for the pupils' age and maturity. Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation. Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy. Staff and pupils will be aware of the four areas of online risk and more information can be found in "Teaching online safety in school" (DfE guidance June 2019):

- **content** - being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.
- **contact** - being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes'.
- **conduct** - personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g consensual and non-consensual sharing of nude and semi-nude and/or pornography, sharing other explicit images and online bullying; and
- **commerce** - risks such as online gambling, inappropriate advertising, phishing and or financial scams.

At Montpelier Primary School a review of online safety will be carried out annually using the free online safety self-review on the 360 safe website (<https://360safe.org.uk/>).

The school will maintain a current record of all staff and pupils who are granted access to the school's electronic communications. Parents and pupils will be asked to sign and return a consent form for pupil access as part of the Home School Agreement whereby they also agree to abide by the school rules in regard to online safety and appropriate internet usage.

When staff and pupils leave the school, their account and rights to specific school areas will be disabled.

2.2. Security of information systems

Virus protection will be updated regularly. The security of the school information systems and users will be reviewed regularly as well as system capacity. Data will be backed up daily and regular archives taken and stored off-site.

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998, and the UK General Data Protection Regulation (UK GDPR) and the GLT Data Protection Policy and related Procedures.

2.3. Filtering and monitoring systems

Montpelier Primary School will work with the Trust to ensure that systems to protect pupils continue to be reviewed and improved where necessary. If staff or pupils discover unsuitable sites, the URL must

be reported to The Network Manager.

Any material that the school believes is illegal must be reported to appropriate agencies such as the Internet Watch Foundation or the Child Exploitation and Online Protection Centre. The school's broadband access will include filtering appropriate to the age and maturity of pupils.

At Montpelier Primary School, we have software in place at school to minimise access and highlight any person accessing inappropriate sites or information – We use Smoothwall software which filters and controls internet access, as well as being part of the London Grid for Learning, which also filters the internet. There is a system whereby key words trigger an email alert which is sent to the Online Safety Safeguarding Designate (Paul Farr) who then communicates with the DSL, along with a screen shot of what the person was working on at the time the alert was sent. The key word list is updated regularly in response to new technologies and new world threats, in line with the PREVENT strategy. This system covers all computers in the school, including staff computers.

The school will take all reasonable precautions to ensure that users access only appropriate material. However, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. Neither the school nor the **Trust** can accept liability for the material accessed, or any consequences resulting from Internet use.

As we increasingly work online, it is essential that children are safeguarded from potentially harmful and inappropriate online material. As such, we will ensure appropriate filters and appropriate monitoring systems are in place.

2.4. Email

Pupils may only use their Gmail approved e-mail accounts in school – other accounts will be blocked under our filtering system. Pupils must immediately tell a teacher if they receive an offensive e-mail.

Pupils will be instructed that they must not reveal personal details about themselves or others in email communication, or arrange to meet anyone without specific permission from an adult.

E-mails sent by staff to external organisations should be checked carefully before sending, in the same way as a letter written on school headed paper. Staff should only use school email accounts as approved by the Senior Leadership Team to communicate with pupils.

Use of inappropriate language in an email will be flagged up through our monitoring system and will result in the account being disabled and the information sent to the Head teacher and the Network Manager who will evaluate an appropriate response.

2.5. Social networking, social media and personal publishing

The school will block/filter access to social networking sites unless required for educational purposes. At **Montpelier Primary School pupils are not permitted to use their mobile technology on school site.**

As part of the PSHE Curriculum pupils will be advised to:

- never to give out personal details of any kind which may identify them. Examples would include real name, address, mobile or landline phone numbers, school attended, IM and e-mail addresses, full names of friends, specific interests and clubs etc.
- not to place personal photos on any social network space. They will be taught how public the information is and to consider using private areas. Advice should be given regarding background detail in a photograph which could identify the pupil or his/her location e.g. house number, street name or school.

Should a pupil/s choose to distribute images of other pupils which could be deemed inappropriate, they will be subject to appropriate sanctions. Should any photographs be distributed which are obscene or pornographic in nature, then the school will refer the case to the police and/or Social Services in addition to imposing appropriate sanctions (*see section 3.2 which includes information on consensual and non-consensual sharing of nude and semi-nude images and/or videos*).

Pupils should not use social networking (for example Twitter, Facebook, MSN Messenger, BBM) to make inappropriate or defamatory comments about members of staff. Should this happen then appropriate sanctions will be applied.

Pupils will be encouraged to invite known friends only and deny access to others.

Staff should not use social networks to discuss other members of staff or pupils. It would be considered an act of gross professional misconduct should a member of staff use a social networking site to bring the school into disrepute.

Staff should not accept friend invites or communications from pupils on social networking sites. It will be considered a disciplinary matter if staff befriend pupils or are not proactive in ensuring that the security of their online social networking sites is at the highest level.

Staff are forbidden from including pupils in friendships groups on social networking sites as this can potentially lead to a professionally compromising situation (*see GLT Staff Code of Conduct*).

Twitter do's and don'ts – guidance on Twitter Accounts for staff

Do's	Don'ts
Have the school "swoosh" as your Twitter icon	Tweets must not contain pupils full names (please use forename only)
Keep the language professional	Photos of pupils should not be tweeted. You could put on photos of trophies, places you're visiting certificates, examples of pupils work, etc.
Use it to promote extra-curricular activities and to congratulate pupils	Don't forget this is in the public domain and anyone can see it.
Use it as a reminder of events within your department	Do not 'follow' pupils back on their Twitter accounts.
Follow similar and relevant Twitter accounts	
Embed your Twitter feed onto your website	

2.6. Published content, Online platform, photographs and videos

The Headteacher will take overall editorial responsibility for all published material and ensure that content is accurate and appropriate. The contact details on the website should be the school address, email and telephone number.

Staff or pupils' personal information must not be published in line with the GLT Data Protection Policy.

Written permission from parents or carers will be obtained before images and videos of pupils are electronically published. This is in the form of opt-in consent when a pupil first joins in Foundation. Images that include pupils will be selected carefully and will not include images of pupils if their parents or carers have not given their permission to do so.

Pupils' full names will not be used anywhere on the website, particularly in association with photographs and videos.

All videoconferencing equipment in the classroom must be switched off when not in use and not set to auto answer.

Video technology is sometimes used in the classroom to record lessons. The focus of this is to assist teacher development and the footage will only be used within the school and not distributed. CCTV is installed on-site for security purposes and is used to assist with crime prevention and detection and disciplinary matters.

Access to CCTV is restricted to site staff, Heads of Year and Senior Leadership Team. Footage in relation to a crime will be distributed when requested by police. All other footage will remain on site.

Montpelier Primary School uses Google Classroom as the online Learning Environment. SLT and staff will regularly monitor the usage of Google Classroom by pupils and staff in all areas, in particular message and communication tools and publishing facilities.

Pupils/staff will be advised on acceptable conduct and use when using Google Classroom. Only members of the current pupil, parent/carers and staff community will have access to Google Classroom. All users will be mindful of copyright issues and will only upload appropriate content onto Google Classroom.

2.7. Cyber bullying

Cyber bullying, as with any form of bullying, will not be tolerated in Montpelier Primary School. Full details are set out in the school's Anti-Bullying policy.

There are clear procedures in place to:

- support anyone affected by Cyber bullying;
- investigate incidents or allegations of Cyber bullying. Pupils, staff and parents/carers will be advised to keep a record of the bullying as evidence.

2.8. Introducing the policy to pupils, staff and parents

All users will be informed that network and Internet use will be monitored. Safe and responsible use of the internet and technology will be reinforced across the curriculum. Particular attention will be given where pupils are considered to be vulnerable.

The Safeguarding policy will be formally provided to and discussed with all members of staff. Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential. Staff training in safe and responsible Internet use, both professionally and personally, will be provided through Safeguarding training.

