**Camberwell Park Specialist**

**Support School**

 **Child Protection and Safeguarding Policy**

**Autumn 2023**

**SAFEGUARDING POLICY**

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| **Camberwell Park Specialist Support School**0161 682 7537 |
| The Headteacher who has the ultimate responsibility for safeguarding is Tracy Gallier (M/Tu/W) and Rachel Hughes (Th/F) - Oak buildingIn their absence, the authorised member of staff is Sarah Williams - Deputy Headteacher (07584 643985) - Oak building |
| **KEY SCHOOL STAFF & ROLES** |
| Name | Role | Location and/or Contact Phone Number |
| Tracy Gallier | Headteacher (M/Tu/W) | Oak Building 0161 682 7537 (Option 1) |
| Rachel Hughes | Headteacher (Th/F) | Oak Building 0161 682 7537(Option 1) |
| Sarah Williams | Deputy Headteacher + DSL | Oak Building 0161 682 7537(Option 1) |
| Phil Gibbons | Deputy Headteacher + DSL | Sycamore building0161 682 7537(Option 2) |
| Steph Bhola | Assistant Headteacher + DDSL | Oak building0161 682 7537(Option 1) |
| Lia Bolton | Assistant Headteacher + DDSL | Sycamore building0161 682 7537(Option 2) |
| Danielle Shepherd | Family Liaison and Attendance Officer + DDSL | Oak building0161 682 7537(Option 1) |

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| **NAMED GOVERNORS for Safeguarding & Prevent** | Contact Phone Number/Email |
| Ruth Boaden - Chair of Governors | chairofgovernors@camberwellpark.manchester.sch.uk |
| Georgia Hindle - Safeguarding Governor | georgia.hindle@education.gov.uk |

**This policy will be reviewed annually unless an incident, or new legislation or guidance, suggests the need for an interim review.**

**The effectiveness of our safeguarding arrangements are monitored by SLT and the Governing Body with due regard to all relevant legislation and Statutory Guidance**

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| Review Date  | Changes made  | By whom  |
| 05/09/2023 | Policy created  | Sarah Williams |
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**Ratification by Governing Body**

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| Academic year  | Date of ratification  | Chair of Governors  |
| 2023-24 |  | Ruth Boaden |

**Summary of Safeguarding Procedures**

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| Our procedure if there is a concern about child welfare or safeguarding is: -* Record the incident clearly on CPOMS
* If the concern is urgent, or if the member of staff feels further advice is needed, speak to Sarah Williams, or if unavailable one of the Headteachers or DDSLs
* In the unlikely event of there not being a DSL/DDSL on site and there are concerns of immediate harm to a child, call Social Care Advice and Guidance on 0161 234 5001
* Always ensure that a concern has been appropriately reported before going home at the end of the day.
* Act with professional curiosity when a concern arises, remembering that ‘it could happen here’. Never assume that someone else will have taken action.

* Early Help Hubs: North 0161 234 1973, Central 0161 234 1975, South 0161 234 1977
* Social Care Advice & Guidance Service: 0161 234 5001
* Complex Safeguarding Hub Advice Line: 0161 226 4196
* MCC Safeguarding in Education Team: 0161 245 7171
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| Our procedure if there is an allegation that an adult has harmed a child, or that a child is a risk from a named adult is;* It should be reported **immediately** to the headteacher; where there are concerns about the headteacher this should be reported to the chair of governors.
* All allegations made against an adult will be dealt with quickly and fairly and in a way that provides effective protection for the child while at the same time providing support for the person against whom the allegation is made.
* If an adult feels that concerns raised by them are not dealt with or being taken seriously it should be reported to the designated safeguarding lead, headteacher, safeguarding governor or chair of governors.
* If an adult feels these concerns are still not being dealt with contact Manchester Designated Officer Local Authority (DOLA formerly LADO) on 0161 234 1214 or the NSPCC.
* All concerns including low-level should be reported to the head teacher or principal unless concerning the head teacher in which case it should be reported to the chair of governors.
* Manchester LADO: 0161 234 1214
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| Our procedure for whistleblowing if there is an urgent concern about child welfare or safeguarding that cannot be dealt with through our usual systems is: -* As a first step, concerns should normally be raised with the Headteacher. If the concern relates to the Headteacher the matter should be raised with the Chair of Governors.
* Concerns may be raised verbally or in writing. This MUST be done immediately. Although individuals are not expected to prove beyond doubt the truth of an allegation, they will need to demonstrate that there are reasonable grounds for their concern.
* Staff MUST report any issues of concern immediately. If any information is withheld this can be held to account under the school’s disciplinary process.
* Those raising concerns may invite their trade union, professional association representative or colleague to be present during any meetings or interviews in connection with the concerns they raise.
* If an adult feels that concerns raised by them are not dealt with or being taken seriously they can contact: the NSPCC Whistleblowing Helpline on: 0800 028 0285 or help@nspcc.org.uk, Children’s services or the police.