Parents' attention will be drawn to the School **online safety** approach in newsletters, the school prospectus and on the school website. A partnership approach with parents will be encouraged. This will include an annual invitation for parents to attend an evening about safe home Internet use and guidance in line with the government's PREVENT strategy.

2.9. Remote Learning

Where Montpelier Primary School staff are interacting online with children outside school they will follow the appropriate GLT and school safeguarding policies and procedures and the GLT Staff Code of Conduct. We will follow the "Schools COVID-19 operational guidance (applies until Step 4)" (DfE guidance July 2021).

Montpelier Primary School staff will make sure that parents/carers: are aware of the potential risks and the importance of staying safe online; know what the school is asking children to do online and who they will be interacting with from the school; and know where else they can go for support in keeping their child safe online.

The Headteacher will ensure that any use of online learning tools and systems is in line with privacy and data protection and GDPR requirements.

Group lessons and use of pre-recorded videos are acceptable, but must comply with the following criteria:

- Pre-recorded videos should be sent to groups only, no one-to-ones.
- Staff must wear suitable clothing.
- Any computers used should be in appropriate areas, for example not in bedrooms.
- Pre-recorded videos should be kept to a reasonable length of time.
- Language must be professional and appropriate.
- Staff must only use platforms provided by Greenshaw Learning Trust to communicate with pupils.
- Staff must record the length, time, date and attendance of any sessions held.

3. Safeguarding and Child Protection

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment;

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

Child protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm. Effective child protection is essential as part of wider work to safeguard and promote the welfare of children. However, all agencies and individuals should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

Definition of abuse

An abused child is a boy or girl under 18 years of age who has suffered from, or is believed to be at significant risk of, physical injury, neglect, emotional abuse or sexual abuse.

'Child abuse and neglect' is a generic term encompassing all ill treatment of children, including serious physical and sexual assaults as well as cases where the standard of care does not adequately support the child's health or development.

Children may be abused or neglected through the infliction of harm, or through the failure to act to prevent harm.

Abuse can occur in a family or an institutional or community setting. The perpetrator may or may not be known to the child.

Working Together to Safeguard Children (*July 2018*) set out definitions and examples of the four broad categories of abuse which are used for the purposes of registration:

- Physical abuse;
- Emotional abuse;
- Sexual Abuse;
- Neglect.

These categories overlap and an abused child does frequently suffer more than one form of abuse. (*see Appendix A for further information about abuse types*)

The definition above may be said to assume the guilt of the accused. At the point of allegation, however, guilt has not been established and it is important therefore to be careful to be supportive of all parties involved. Having said this, it is made clear in the documentation that our first priority is the following: **'The protection of the child must take precedence over the rights of the parents and the welfare of the child must be the paramount concern'**.

The Child and Family Team

The Child and Family Team meet monthly to review cases and ensure that referrals are followed up in a timely manner by other agencies. Should it be decided that this is not the case, then the team will escalate the case to ensure that children are correctly safeguarded. Records of these meetings are maintained

3.1. What to do if you are worried a child is being abused

Everyone working with pupils needs to be familiar with local procedures and protocols for safeguarding their welfare. Adults have a duty to report any child protection or welfare concerns to a designated member of staff. In the case of a child protection issue they should contact the Designated Safeguarding Lead, and for general welfare concerns they should contact the Heads of Year. If there are any doubts, then it is best to speak to the Designated Officer for clarification.

All staff should be able to reassure victims that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

Where there is a safeguarding concern, governing bodies, proprietors and school or college leaders should ensure the child's wishes and feelings are taken into account when determining what action to take and what services to provide.

See Appendix B for information about the key staff and signs of the different types of abuse.

3.2. Emerging issues – FGM, Honour based abuse, Peer on peer abuse, Contextual Safeguarding, CCE, CSE, County Lines, consensual and non-consensual sharing of nude and semi-nude images and/or videos, Domestic Abuse, Upskirting and mental health

Staff will be kept updated through staff meeting/briefings on any emerging issues, for example: Anti-Radicalisation, Female Genital Mutilation, Child Sexual Exploitation, Honour related abuse and Forced Marriage.

Radicalisation

The GLT Anti-Radicalisation Policy gives further information on this area, however, where concerns that an individual child or young person may be at risk of radicalisation toward violent extremism and terrorism they should refer the matter to the appropriate person in accordance with this policy and procedures. 'Radicalisation' is defined as the act or process by which an individual is persuaded to make fundamental changes to their beliefs so that they come to favour violent extremism or terrorism to achieve fundamental changes in political, economic or social conditions, institutions or habits of the mind.

The following observable indicators are manifestations of possible radicalisation toward violent extremism and terrorism. Each indicator is just that—it indicates that a person may be radicalising toward violent extremism; it does not automatically deem them radical and/or a threat.

Key indicators are:

- Change in physical appearance and/or attire
- Disconnecting from previous friendship groups
- Active promotion of an extremist ideology
- Seeking to impose radical or extreme views on others
- Association with known extremist groups

Secondary indicators include:

- Increased incidents of verbal abuse / prejudicial language
- Conflict with peers
- Self-identified feelings of isolation
- Accessing inappropriate material in the internet

In schools these will often be manifested in:

- Attitude to authority
- Demotivation about learning
- Changes in friendship groups
- Seeking support / mental health issues
- Damage to property
- Breakdown in parent-pupil relationship

Female Genital Mutilation

Female genital mutilation refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK. FGM typically takes place between birth and around 15 years old; however, it is believed that the majority of cases happen between the ages of 5 and 8.

Risk factors for FGM include:

- low level of integration into UK society;
- mother or a sister who has undergone FGM;

- girls who are withdrawn from PSHE;
- visiting female elder from the country of origin;
- being taken on a long holiday to the country of origin;
- talk about a 'special' procedure to become a woman.

Indications that FGM may have already taken place may include:

- difficulty walking, sitting or standing and may even look uncomfortable;
- spending longer than normal in the bathroom or toilet due to difficulties urinating;
- spending long periods of time away from a classroom during the day with bladder or menstrual problems;
- frequent urinary, menstrual or stomach problems;
- prolonged or repeated absences from school or college, especially with noticeable behaviour changes (e.g. withdrawal or depression) on the girl's return;
- reluctance to undergo normal medical examinations;
- confiding in a professional without being explicit about the problem due to embarrassment or fear;
- talking about pain or discomfort between her legs.

Montpelier Primary School staff follow the Mandatory Reporting of Female Genital Mutilation:

Where a professional, who is subject to the mandatory reporting duty, has either been told by a girl that she has had FGM performed on her or has observed a physical sign appearing to show that a girl has had FGM, s/he should personally report the matter to the police by calling 101.

Montpelier Primary School staff will also report to the Designated Safeguarding Lead within school.

Honour based abuse (including Female Genital Mutilation and Forced Marriage).

So-called 'honour-based' abuse (HBA) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so called HBV are abuse (regardless of the motivation) and should be handled and escalated as such.

Abuse committed in the context of preserving 'honour' often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors.

Where staff are concerned that a child might be at risk of HBA, they must contact the Designated Safeguarding Lead as a matter of urgency.

Breast Ironing

Keeping Children Safe in Education (2021) mentions Breast Ironing, under so-called 'Honour-based Violence'. Breast Ironing is practiced in some African countries, notably Cameroon. Girls aged between 9 and 15 have hot pestles, stones or other implements rubbed on their developing breast to stop them growing further.

Peer on peer abuse

All staff should recognise that children are capable of abusing their peers (including online) and that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to: bullying (including cyber bullying), sexual harassment and sexual abuse, gender based violence/sexual assaults and consensual and non-consensual sharing of nude and semi-nude images and/or videos. Peer on peer abuse can happen both inside and outside of school and online.

At Montpelier Primary School sexual harassment and sexual abuse are not tolerated. Abuse is abuse and should never be passed off as “banter”, “just having a laugh” or “part of growing up” as this can lead to a culture of unacceptable behaviours and an unsafe environment for children. At Montpelier Primary School we recognise that that even if there are no reported cases of peer on peer abuse, such abuse may still be taking place and is simply not being reported. All staff understand the importance of challenging inappropriate behaviours between peers. Different gender issues can be prevalent when dealing with peer on peer abuse. This could, for example, include girls being sexually touched/assaulted or boys being subject to initiation-type violence. It is more likely that girls will be victims and boys will be perpetrators, but all peer on peer abuse is unacceptable and will be taken seriously.

Other forms of peer on peer abuse are:

- sexual violence such as rape, assault by penetration and sexual assault (including any online element that facilitates or threatens and/or encourages sexual violence).
- Harmful Sexual Behaviours (HSB) such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse.
- 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.
- bullying (including cyberbullying, prejudiced based and discriminatory bullying).
- Abuse in intimate personal relationships between peers
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (again this may include an online element which facilitates, threatens and/or encourages physical abuse).
- ‘Upskirting’ typically involves taking a picture under a person’s clothing (not necessarily a skirt) without them knowing, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. Anyone of any gender can be a victim.
- consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery):
- initiation/hazing type violence and rituals (this may include an online element).

At Montpelier Primary School, we believe that all children have a right to attend school and learn in a safe environment. Children should be free from harm by adults in the school and other pupils.

We recognise that some pupils will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under the school’s Behaviour Policy.

Occasionally, allegations may be made against pupils by others in the school which are of a safeguarding nature. Safeguarding issues raised in this way may include physical abuse, emotional abuse, sexual abuse and sexual exploitation. It is likely that to be considered a safeguarding allegation against a pupil, some of the following features will be found.

The allegation:

- is made against an older pupil and refers to their behaviour towards a younger pupil or a more vulnerable pupil;
- is of a serious nature, possibly including a criminal offence (*see Appendix D for what constitutes a criminal offence*) ;
- raises risk factors for other pupils in the school;
- indicates that other pupils may have been affected by this pupil;
- indicates that young people outside the school may be affected by this pupil.

Any child experiencing peer on peer abuse should report the abuse to a member of staff, that member of staff will report the concern to the DSL. Children can also report peer on peer abuse to a member of the safeguarding team (posters around school for children to identify who these staff members are). We will support the victims of peer on peer abuse by thoroughly investigating the allegation and liaising with - or even deferring the investigation to – our linked police officer. All allegations of peer on peer abuse will be recorded on CPOMS. We will make a final decision about how to act on a case-by-case basis, and will follow our procedures stated within the Behaviour policy.

Upskirting

‘Upskirting’ typically involves taking a picture under a person’s clothing (not necessarily a skirt) without them knowing, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. Anyone of any gender can be a victim. It is now a criminal offence (Voyeurism Act 2019).

Child Criminal Exploitation (CCE), County lines and Child Sexual Exploitation (CSE)

All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between children outside of these environments

All staff, but especially the designated safeguarding lead (and deputies) should consider whether children are at risk of abuse or exploitation in situations **outside their families**. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.

The experience of girls who are criminally exploited can be very different to that of boys. Staff should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

Child Criminal Exploitation (CCE)

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology. CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country, forced to shoplift or pickpocket, or to threaten other young people.

Some of the following can be indicators of CCE:

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

Child Criminal Exploitation (CCE): County Lines

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

Drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting. Like other forms of abuse and exploitation, county lines exploitation:

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

Child Sexual Exploitation (CSE)

CSE occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child 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.

Child sexual exploitation is a form of child sexual abuse. Sexual abuse 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 clothing. CSE does not always involve physical contact; it can also occur through the use of technology. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet).

The definition of child sexual exploitation is as follows:

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group (can be male or female, children or adults) takes advantage of an imbalance of power (power can be due to age, gender, cognitive ability, physical strength, status, economic resources or sexual identity) 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. It may occur without the child or young person's immediate knowledge e.g. through others copying videos or images they have created and posted on social media. Child sexual exploitation can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse.

Staff should be aware of the key indicators of children being sexually exploited which can include:

- going missing for periods of time or regularly coming home late;
- regularly missing school or education or not taking part in education;
- appearing with unexplained gifts or new possessions;
- associating with other young people involved in exploitation;
- having older boyfriends or girlfriends;
- suffering from sexually transmitted infections;
- mood swings or changes in emotional wellbeing;
- drug and alcohol misuse;
- displaying inappropriate sexualised behaviour.

Staff should also be aware that many children and young people who are victims of sexual exploitation do not recognise themselves as such. This includes 16 and 17 year olds who can legally consent to have sex. Some children may not realise they are being exploited e.g. they believe they are in a genuine romantic relationship.

There are three main types of child sexual exploitation:

Inappropriate relationships:

Usually involves just one abuser who has inappropriate power – physical, emotional or financial – or control over a young person. The young person may believe they have a genuine friendship or loving relationship with their abuser.

Boyfriend/Girlfriend:

Abuser grooms victim by striking up a normal relationship with them, giving them gifts and meeting in cafés or shopping centres. A seemingly consensual sexual relationship develops but later turns abusive. Victims may be required to attend parties and sleep with multiple men/women and threatened with violence if they try to seek help.

Organised exploitation and trafficking:

Victims are trafficked through criminal networks – often between towns and cities – and forced or coerced into sex with multiple men. They may also be used to recruit new victims. This serious organised activity can involve the buying and selling of young people.

Consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)

Sharing nude and semi-nude images and/or videos is the act of sharing indecent images, often of oneself, to someone else through electronic means. It is a criminal offence to share indecent images of children. We recognise the increase in both the capability of young people to send indecent images through the use of mobile devices and also of the prevalence of such cases and often, the school is the first agency to have their awareness raised of such an incident having occurred.

At Montpelier Primary School, we take the sharing of nude and semi-nude images very seriously and respond by:

- Ensuring that the topic is covered during PSHE and also in assemblies to try to prevent or reduce occurrences;
- Confiscating any mobile devices which we suspect may contain indecent images of young people – we try not to view images, as far as reasonable practical, and ensure their deletion once the police have concluded their enquiries;
- Liaising closely with our linked police officer and the parents or carers whenever an offence takes place, although we work to ensure that the young person is not criminalised, wherever possible;
- Working quickly to try and identify whether the image has spread further to try to prevent the image being made available on the internet;
- Ensuring we liaise swiftly with other schools in the event that the image has gone further, or if the sharing of nude and semi-nude images is between pupils from different schools.

Should repeat offences occur then in liaison with the police, we will make a joint decision about what action to take, which might include the young person being asked to visit the police station with their parents in order to have a discussion about the incidents. We would never take this decision lightly, but would use it as an opportunity for the young person to realise the seriousness of their behaviour to try to prevent a reoccurrence in the future.

Homelessness

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. Indicators that a family may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family being asked to leave a property.

It should also be recognised in some cases 16 and 17 year olds could be living independently from their parents or guardians, for example through their exclusion from the family home, and will require a different level of intervention and support.

Children and the court system

Children are sometime required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. Making child arrangements via the family courts following separation can be stressful and entrench conflict in families. This can be stressful for children.

Children with family members in prison

Approximately 200,000 children have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health.

Serious Violence

All staff should be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in well-being, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

There are certain risk factors which increase the likelihood of involvement in serious violence, such as being male, having been frequently absent or permanently excluded from school, having experienced child maltreatment and having been involved in offending, such as theft or robbery. Staff need to be aware of these risk factors.

Domestic abuse

The definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological; physical; sexual; financial; and emotional.

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Mental Health

All staff should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Staff need to be aware that there may be a link between mental health problems and safeguarding issues.