NSPCC Whistleblowing Helpline: 0800 028 0285 or email help@nspcc.org.uk |

Our procedure for investigating and dealing with any complaints or concerns about our safeguarding practice that are brought to our attention is detailed in our Complaints Policy.

Additionally, we will co-operate with officers from the Education Department if they are aware of concerns which have been raised with Ofsted, the Regional Commissioner or the DfE.

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1. **INTRODUCTION**

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

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

Our approach is child-centred.

‘Safeguarding and promoting the welfare of children is **everyone’s** responsibility. **Everyone** who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests** of the child**.’ (KCSiE, Part 1.2)**

See KCSiE Part 1, Part 5 & Annexes A and B for definitions and further information about: -

* Abuse & Neglect - including physical, emotional & sexual abuse and neglect
* Channel
* Child Abduction and Community Safety Incidents
* Child on Child Abuse – including sexual harassment, upskirting & sharing of nude and semi-nude images
* Child Criminal Exploitation
* Child Sexual Exploitation
* Children and the Court System
* Children Missing from Education
* Children who are lesbian, gay, bi or trans (LGBT)
* Children with Family Members in Prison
* County Lines
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* Domestic Abuse
* Early Help
* Elective Home Education
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* Looked After Children and children open to or who have been open to a Social Worker
* Mental Health
* Modern Slavery & the National Referral Mechanism
* Online Safety, including Education at Home
* Prevent Duty
* Preventing Radicalisation
* Serious Violence
* Sexual Violence and Sexual Harassment between children in schools and colleges
* So-called ‘Honour-Based Abuse’ including Female Genital Mutilation & Forced Marriage & Breast Ironing

We recognise that each of our children are uniquely different, and that due to their complex needs we have a greater level of responsibility when it comes to identifying possible safeguarding concerns. Safeguarding and promoting the welfare of children and young people goes beyond implementing basic child protection procedures. The aims of this policy are in accordance with both our Values and our Equal Opportunities Policy, and it is an integral part of all of our activities and functions.

‘Governing bodies and proprietors should ensure they facilitate a whole school or college approach to safeguarding. This means involving everyone in the school or college, and ensuring that safeguarding, and child protection are at the forefront and underpin all relevant aspects of process and policy development. Ultimately, all systems, processes and policies should operate with the **best interests** of the child at heart.’ (KCSiE, 2.95-97)

**‘Safeguarding and promoting the welfare of children is defined … as:**

* **protecting children from maltreatment;**
* **preventing the impairment of children’s mental health or 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.’**

 **(KCSiE,1.4)**

Camberwell Park School’s ethos aims to create and maintain a safe learning environment where all children, families and adults feel safe, secure and valued and know they will be listened to and taken seriously. Safeguarding and promoting the welfare of children is everyone’s responsibility within the school, and we encourage professional curiosity and an ‘it could happen here’ attitude, ensuring that any support given has the best interest of the child at the heart and is carried out in a child friendly manner.

The school is committed to supporting the delivery of effective early help, all staff know that this includes providing support as soon as a problem emerges or help is sought. This may involve providing personalised resources to support the child, which will be done in consultation with Sarah Williams or one of the named DDSLs. There is a commitment to multi-agency working through the consistent application of the use of Manchester’s Early Help assessment (EHA) and Manchester’s Multi-agency Need and Response Framework, as well as following the key principles and strategies of Manchester’s ‘signs of safety’ and that will be embedded into everyday practice and procedures when responding to children’s needs and signposting children and families to appropriate preventative services. The children have access to appropriate curriculum opportunities, including emotional health and wellbeing, to support the development of the skills needed to help them stay safe and healthy, develop their self-esteem and resilience and understand the responsibilities of adult life, particularly in regard to child care and parenting skills.