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences (ACEs), this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences, can impact on their mental health, behaviour and education.

If staff have a mental health concern about a child that is also a safeguarding concern, they should report this to the Designated Safeguarding Lead immediately. **More information can be found in "Mental health and behaviour in schools" (DfE guidance November 2018).**

3.3. Designated staff responsible for Safeguarding

The Designated Safeguarding Lead is responsible for child protection and safeguarding issues. Any member of staff concerned about a pupil should tell the Designated Safeguarding Lead immediately. If the Designated Safeguarding Lead is unavailable, you should speak to another member of the Safeguarding Team. **We will ensure that our DSL and Deputy DSLs are given enough time to support staff and pupils with new safeguarding and welfare concerns and handle referrals to children's social care and other agencies where appropriate following the advice in the "Schools COVID-19 operational guidance (applies until Step 4)" (DfE guidance July 2021).**

The Designated Safeguarding Lead has a responsibility to:

- liaise with the nominated governor, the **Plymouth City Council's** Children, Young People and Learning Services, Police and other agencies on individual child protection cases;
- act as the contact person within the school, providing advice and support and ensuring that all staff (including temporary, supply staff and volunteers and members of the governing body) are aware of their role;
- complete a MASH form for referrals and submit it to the MASH team (Multi-Agency Safeguarding Hub);
- co-ordinate action within the school on child protection issues;
- Ensure that *Relationships Education (for all primary pupils)* is part of the curriculum.
- discuss individual cases with staff on a "need to know basis" to protect children's' right to confidentiality;
- Know which children have a social worker or need a social worker, hold and use this information so that decisions can be made in the best interests of the child's safety, welfare and educational outcomes. This should be considered as a matter of routine. There are clear powers to share this information under existing duties on both local authorities and schools and colleges to safeguard and promote the welfare of children.
- oversee the planning of any curricular or other provision in relation to child protection matters;
- with any other relevant staff (e.g. class teacher or year head), represent the school at child

- protection meetings and be a member of a “Core Group” if required;
- ensure staff are familiar with this Policy and Procedure, the Plymouth City Council’s Child Protection Procedures, and DfE (*previously DfES*) guidance;
- raise awareness about child protection on an ongoing basis;
- together with the Headteacher and **Plymouth City Council’s** child protection training officer, arrange child protection training for **all** (i.e. including ancillary) staff on an annual basis (and for new staff commencing work between whole school training sessions or absent for such sessions arrange attendance at induction sessions).
- ensure that the Designated Safeguarding Lead and the Safeguarding Team receive update training on a regular basis; and
- attend the **Plymouth City Council’s** Child Protection Designated teacher network at least once each half term.

At Montpelier Primary School, we have a team of staff, as listed on page 3, who all carry responsibilities for Safeguarding. Cases of pupils who are at Child in Need or Child Protection level are shared out among the team. Continuity is created by, wherever possible, ensuring it is the same member of staff from the school who attends the meetings and liaises with other professionals.

3.4. The Role of Individual Staff

Everyone in the school must be alert to the possibility that any pupil, regardless of race, religion, culture, class or family background, could be the victim of abuse or neglect and must be familiar with these procedures. Concern about a pupil must be discussed with the Designated Safeguarding Lead immediately so that if necessary, a referral can be made without delay. In urgent situations, referral must not be delayed.

Members of staff should not investigate child protection concerns. This is done by Children’s Social Services or the Police. However, if a pupil says something, it is vital to listen carefully, so you can record and report it accurately. Records will also assist other members of staff who may have concerns.

3.5. The Role of the Governing Body

Montpelier Primary School’s governing body will designate a lead governor for Safeguarding and Child Protection. The lead governor will monitor the school’s safeguarding policy and procedures, liaise with the Designated Safeguarding Lead and report to the governing body.

The governing body is responsible for ensuring that the school’s safeguarding policy and procedures are effective and up-to-date. The governing body must receive an annual report on safeguarding and in addition should receive regular reports from the Designated Safeguarding Lead and lead governor.

3.6. Confidentiality of records

Montpelier Primary School’s pupils and their parents have the right to expect that all staff will deal

sensitively and sympathetically with their situation. It is important that information is only available to those who need to know it. Parents and where appropriate pupils should be told their right to confidentiality may be breached if information comes to light suggesting possible harm to a young person. Child protection issues relating to individual cases must not be subject to open discussion in the staff room or elsewhere in the school.

Members of staff should also remember not to promise to pupils to keep “secrets” (*see procedure in Appendix C*).

3.7. Working With Children

Montpelier Primary School recognises that young people who are abused, neglected or who witness either of these things, may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. Montpelier Primary School will endeavour to support the pupil through:

- the content of the curriculum;
- the school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued;
- the school behaviour policy which is aimed at supporting vulnerable pupils in the school – the school will ensure the pupil knows that some behaviour is unacceptable but they are valued and not blamed for any abuse which has occurred;
- liaison with other agencies that support the pupil such as social services, the child and adolescent mental health service, the education welfare service and the educational psychology service;
- ensuring that, where a pupil with a child protection plan leaves the school, their information and child protection file is transferred to any new school immediately and that the social worker is informed and that there is a clear process for doing this.

3.8. Designated Safeguarding Lead action

Contact with the family

Contact with the family should be discussed with the school’s Designated Safeguarding Lead, who may consult the Children and Family Social Work Service, or the Attendance Officer or School nurse.

In cases where a minor physical injury causes concern, it is usual school practice to discuss this with the parent or carer. If the explanation suggests a non-accidental cause for the injury (or a failure to protect the pupil from harm), the parent or carer should be informed and the matter must be referred to Children’s Social Care.

In cases of possible neglect or emotional abuse, the concern is likely to have built up over a period of time. There will probably have been discussion between school staff and the family about sources of help (e.g. Children’s Social Care), but if the concerns persist, the Designated Safeguarding Lead will need to refer to Social Services, and will normally advise the family of this.

Following receipt of any information raising concern, the Designated Safeguarding Lead will consider:

- Any urgent needs of the pupil;
- The Assessment Framework (*see Appendix E*);
- Making an enquiry to find out if the pupil is known to Social Services;
- Discussing the matter with other relevant agencies, if approved;
- The pupil's wishes.

Then decide:

- Whenever possible to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation or place a member of staff or others at risk;
- Whether to make a child protection referral at this stage or call a Team Around the Child meeting or Professional Meeting to consider appropriate support or action.

In cases where there are suspicions of sexual abuse, the Designated Safeguarding Lead will seek immediate advice from the MASH team before discussing this with the family.

Action following a Child Protection/Safeguarding Referral

The Designated Safeguarding Lead / member of the Safeguarding team will:

- Make regular contact with the Social Worker involved and stay informed.
- Contribute to a strategy discussion.
- Provide a report, attend and contribute to any subsequent child protection meeting.
- If a child or children are made subject to a child protection plan, contribute to the plan, attend Core Group meetings and review the pupil's progress at the Child Protection Conference.
- Where possible, share all the reports with parents prior to the meeting.

Recording

- **All concerns, discussions, decisions made, and the reasons for those decisions** relating to child welfare concerns will be kept on *an online management system (CPOMS) this is secure and all information is kept in a chronological order.*
- where there are concerns about a pupil, our file (if paper) is easily distinguishable from others
- we will keep written records of any concerns about pupils, even where there is no need to refer the matter immediately;
- information from records will only be used on a "need to know" basis;
- staff will need to know when a pupil is subject to a Child Protection Plan (previously the Child Protection Register), so they can monitor the pupil's welfare;
- records relating to the pupils' welfare will remain on the pupil's file as long as the pupil is a pupil at the school;
- when the pupil leaves the school, the new school will be advised in writing that the school's records contain information about child protection concerns even where these are no longer current;
- Records are kept archived until the child's 25th birthday, and then destroyed.

3.9. Concern about a member of staff, volunteer or governor

- Where the subject of a safeguarding concern is a member of staff of the school the School Designated Safeguarding Lead must report the matter to the school Headteacher, and it will be dealt with under the Trust Staff Disciplinary Policy. The school Headteacher must inform and take advice from the GLT Head of HR.
- Where the subject of a safeguarding concern is a member of staff of the Trust central service the School Designated Safeguarding Lead must report the matter to the GLT CEO, and it will be dealt with under the Trust Staff Disciplinary Policy. The GLT CEO must inform and take advice from the GLT Head of HR.
- Where the subject of a safeguarding concern is a supply teacher the Designated Safeguarding lead must report the matter to the Headteacher and to the Designated Officer (LADO) of the school's local authority.
- Where the subject of a safeguarding concern is a member of a local governing body the School DSL must report the matter to the Chair of the LGB, and inform the GLT CEO and the Chair of the Board of Trustees.
- Where the subject of a safeguarding concern is the Headteacher, the School Designated Safeguarding Lead must report the matter to the GLT Exec Headteacher and the GLT CEO will inform the Chair of the LGB and the appropriate **Plymouth City Council's** Designated Officer.
- Where the subject of a safeguarding concern is the Chair of a local governing body, the School Designated Safeguarding Lead must report the matter to the Chair of the Board of Trustees.
- Where the subject of a safeguarding concern is a member of staff or volunteer of the Trust central service, including a Trustee, the School Designated Safeguarding Lead must inform the GLT CEO.
- It is the responsibility of the Designated Safeguarding Lead, Headteacher or Chair of Governors to always consult with the Designated Officer (LADO) of the school's local authority.;
- following consultation, the Headteacher (or Chair of Governors) will decide on appropriate action:
 - immediate referral to the MASH; and/or
 - consideration of disciplinary proceedings.
- it is important to bear in mind that although the concern may relate to an individual pupil, other pupils may also be at risk;
- the procedures in "Keeping Children safe in Education (DfE, Sept 2021) and the **Plymouth City Council's** local three Safeguarding partners procedure will be followed in such cases;
- Where appropriate, consideration will be given to referral of a member of staff to the Secretary of State to consider inclusion of their name on the Vetting and Barring list (list of people prohibited from working with children in an education setting).

3.10. Alternative Provision

When a child is placed with an alternative provision provider, written information will be obtained from the alternative provider that all the appropriate safeguarding checks have been carried out on individuals that work in the establishment.

3.11. Children staying with host families (homestay)

Montpelier Primary School will seek the consent of host families to carry out checks with the appropriate **Plymouth City Council** to ensure suitability. In the event that a host family has been the subject of some kind of concern, unless there is a satisfactory resolution, the family will be regarded as unsuitable to receive or continue to host a pupil from overseas.

Montpelier Primary School will take reasonable steps to ensure that a comparable approach is taken by our companion schools abroad.

3.12. Requests for assistance by other agencies

- School staff have a legal duty to assist **Plymouth City Council's** Social Services or the Police when they are making enquiries about the welfare of pupils;
- information about a pupil must therefore be shared on a "need to know" basis with other agencies;
- when telephone requests for information are received, **always** maintain security by checking the telephone number listing for the caller and calling back to a switchboard number **before** giving information or confirming the pupil is on the school roll;
- always advise the designated teacher about such requests for information;
- requests for attendance at meetings about individual pupils (e.g. child protection conferences) should be notified to the designated teacher, who will arrange preparation of a report and attendance at the meeting;
- reports should contain information about the child's:
 - academic progress
 - attendance
 - behaviour
 - relationships with children and adults
 - family
 - any other relevant matter;
- reports should be objective, distinguishing between fact, observation, allegation and opinion;
- unless you specify otherwise, reports will normally be made available to the pupil's family.

3.13. Pupils subject to a Child Protection Plan

- the school will be told by the relevant **Plymouth City Council** Children and Family Social Work Service when a pupil is subject to a Child Protection Plan (previously the Child Protection Register) whether it be the Plymouth City Council or another Local Authority ;
- the name of the key social worker must be clearly recorded on the pupil's record;
- the school will participate fully in the work of Core Groups for these pupils, to assist with the objectives of the Child Protection Plan for the pupil;
- when a pupil is subject to a Child Protection Plan, the school will report all unexplained absences even if only of a day;
- when a pupil is subject to a Child Protection Plan, the school will report all behavioural changes or other concerns to the key social worker; and
- when a pupil who is subject to a Child Protection Plan leaves the school, all the child protection information will be transferred to any new school.

3.14. Children who are Looked After and previously looked after children

The Designated Teacher for Looked after Children retains the responsibility to attend the PEPs and monitor the pupils' progress academically, liaising closely with the class teacher and members of the Safeguarding Team.

- Teaching staff are made aware of the children who are looked after and where appropriate previously looked after and maintain a responsibility, as they do with any child, to monitor their progress and well-being, reporting anything they deem to be a concern to the Designated Safeguarding Lead. All staff must be aware that this is a particular vulnerable group;
- A previously looked after child potentially remains vulnerable and all staff should have the skills, knowledge and understanding to keep previously looked after children safe;
- Appropriately placed staff with responsibilities, such as the Safeguarding Team and the Heads of Year, are fully aware of contact arrangements for the individuals in relation to birth parents.
- The designated teacher for Looked After Children will also have responsibility for promoting the educational achievement of children who have left care through adoption, special guardianship or child arrangement orders or who were adopted from state care outside England and Wales.
- The designated teacher for Looked After Children should also work with the virtual school head to promote the educational achievement of previously looked after children
- The Designated Safeguarding Lead maintains oversight of all LACs and monitors this regularly in the Child and Family team meeting.
- Refer to 'The designated teacher of looked-after and previously looked-after children handbook' Feb 2018 <https://www.gov.uk/government/publications/designated-teacher-for-looked-after-children>

3.15. Attendance, Admissions and Children Missing Education

A private fostering arrangement is one that is made privately (without the involvement of Plymouth City Council) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more.

A close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and step-parents; it does not include great-aunts or uncles, great grandparents or cousins.

Parents and private foster carers both have a legal duty to inform the relevant at least six weeks before the arrangement is due to start; not to do so is a criminal offence.

Whilst most privately fostered children are appropriately supported and looked after, they are a potentially vulnerable group who should be monitored by **Plymouth City Council**, particularly when the child has come from another country. In some cases privately fostered children are affected by abuse and neglect, or be involved in trafficking, child sexual exploitation or modern-day slavery.

Schools have a mandatory duty to report to **Plymouth City Council** where they are aware or suspect that a child is subject to a private fostering arrangement. Although schools have a duty to inform Plymouth City Council, there is no duty for anyone, including the private foster carer or

social workers to inform the school. However, it should be clear to the school who has parental responsibility.

School staff should notify the Designated Safeguarding Lead when they become aware of private fostering arrangements. The Designated Safeguarding Lead will speak to the family of the child involved to check that they are aware of their duty to inform Plymouth City Council. The school itself has a duty to inform Plymouth City Council of the private fostering arrangements.

On admission to the school, steps will be taken to verify the relationship of the adults to the child who is being registered.

3.16. Attendance, Admissions and Children Missing Education

Montpelier Primary School recognises that attendance is often an indicator of other issues which may well constitute safeguarding concerns, therefore there are strong links between the Designated Safeguarding Lead and the Attendance Officer within the school and relevant attendance information must be added to *CPOMs*.