* 1. Under the Education Act 2002, schools/settings/colleges have a duty to safeguard and promote the welfare of their pupils and are committed to the guidance set out in ‘Working Together to Safeguard Children 2018’ (in process of review) and ‘KCSiE 2023’. Our policy ensures that we comply with our Statutory Duties (Appendices A & B)
	2. Our policy takes account of non-statutory guidance issued by the DfE and other relevant organisations (Appendix C) in addition to guidance issued by the Greater Manchester Combined Authority), the Manchester Safeguarding Partnership (MSP) and Manchester Local Authority, especially Education, Children’s Services and Community Safety (MCC)
	3. Our policy ensures that we work in partnership with other organisations, where appropriate, to identify any concerns about child welfare and take action to address them and that we comply with local policies, procedures and arrangements (Appendix E)
	4. Our policy complements and supports other relevant school policies (Appendix D***).***
	5. Our policy is regularly reviewed and we are responsive to new guidance and legislation and to promoting the safety of our staff and pupils in crisis situations.

**2. ROLES & RESPONSIBILITIES**

**LEADERSHIP & MANAGEMENT**

**2.1 OUR GOVERNING BODY**

Our Governing Body have a strategic leadership responsibility for our school’s/college’s safeguarding arrangements and **will** ensure that they comply with their duties under legislation. They **will** have regard to KCSiE 2023, ensuring policies, procedures and training in their schools/colleges are effective and comply with the law at all times.

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

The Governing Body will ensure that: -

* All members of the Governing Body have read the most recent publication of Keeping Children Safe in Education in its entirety
* All members of the Governing Body have received appropriate training to enable them to provide strategic challenge and assure themselves that there is a robust whole school approach to safeguarding (KCSiE Part 2.81, 2.95-97)
* A named member is identified as the designated governor for Safeguarding - Georgia Hindle - who provides appropriate training, and provides the governing body with information about safeguarding, in liaison with the DSL.
* Governors facilitate a whole school approach to safeguarding and that all systems, processes and policies operate with the best interests of the child at heart.
* Where there is a safeguarding concern, they and school/college leaders will ensure the child’s wishes and feelings are taken into account when determining what action to take and what services to provide.
* The systems in place are well promoted, easily understood and easily accessible for children to confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.
* All staff and volunteers who have regular contact with children receive appropriate training and information about the safeguarding processes. Each member of staff / volunteer has a briefing on safeguarding and child protection as part of their induction. Each member of staff is trained annually and has access to and understands the school’s safeguarding and child protection policy and procedures, KCSIE part 1 and have accredited training either through The Key Safeguarding, or delivered by Sarah Williams in person. This is managed by Sarah Williams. They are shown how to keep detailed, accurate, secure written records of concerns using the schools electronic recording system CPOMS.
* Policies and procedures allow for appropriate action to be taken in a timely manner to safeguard and promote children’s welfare.
* The school has an effective Child Protection Policy
* The school has a Behaviour Policy which includes measures to prevent bullying, cyberbullying, prejudice-based and discriminatory bullying.
* Child protection files are maintained as required
* More than one emergency number is held on file for each pupil/student
* Our safeguarding policy and our staff Code of Conduct are reviewed at least annually, and staff are given opportunities to contribute to and shape our safeguarding arrangements and policies. Addenda or appendices may be added during periods of crisis to reflect changes of circumstance.
* We operate safer recruitment and selection practices in accordance with Part Three of KCSiE, as detailed in our Safer Recruitment Policy.
* We have procedures in place for dealing with allegations of abuse against members of staff, including supply teachers, volunteers and contractors and these are in line with KCSiE and Local Authority procedures. We will work with the LADO and other relevant agencies to support any investigations.
* There is appropriate challenge and quality assurance of the safeguarding policies and procedures via termly reports at full governing body meetings and termly visits by the Safeguarding Governor, where a sample of records will be reviewed.
* Our governors regularly review the effectiveness of online safety arrangements, including filters and monitoring, preparation for any online challenges or hoaxes and information shared with parents.