- Where reasonably possible, we hold more than one emergency contact number for each pupil;
- When admitting pupils to the school, we always ensure that the **Plymouth City Council's** admissions team are aware of any pupils either starting at the school or leaving the school;
- On a daily basis, the Attendance Officer supplies the Safeguarding Team with a list of pupils absent from school;
- Where the school is not informed of a reason for absence, we attempt to make contact with parents/carers to find the reason for the absence;
- If there is a persistent concern in regards to attendance, then we may make a home visit – usually this would be the Attendance Officer and a member of the pastoral team for that year group or a member of the Safeguarding Team;
- Where concerns about attendance persist, we will refer to MASH or call a TAC meeting to explore the concerns;
- Should pupils be absent for 20 consecutive school days without authorisation, and despite our best efforts, we do not know where that pupil is, we will complete a Children Missing Education form and refer to Plymouth City Council (*Children Missing Education, Sept 2018*).

3.17. Children with SEND and Early Help

Children and young people with special educational needs and disabilities (SEND) can face additional safeguarding challenges because:

- there may be assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- children with SEN and disabilities can be disproportionately impacted by things like bullying without outwardly showing any signs; and difficulties may arise in overcoming communication barriers.
- they may be more prone to peer group isolation than other children

Any child may benefit from early help, but all school and college staff should be particularly alert to the potential need for early help for a child who:

- is disabled and has specific additional needs;
- has special educational needs (whether or not they have a statutory EHC plan);
- is a young carer;

- is frequently missing/goes missing from care or home;
- is misusing drugs or alcohol;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse; and/or
- has returned home to their family from care.

At Montpelier Primary School, we identify pupils who might need early help, more support to be kept safe or to keep themselves safe by:

- having an internal referral system to the Child and Family Team, who meet on a regular basis to discuss what early help or interventions might be offered to key pupils;
- having a wide network of staff within the Inclusion Team who support pupils with SEND, such as: Teaching Assistants, ELSA teaching assistants, Speech and Language therapists;
- training all staff regularly on what they might need to look out for in terms of SEND as well as safeguarding.
- Provide extra pastoral support for these children where necessary.

If a child with special Educational Needs makes a disclosure the SENCO must be involved.

3.18. Contact between staff and pupils and use of ‘reasonable force’

As a general principle, all staff should maintain high professional standards and there should only be personal contact between pupils and staff through the school text system and school email, no other medium. The exception to this is the members of pastoral staff who, for safeguarding purposes, may have direct contact with pupils outside school hours.

The protocols for contact between pastoral staff and pupils are:

- Staff will be assigned a school phone to use for direct contact with pupils. Staff should not give pupils their own personal phone numbers and should not use their own phones for contact purposes.
- As a general rule, staff should only have their assigned school phone switched on in school hours and during term time.
- In exceptional circumstances, staff may use their assigned school phone to contact pupils in holiday time or at weekends; this is only justified if there is a safeguarding concern for the pupil.
- In regards to all pupils but especially those with special educational needs staff must understand the needs of the child to avoid situations where force is required
- Use of reasonable force means ‘using no more force than is needed’. It covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury.
- There are circumstances when it is appropriate for staff to use reasonable force to safeguard children and young people. The use of force may involve either passive physical contact, such as standing between pupils or blocking a pupil’s path, or active physical contact such as leading a pupil by the arm out of the classroom.

- The “Use of reasonable force Advice for headteachers, staff and governing bodies” (July 2013) must be followed at all times.

3.19. General Issues

All staff must observe the above policy and procedure at all times. They will be reviewed annually and as required in line with changes in local three Safeguarding partners or national guidance.

Appendix A – CONTACT INFORMATION

Plymouth City Council's contact details:

Plymouth gateway Service: 01752 668000 Select Children's Services – Option 1. Email: gateway@plymouth.gov.uk

Plymouth Out of Hours Service: 01752 346984

MASH – gateway@plymouth.gov.uk

Children's Social Care (out of hours) – 01752 346984

Devon Social Care: 0345 155 1071

NSPCC Helpline: 0808 800 5000.

Police Non - emergency: 101

Police Local Safeguarding Team: (01752 487590)

Safeguarding & Quality Assurance Team within Children's Social Care: 01752 306340

LADO (Plymouth City Council Designated Officer): 01752 306430 or email LADO@plymouth.gov.uk.

CONTACT INFORMATION AND RECOGNITION OF ABUSE – GUIDANCE FOR PROFESSIONALS

The Designated Safeguarding Lead at Montpelier Primary School is:

Sam Thomson

(Email: samthomson@mpsplymouth.net, telephone: 01752 216160)

In their absence please contact **Aaron West or Sarah Green**

In their absence please contact Sam Hunter (**Head teacher**) or the appropriate **Head of Year**

RECOGNITION OF ABUSE – GUIDANCE FOR PROFESSIONALS

Physical Abuse

Physical abuse may take many forms e.g. hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating a child.

It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child. This unusual and potentially dangerous form of abuse is now described as fabricated or induced illness in a child.

The first indication of concern about a child's welfare is not necessarily the presence of a serious injury. Concerns may be aroused by:

- Bruises or other marks on a child's body
- Remarks made by the child, another child, a parent or another adult
- Observations of the child's behaviour or reactions
- Unexplained changes in the child's behaviour or personality
- Evidence of disturbance or explicit detail in a child's written or diagrammatic work
- Neglect or failure to thrive including failure to gain weight or actual weight loss
- Change in manner of social interaction
- An explanation which is inconsistent with an injury
- Several different explanations provided for an injury
- Unexplained delay in seeking treatment
- The parents/carers are uninterested or undisturbed by an accident or injury
- Parents are absent without good reason when their child is presented for treatment
- Repeated presentation of minor injuries (which may represent a 'cry for help' and if ignored could lead to a more serious injury)
- Family use of different doctors and A&E departments
- Reluctance to give information or mention previous injuries

In an abusive relationship the child may:

- Appear frightened of the parent/carers
- Act in a way that is inappropriate for his/her age and development

The parent or carer may:

- Persistently avoid child health promotion services and treatment of the child's episodic illnesses
- Have unrealistic expectations of the child

- Frequently complain about/to the child and may fail to provide attention or praise (high criticism/low warmth environment)
- Be absent or misusing substances
- Persistently refuse to allow access on home visits
- Be involved in domestic violence

Bruising

Children can have accidental bruising, but the following must be considered as non-accidental unless there is evidence or an adequate explanation provided:

- Two simultaneous bruised eyes, without bruising to the forehead (rarely accidental, though a single bruised eye can be accidental or abusive)
- Repeated or multiple bruising on the head or on sites unlikely to be injured accidentally
- Variation in colour possibly indicating injuries caused at different times
- The outline of an object used e.g. belt marks, hand prints or a hair brush
- Bruising or tears around, or behind, the earlobe/s indicating injury by pulling or twisting
- Bruising around the face
- Grasp marks on small children
- Bruising on the arms, buttocks and thighs may be an indicator of sexual abuse

Bite Marks

Bite marks can leave clear impressions of teeth. Human bite marks are oval or crescent shaped. Those over 3cm in diameter are more likely to have been caused by an adult or older child.

A medical opinion should be sought where there is doubt over the origin of the bite.

Burns and Scalds

It can be difficult to distinguish between accidental and non-accidental burns and scalds, and will always require experienced medical opinion. Any burn with a clear outline may be suspicious e.g.:

- Circular burns from cigarettes (but may be friction burns if along the bony protuberance of the spine)
- Linear burns from hot metal rods or electrical fire elements
- Burns of uniform depth over a large area
- Scalds that have a line indicating immersion or poured liquid (a child getting into hot water of its own accord will struggle to get out and cause splash marks)
- Old scars indicating previous burns/scalds which did not have appropriate treatment or adequate explanation

Scalds to the buttocks of a small child, particularly in the absence of burns to the feet, are indicative of dipping into a hot liquid or bath.

Fractures

Fractures may cause pain, swelling and discolouration over a bone or joint.

Non-mobile children rarely sustain fractures.

There are grounds for concern if:

- The history provided is vague, non-existent or inconsistent with the fracture type
- There are associated old fractures
- Medical attention is sought after a period of delay when the fracture has caused symptoms such as swelling, pain or loss of movement
- There is an unexplained fracture in the first year of life

Scars

A large number of scars, or scars of different sizes or ages, or on different parts of the body, may suggest abuse.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent effects on the child's emotional development, and may involve:

- Conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person
- Imposing developmentally inappropriate expectations
- Causing children to feel frightened or in danger – e.g. witnessing domestic violence
- Exploitation or corruption of children

Some level of emotional abuse is involved in most types of ill treatment of children, though emotional abuse may occur alone.

Emotional abuse may be difficult to recognize, as the signs are usually behavioural rather than physical. The manifestations of emotional abuse might also indicate the presence of other kinds of abuse.

The indicators of emotional abuse are often associated with other forms of abuse. The following may be indicators of emotional abuse:

- Developmental delay
- Abnormal attachment between a child and parent/carer e.g. anxious, indiscriminate or no attachment
- Indiscriminate attachment or failure to attach
- Aggressive behaviour towards others
- Scapegoated within the family
- Frozen watchfulness, particularly in pre-school children
- Low self-esteem and lack of confidence
- Withdrawn or seen as a 'loner' – difficulty relating to others

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, and includes penetrative (i.e. vaginal or anal rape or buggery) and non-penetrative acts.

It may also include non-contact activities, such as involving children in looking at or in the production of pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways.

Recognising Sexual Abuse

Boys and girls of all ages may be sexually abused and are frequently scared to say anything due to guilt and/or fear. This is particularly difficult for a child to talk about and full account should be taken of the cultural sensitivities of any individual child/family.

Recognition can be difficult, unless the child discloses and is believed. There may be no physical signs and indications are likely to be emotional/behavioural.

Some behavioural indicators associated with this form of abuse are:

- Inappropriate sexualized conduct
- Sexually explicit behaviour, play or conversation, inappropriate to the child's age
- Continual and inappropriate or excessive masturbation
- Self-harm (including eating disorder), self mutilation and suicide attempts
- Involvement in prostitution or indiscriminate choice of sexual partners
- An anxious unwillingness to remove clothes for e.g. sports events (but this may be related to cultural norms or physical difficulties)

Some physical indicators associated with this form of abuse are:

- Pain or itching of genital area
- Blood on underclothes
- Pregnancy in a younger girl where the identity of the father is not disclosed
- Physical symptoms such as injuries to the genital or anal area, bruising to buttocks, abdomen and thighs, sexually transmitted disease, presence of semen on vagina, anus, external genitalia or clothing

Neglect

Neglect involves 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 and development.

This may involve failure to provide adequate food, shelter or clothing, failure to protect from physical harm or danger or failure to ensure access to appropriate medical care or treatment. It may also include neglect of a child's basic emotional needs.

Recognising Neglect

Evidence of neglect is built up over a period of time and can cover different aspects of parenting. Indicators include:

- Failure by parents or carers to meet the basic essential needs e.g. adequate food, clothes, warmth, hygiene and medical care

- A child seen to be listless, apathetic and unresponsive with no apparent medical cause
- Failure of a child to grow within normal expected pattern, with accompanying weight loss
- Child thrives away from home environment
- Child frequently absent from school
- Child left with adults who are intoxicated or violent
- Child abandoned or left alone for excessive periods

Self Harm

For many pupils self harm is considered to be a means of releasing pain and stress often caused by other aspects of abuse. Pupils will often hide the signs of self harming by covering their arms and legs, particularly in PE. They may also seem to be excessive with the need to keep their body covered during the hot weather.

Typical signs of self harming are:-

- Patches of cutting to the arms and legs.
- Deep scratches
- Burns
- Hitting or punching things.

Self harming can also include the use of alcohol and sexual activity.

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Appendix C - CHILD PROTECTION DISCLOSURE – guidance for staff

Disclosures or information may be received from pupils, parents or other members of the public. The school recognises that those who disclose such information may do so with difficulty having chosen carefully to whom they speak.

Accordingly, all staff will handle disclosures sensitively. Such information cannot remain confidential and staff will need to inform the Designated Safeguarding Lead immediately.

DO NOT DELAY

- tell the Designated Safeguarding Lead as soon as you can – it may be necessary to interrupt a meeting to do this – do not leave notes in designated person's pigeonhole as they may not get back to check their post until the end of the day once the child has gone home
- early referral gives more time to offer help to the pupil and family before the situation becomes severe or serious
- when the matter is already severe or serious, early referral gives more time for others to protect the pupil.
- the Designated Safeguarding Lead may consult the Attendance Officer or Children's Social Services through MASH.

MAKE WRITTEN NOTES

As soon as possible after the event, a brief statement should be written ensuring that the following points have been addressed:

- Who made the disclosure (if a pupil also add their Tutor group and if an adult their relationship to the child)?
- The time, approximately, and the date of the disclosure and the events being described
- The nature of the conversation, what may have prompted the disclosure, what was said and by whom. This should be as exact as possible.
- Any injuries that have been observed and their nature. A skin map may be used to detail the injury and its location on the body.
- Facts should be recorded accurately and it should be made clear when an opinion is being expressed and what that opinion is based upon.

CONCERN FROM SOMETHING THE CHILD SAYS

Listen – do not ask questions or interrogate. You may clarify information.

Remain calm – if you are shocked, upset or angry the pupil will sense this and this could stop them from saying more.

Reassure the pupil that they have done nothing wrong – tell them it is all right to talk. Do not express your feelings or judgements regarding any person alleged to have harmed a child.

Do not promise to keep it secret – tell the pupil you cannot keep the matter secret and will need to take advice from someone who can help.

Explain sensitively that you have a responsibility to share this information with the Designated Safeguarding Lead. Explain that only those who need to know will be told.



REFERRAL PROCESS

If a member of staff wishes to make a referral to Social Services or to the Police, they should consult the Designated Safeguarding Lead or deputy who will assist with this. However, referral must not be delayed – if the Designated Safeguarding Lead or deputies are not available, a member of the safeguarding team or a senior member of staff should be advised and the referral made. The Multi-Agency Safeguarding Hub will be happy to discuss concerns even if you are not sure at that stage that a referral needs to be made.

REMEMBER:

- if in doubt, consult;
- do not ignore concerns, even if these are vague;
- your first responsibility is to the pupil; and
- if you need help or support to manage your own feelings, this can usually be provided.

All staff at Montpelier Primary School are given this card to keep in their lanyard:

<p>Mandatory Reporting Duty</p> <p>All professionals working with children have a mandatory reporting duty to pass on any concerns in regards to a child's welfare.</p> <p>Consider whether the child is:</p> <ul style="list-style-type: none"> 1 A victim of a form of abuse (including Female Genital Mutilation – FGM); 1 At risk of Child Sexual Exploitation (CSE); 1 Presenting with self-harm, low mood or suicidal thoughts; 1 Presenting with extremist views (radicalisation). 	<p>Lanyard Colours</p> <ul style="list-style-type: none"> Blue – DBS cleared Purple – student DBS cleared Orange – must be accompanied No lanyard – please challenge 	<p>Safeguarding Children</p> <p>Multi-agency Safeguarding Hub (MASH) 01752 668000</p>   <p>GREENSHAW LEARNING TRUST</p>
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<p>The Safeguarding Team</p> <p>Name – Safeguarding Lead ext Mobile:</p> <table border="1"> <tr> <td>Name ext</td> <td>Name ext</td> </tr> <tr> <td>Name ext</td> <td>Name ext</td> </tr> </table> <p>If you cannot contact a member of the team, please call the School Office (X200), who will locate someone for you.</p>	Name ext	Name ext	Name ext	Name ext	<p>Speak to a member of the Safeguarding Team immediately and in person if:</p> <ul style="list-style-type: none"> 1 You see an injury for which there is no clear explanation; 1 A child discloses a form of abuse, or you overhear something which makes you concerned; 1 Another person expresses concern about a child's wellbeing; 1 You have noticed significant changes in the way a child performs or behaves in school. 	<p>What to do if a child discloses abuse:</p> <ul style="list-style-type: none"> 1 Listen – non judgementally; 1 Ask open questions – the best open question is “Is there anything else you would like to tell me?” 1 Do not promise confidentiality – explain you may need to discuss this with someone from the Safeguarding Team; 1 Inform a member of the Safeguarding Team about your concerns immediately and in person. Do not send an email.
Name ext	Name ext					
Name ext	Name ext					