**2.2 OUR HEADTEACHER**

Our Headteacher will ensure that the policies and procedures, adopted by the governing body or proprietor particularly those concerning referrals of cases of suspected abuse and neglect, are understood and followed by all staff.

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

‘Schools and colleges should work with local authority children’s social care, the police, health services and other services to promote the welfare of children and protect them from harm. This includes providing a co-ordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans to provide additional support to children subject to child protection plans’. (KCSiE 2.113)

‘All schools and colleges should allow access for children’s social care from the host local authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, a section 17 or a section 47 assessment.’ (KCSiE, 2.114)

Our Headteacher is fully aware of statutory guidance in KCSiE and will ensure that:-

* The policies and procedures adopted by the Governing Body to safeguard and promote the welfare of pupils are fully implemented and followed by all staff, including supply teachers and volunteers and that they are regularly updated in response to local practice or national changes in legislation.
* All staff including supply teachers, volunteers, visitors and contractors understand and comply with our Code of Conduct.
* We evaluate our safeguarding policies & procedures at least on an annual basis and return our completed Safeguarding Self Evaluation (SEF) using the online tool to the LA as requested (bi-annually).
* We share the Safeguarding Self Evaluation and Action Plan with governors at least annually.
* We work with the LA to ensure that our policies and procedures are in line with DFE and LA guidance.
* A senior member of staff, known as the DSL, is appointed with a clear job description. They have lead responsibility for Child Protection and Safeguarding and receive appropriate on-going training, supervision and support as well as sufficient time and resources to enable them to discharge their responsibilities.
* Parents/carers are aware of and understand our responsibilities to promote the safety and welfare of our pupils by making our statutory obligations clear.
* The Safeguarding and Child Protection policy is available on our website and is available for staff and volunteers.
* We co-operate fully with MCC and MSP multi-agency safeguarding procedures and arrangements are in place to monitor the quality of referrals and interventions and the processes for escalation of concerns During school holidays a DSL/DDSL will remain ‘on call’. During after school clubs any safeguarding concerns are reported to Sarah Williams, Tracy Galler or Rachel Hughes.
* We create a culture whereby all staff, volunteers and visitors feel confident and have knowledge of how to raise a concern about poor or unsafe practice in regard to the safeguarding and welfare of the children and young people and such concerns are addressed sensitively and effectively. For further details, please refer to the Whistleblowing section on p4.
* We have systems in place to ensure that any staff who are carrying out both regulated activities and other roles commissioned from external agencies/organisations have been DBS checked and their employing organisations have safeguarding policies in place, including safer recruitment and annual safeguarding training appropriate to roles and we are compliant with legislation relevant to our setting. These details are recorded on our Single Central Record which is monitored termly by the DSL and Safeguarding Governor, and separately by the School Business Manager.
* We ensure a risk assessment takes place to establish that the appropriate checks take place on volunteers.
* We have appropriate procedures to ensure that there is no risk to children from visitors and we exercise diligence and prevent any organisation or speaker from using our facilities to disseminate extremist views or radicalise pupils and staff. Any concerns will be immediately reported to the DSL and where appropriate, the organisation or speaker will be asked to leave the premises.
* There are suitable arrangements for visitors coming onto the premises which may include an assessment of the educational value, the age appropriateness of what is going to be delivered and whether relevant checks will be required.

**2.3 OUR DESIGNATED SAFEGUARDING LEAD (DSL)**

The DSL is a member ofour Senior Leadership Team and has a specific responsibility for championing the importance of safeguarding and promoting the welfare of children and young people. They take lead responsibility for safeguarding and child protection, including online safety and understanding the filtering and monitoring systems and processes in place. Some activities may be delegated as appropriate to a DDSL but they take the ultimate lead for child protection. DDSLs are trained to the same standard as the DSL.

The DSL, together with team will:

* Act as the first point of contact with regards to all safeguarding matters.
* Encourage a culture of listening to children and taking account of their wishes and feeling, and also understand the difficulties some children may have in approaching staff about their circumstances
* Work closely with the school’s lead for mental health
* Help promote educational outcomes by working closely with their teachers and sharing information about their welfare, safeguarding and child protection concerns.
* Attend specialist DSL training every two years.
* Keep up to date with changes in local policy and procedures and be aware of any guidance issued by the DfE, MSP and LA concerning Safeguarding, e.g., through DSL Networks, Safeguarding Newsletters and Circular Letters
* Provide/commission support and training for staff and volunteers, with annual safeguarding place for all staff, alongside ongoing safeguarding updates and scenario discussions at weekly briefings.
* Liaise with the three safeguarding partners and work with other agencies in line with ‘Working Together to Safeguard Children’
* Ensure that all referrals made to Children’s Services are effective and in line with MSP procedures, and follow escalation process if necessary. Where a referral is deemed necessary, the member of staff making that referral takes the lead on monitoring and following up on the case. Details are shared at the weekly safeguarding meeting, and if additional support is needed this is sought. Where cases are moved to Early Help, the case may then be reallocated to a different member of the team in order to best support the needs.
* Understand the assessment process for providing early help - four members of the safeguarding team have completed MCC’s Early Help training, and Danielle Shepherd (Family Liaison and Attendance) acts as an Early Help Champion across the school.
* Have a working knowledge of how local authorities conduct a child protection case conference and review conference, and be able to attend and contribute to these effectively. Reports are written using the signs of safety approach.
* Ensure that all staff with specific responsibility for safeguarding children, including the named DSL, receive the appropriate funding, training, resources and support needed to undertake this role. DSLs and DDSLs receive the same level of training, provided by KD Safeguarding. Access to professional supervision is provided through Meadows Psychology, and is available for all of the safeguarding team. Time to complete duties is factored into the non-class based time of all members of the safeguarding team.
* Know when to call the police if a crime may have been committed following the National Police Chiefs’ Guidance (Annex C, p 165)
* Be aware of the requirement for children investigated by the police to be supported by an appropriate adult (PACE Code C 2019). (Annex C, p165)
* Refer cases to the Disclosure and Barring Service where a person is dismissed or has left due to risk/harm to a child.
* Ensure that all staff and volunteers understand and are aware of ourreporting and recording procedures and are clear about what to do if they have a concern about a child.
* Create and maintain child protection files and keep them up to date.
* Keep information confidential and store securely with a separate file for each child - all records are stored on CPOMS.
* Help promote educational outcomes for vulnerable children, including those with, or who have had, a social worker, in conjunction with other appropriate colleagues (KCSiE, 191-196)
* Share and transfer safeguarding and child protection information as appropriate. Where the other school uses CPOMS this is done automatically when the pupil goes on roll. Where the other school does not use CPOMS, records are transferred via a download, and signed copies of the transfer are retained by both schools. In both situations, there will always be a discussion of the key issues prior to them starting.
* Always be available during school/college/setting hours during term time, and at other times as designated by the Headteacher/Principal/Proprietor. Holiday availability will be decided on an individual basis, and this will be communicated with relevant parties.
* Understand and support the school/college with regards to the requirements of the Prevent Duty and be able to provide advice and support to staff on protecting children from risk of radicalisation
* Promote supportive engagement with parents/carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
* Understand the lasting impact that adversity and trauma can have on children and young people
* Ensure the child protection policy is available publicly and parents/carers are made aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school/college in this. The policy is available on the school website, and paper copies are available on request
* Activate the escalation process where plans, partners or processes are not improving the situation or outcome for a child
* Key responsibilities are as follows:
* Designated Safeguarding & Attendance Lead - Sarah Williams
* SENCO - Lia Bolton
* Designated Person for Looked After Children - Steph Bhola
* Mental Health Lead - Polly Phillips
* Family Liaison and Attendance, including Early Help Champion - Danielle Shepherd

**2.4 ALL STAFF**

All staff in the school, including supply staff and volunteers have responsibility for safeguarding, according to their roles and under the guidance of the DSL.