These posters are around the school signposting children and adults to the safeguarding adults:



And this card is given to parents who may require assistance out of school hours:

Advice for parents out of school hours

Local Social Services – advice and referral

Out of hours – advice and support

Childline
0800 1111

NSPCC helpline
0800 800 500

Police – non-emergencies
101

Appendix D – Police Definitions

Police Definitions

Definition of Sexual

- Penetration, touching or any other sexual activity will be sexual if....
a reasonable person would consider that it is...
- (a) Sexual by nature
- (b) Sexual because of its circumstances or purpose

Definition of Touching

- (a) with any part of the body
 - (b) with anything else
 - (c) through anything
- This includes touching of clothing

Definition of Rape

A person commits rape if he intentionally penetrates his penis with another's:

- Vagina
- Anus
- Mouth
- Without their consent
-and he does not reasonably believe they consent

Consent is a question of fact

- The victim can be taken NOT to have consented in certain circumstances. This is called evidential presumption.
- If the victim is under 13yrs, she/he CANNOT CONSENT in the eyes of the law.
- It is sufficient to prove penetration and the child's age.

Assault by 'Penetration'

A person commits this offence if:

- They intentionally penetrate the vagina or anus of another with any part of their body (ie fingers into vagina) or anything else (object)
- The other does not consent to the penetration.
- The person reasonably believes that the other does not consent.
- **If the victim is under 13 Yrs, she/he CANNOT CONSENT in the eyes of the law.**

Offence of 'Sexual Touching'

A person commits this offence if:

- They intentionally touch another
- The touching is sexual

- The other does not consent
- The person reasonably believes they do not consent.
- **If the victim is under 13 Yrs, she/he CAN NOT CONSENT in the eyes of the law.**

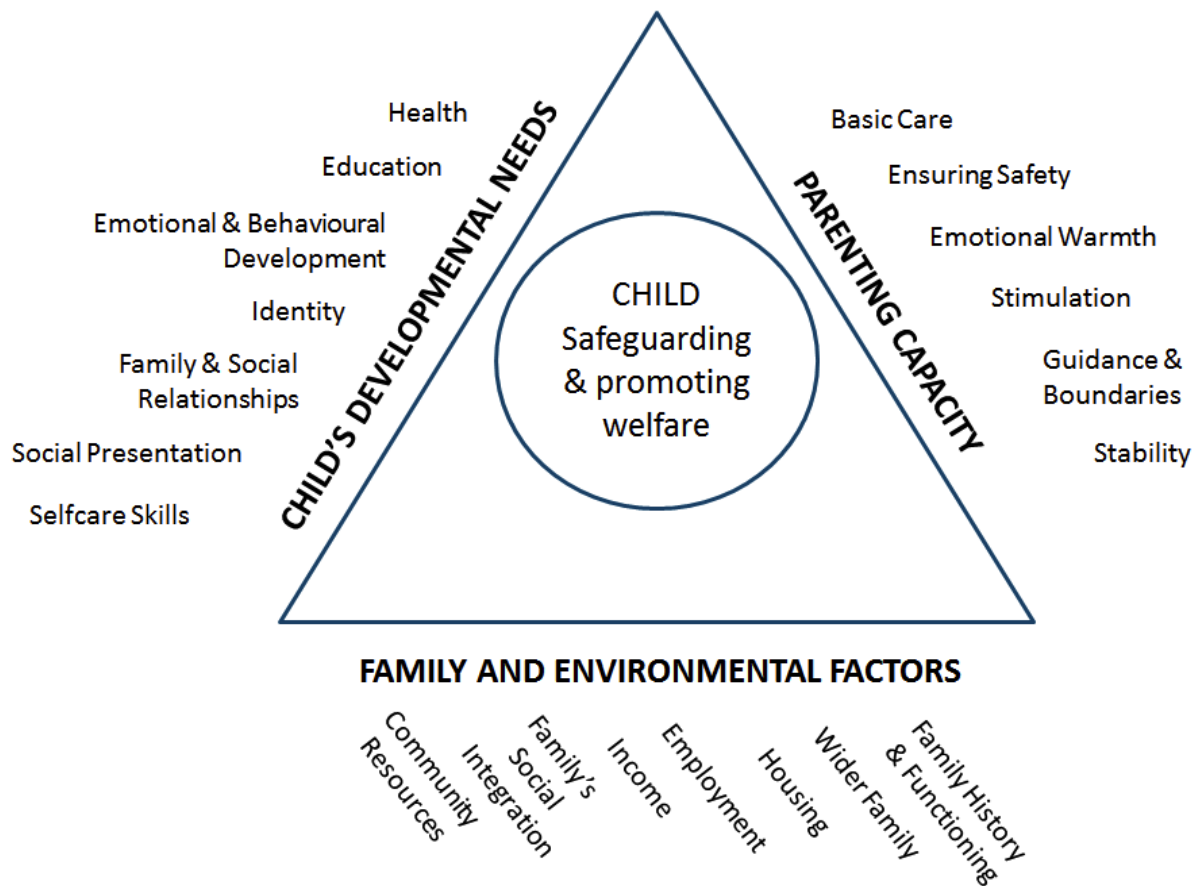
Maximum sentences that can be imposed

- RAPE: Life imprisonment
- Assault by Penetration: Life imprisonment
- Sexual touching: Victim under 13yrs the max is 14 years imprisonment, otherwise 10 years.

None of these offences have age limitations, which mean that they can be committed by anybody of any age.

Appendix E - ASSESSMENT FRAMEWORK

1. Assessment Framework



Appendix F -National Domestic Abuse Helpline

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

Additional advice on identifying children who are affected by domestic abuse and how they can be helped is available at:

- [NSPCC- UK domestic-abuse Signs Symptoms Effects](#)
- [Refuge what is domestic violence/effects of domestic violence on children](#)
- [SafeLives: young people and domestic abuse.](#)

Operation Encompass

[Operation Encompass](#) operates in the majority of police forces across England. It helps police and schools work together to provide emotional and practical help to children. The system ensures that when police are called to an incident of domestic abuse, where there are children in the household who have experienced the domestic incident, the police will inform the key adult (usually the designated safeguarding lead) in school before the child or children arrive at school the following day. This ensures that the school has up to date relevant information about the child's circumstances and can enable support to be given to the child according to their needs. Police forces not signed up to operation encompass will have their own arrangements in place.

Mental Health

Schools and colleges can access a range of advice to help them identify children in need of extra mental health support, this includes working with external agencies. More information can be found in the [mental health and behaviour in schools guidance](#), colleges may also wish to follow this guidance as best practice. Public Health England has produced a range of resources to support secondary school teachers to promote positive health, wellbeing and resilience among young people. See [Rise Above](#) for links to all materials and lesson plans.

116. The department is providing funding to support costs of a significant training programme for senior mental health leads and the national rollout of the [Link Programme](#). Training for senior mental health leads, will be available to all statefunded schools and colleges by 2025, to help introduce or develop their whole school or college approach to mental health.

Education at home – Safeguarding whilst learning online

Where children are being asked to learn online at home the department has provided advice to support schools and colleges do so safely: [safeguarding-in-schools-colleges-and-other-providers](#) and [safeguarding-and-remote-education](#)