All staff will:-

* Follow our agreed Code of Conduct and ‘Safer Working Practices’ guidance
* Read Part One/Annex A/Annex B of KCSiE 2023 as directed by senior leaders and appropriate to individual roles.
* Attend training sessions/briefings as required to ensure that they are aware of the signs of Abuse, Neglect, Complex Safeguarding concerns and key LA approaches including Early Help, Signs of Safety, Safe & Together and ensuring that the voices of children are listened to and taken account of.
* Attend training weekly sessions/briefings as required to ensure that they follow relevant policies and are aware of key updates in relation to them
* Reflect on these briefings by responding to short questionnaires when asked, to demonstrate understanding and support the leadership team in identifying where additional training is needed
* Provide a safe environment where children can learn
* Be aware of specific vulnerabilities of some children, including those with poor attendance and those with a Social Worker.
* Understand the concept of ‘it could happen here’ in respect of child sexual violence or sexual harassment and be proactive in response to a whole school approach to the issue
* Be approachable to children and respond appropriately to any disclosures
* Be aware that there are a range of reasons why some children may not feel ready or know how to tell someone that they are being abused, exploited or neglected, be professionally curious and actively build trusted relationships which facilitate communication.
* Be aware of the different ways pupils in our school may communicate, and the need to advocate for them.
* Have an understanding on how a pupil’s needs may present as or mask signs of abuse, and know how to respond appropriately
* Never promise a child that they will not tell anyone about an allegation, as this may not ultimately be in the best interest of the child
* Know what to do if they have a concern and follow our agreed procedures for recording concerns, sharing information and making referrals
* Attend multi-agency meetings as required, if appropriate to their role
* Be aware of the local early help processes and understand their role in it
* Contribute to the teaching of safeguarding in the curriculum as required, if appropriate to their role
* Provide targeted support for individual and groups of children as required, if appropriate to their role

Teaching staff have additional statutory duties, including to report any cases of known or suspected Female Genital Mutilation.

**3. TRAINING AND AWARENESS RAISING**

* 1. In accordance with KCSiE 2023, all new staff and regular volunteers will

receive appropriate safeguarding information during induction (including online safety and their responsibilities in relation to filtering and monitoring) and be made aware of the systems within the school/college which support safeguarding e.g. the Behaviour Policy, use of CPOMS, name and locations of DSL and DDSLs. Whole school training is delivered annually, and weekly briefings keep staff up to date with key areas and updates. Safeguarding training, both on induction and annually, is followed up after 4 weeks with a questionnaire to confirm understanding, which allows any misconceptions to be addressed.

* 1. All staff must ensure that they have read and understood KCSiE: Part One/Annex A and/or Annex B. Staff are sent the document digitally and must confirm online that they have read it. This is monitored and followed up by the DSL. As with the safeguarding training, this is followed up after 4 weeks with a questionnaire to confirm understanding.
	2. All staff will receive regular child protection training at least every 2 years and at least an annual update which includes basic safeguarding information about our policies and procedures, signs and symptoms of abuse (emotional and physical), indicators of vulnerability to exploitation and radicalisation, how to manage a disclosure from a child as well as when and how to record a concern about the welfare of a child, with regular updates in relation to local and national changes. Training is delivered by the DSL every 2 years, with the intervening year’s training being provided by The Key Safeguarding. Training in September 2023 was delivered face to face by the DSL.
	3. All staff members will receive regular safeguarding and child protection training and updates, including online safety and their role and responsibility in relation to filtering and monitoring as required, providing them with relevant skills and knowledge to safeguard children effectively. This is delivered in weekly briefings in the form of scenarios and discussions, with opportunities for staff to share.
	4. To recognise the expertise built within staff by training and managing concerns on a daily basis, staff will be provided with the opportunity to contribute to and shape safeguarding arrangements and the child protection policy, through consultation with staff in the form of staff surveys.
	5. All interview panels will include at least one member that has completed up to date Safer Recruitment training within the last 3 years.

3.7 All staff need to understand the impact mental health problems may have on all aspects of safeguarding including the relevance of Adverse Childhood Experiences (ACEs) and the impact of trauma on children and young people and this is included in our training programme.

**4. SAFEGUARDING/CHILD PROTECTION POLICY &**

 **PROCEDURES**

**4.1 PUPIL VOICE**

Children are encouraged to contribute to the development of policies and share their views. This is done by collecting pupil voice in regards to their feelings in and about school.

4.1.2 We support the LA in its progress towards UNICEF Child Friendly City

status and participate in the UNICEF Rights Respecting School programme and are accredited at Gold Level.

**4.2 POOR ATTENDANCE** (references to ‘absent’ children throughout KCSiE 2023)

We adopt MCC Attendance Policy and Attendance Strategy and reflect these in our own policies. We attend targeted support meetings related to attendance when required.

4.2.1 We view poor attendance as a safeguarding issue and in accordance

 with our Attendance Policy, absences are rigorously pursued and

 recorded. This includes missing individual lessons, as well as being

 absent or late at Registration. Any concerning patterns are reviewed

 in partnership with the appropriate agencies, we take action to pursue

 and address all unauthorised absences in order to safeguard the

 welfare of children in our care.

* + 1. Our Attendance Policy identifies how individual cases are managed and how we work proactively with parents/carers to ensure that they understand why attendance is important. In certain cases, this may form part of an Early Help Assessment (EHA) or a Parenting Contract.
		2. We implement the statutory and LA requirements in terms of monitoring and reporting children to the CME Team (named unchanged)
		3. We will follow the Anxiety Based School Avoidance guidance (MCC, updated version May 2023) to assist with strategies for supporting children and young people experiencing anxiety to return to school.
		4. We will alert the relevant team or authority if a new child who has been expected to attend, does not arrive on the due date. (This is in response to learning from local serious case reviews.)

* 1. **ALTERNATIVE PROVISION (AP)**

4.3.1 We will only place children in AP which is a registered provider and has

 been quality assured e.g. is on the MCC approved provider list or has

 been judged by Ofsted to be Good or better.

4.3.2. Children who require access to AP will have a personalised learning

 plan designed to meet their needs. Our DSL will work together with the DSL at the AP to ensure effective sharing of information and that any safeguarding concerns are followed up appropriately.

* 1. **EXCLUSIONS**

4.4.1. We comply with statutory regulations and with the LA Inclusion Policy

 (Appendix C).

4.4.2. The DSL will be involved when a fixed term or permanent exclusion is

 being discussed and any safeguarding issues will be considered. If

 there is an open EH, CIN or CP, the EH Practitioner or Social Worker

 will be informed.

4.4.3 We will work with the MCC Weapon Carrying in Schools and Colleges guidance (Appendix C) to assist in decision making around exclusion and other responses to carrying or using weapons in school.

* + 1. Where it is felt that a child or young person is likely to be permanently

excluded a multi-agency assessment will be instigated to ensure that there is improved understanding of the needs of the young person and their family and that the key agencies are involved.

* 1. **VULNERABLE GROUPS**

4.5.1 We ensure that all key staff work together to safeguard vulnerable

children. This includes those children causing concern but not yet reaching statutory intervention level as well as those children who are in receipt of statutory support. The safeguarding team meet weekly to discuss children who are of concern, and refer and escalate accordingly. Records are maintained on CPOMS.

* + 1. Any child may benefit from early help at times, but all staff will be particularly alert to the potential need for early help for a child who:
* Is disabled or has certain health conditions and has specific needs
* Has special educational needs (whether or not they have a statutory Education, Health and Care Plan)
* Has a mental health need
* Is a young carer
* Is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines
* Is frequently missing/goes missing from care or from home
* Is at risk of modern slavery, trafficking, sexual or criminal exploitation
* Is at risk of being radicalised or exploited
* Has a family member in prison, or is affected by parental offending
* Is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
* Is misusing drugs or alcohol themselves
* Has returned home to their family from care
* Is at risk of ‘honour’- based abuse such as Female Genital Mutilation or Forced Marriage
* Is a privately fostered child
* Is persistently absent from education, including persistent absences for part of the school day

Additionally, these children will also be considered

* International new arrival, refugee or asylum seeker
* Looked after, previously looked after or under a special guardianship order.
* Has or has had a social worker
* LGBT children (KCSiE, Part 2:203-205)
* Has the potential for adultification

4.5.3. All of our children have special educational needs and disabilities (SEND) can face additional safeguarding challenges. All staff are aware that additional barriers can exist when recognising abuse and neglect in this group of children. These can include: -

* Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child’s disability without further exploration
* Being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children
* The potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs and
* Communication barriers and difficulties in managing or reporting these challenges. (KCSiE, Part 2:199)
	+ 1. Mental health problems can, in some cases, be an indicator that a child has suffered, or is at risk of suffering abuse, neglect or exploitation. We have clear systems and processes in place for identifying possible mental health problems, including routes to escalate and clear referral and accountability systems. (KCSiE, Part 2:180-186) We work with a play and art therapist to support those children who we identify as needing additional support.

4.5.5. We ensure that staff consider the context in which incidents occur

 and whether wider environmental factors (extra-familial harm) are

 present in a child’s life that are a threat to their safety and/or welfare.

4.5.6. We ensure that appropriate staff have the information they need in

 relation to a child’s looked after legal status and regarding a child

 who was previously looked after. We work with relevant social

 workers and the Virtual School (KCSiE, 187-196)

4.5.7 Where children have or have had a social worker, we will work alongside the social worker to ensure there is a clear education focus in the Plan for the child.

* 1. **CHILD ON CHILD ABUSE (KCSiE, Part 5 & Part2,156)**

4.6.1 All our staff recognise that children are capable of abusing their peers, including online.

4.6.2 Our separate Child on Child Abuse Policy clearly outlines our procedures and approach to this issue which are summarised below: -

* The procedures to minimise the risk of child-on-child abuse
* The systems in place to ensure that children understand that the law is there to protect them not to criminalise them and for children to confidently report abuse, knowing their concerns will be taken seriously - these are to be used when taking account of a child’s needs and level of understanding
* How allegations of child-on-child abuse will be recorded, investigated and dealt with
* Recognition of the importance of understanding inter-familial harms and our processes as to how victims, perpetrators and any other children affected by child-on-child abuse will be supported
* Recognition that even if there are no reported cases of child-on-child abuse, such abuse may still be taking place and simply not be reported
* Our clear zero-tolerance approach to abuse, never passing it off as ‘banter’, ‘just having a laugh’, ‘part of growing up’ or ‘boys being boys’, and more specifically to our pupils, as ‘sensory seeking behaviour’
* Recognition that it is more likely girls will be victims and boys’ perpetrators, but that all child-on-child abuse is unacceptable and will be taken seriously
* Recognition of the different forms child on child abuse can take
* Our response to reports of sexual violence and sexual harassment as guided by Part Five of KCSiE 2022

**4.7 ELECTIVE HOME EDUCATION**

4.7.1 We understand the variety of reasons why some parents/carers would wish to home educate their child/ren and support this where the child’s best education is at the heart of the decision.

4.7.2 We also understand that by being educated at home, some children are less visible to the services that are there to keep them safe and supported in line with their needs

4.7.3 If a parent/carer informs us of their **intention** to remove their child/ren from school, we will aim to co-ordinate a meeting between ourselves, parents/carers (and other key professionals if relevant) to ensure that the best interests of the child have been considered, especially if the child has SEND, is vulnerable or has a social worker, **before** the final **decision** is made.

4.7.4 We will inform Manchester LA of all deletions from the admission register when a child is taken off-role and we understand that a child may be removed from roll as soon as the parent has informed us of their decision.

4.7.5 We are familiar with the guidance from DfE outlining the roles and responsibilities of the LA in relation to Elective Home Education

* 1. **COMMUNITY SAFETY**
		1. **Serious violence**

We are aware of the indicators and risk factors which may signal that children are at risk from, or are involved with, serious violent crime.

* + 1. We update our awareness training for staff based on new information regarding trends, modes of operation and language/slang when provided by partner agencies.

**4.8.3 Child abduction and community safety incidents**

We will support children by building on their confidence and ability to deal with challenging situations to enable them to keep themselves safe**.** Our curriculum is adaptive, allowing for incidents to be addressed in a supportive and educational way if they arise.

**4.8.4** Our response to children carrying knives or other weapons in school and in situations out of school is aligned to the Manchester Knife and Weapon Carrying in Schools and Colleges Guidance (Knife Crime Protocol) in which we take a holistic and measured approach on a case-by-case basis to such incidents in and out of school. (See Appendix C)

**5. CASE MANAGEMENT, RECORD KEEPING & MULTI-AGENCY WORKING**

* 1. **KEEPING RECORDS**

All safeguarding records are made and kept on CPOMS. All staff have access to this and are trained in its use as a record keeping system and not a reporting system.

* + 1. We keep and maintain up to date information on children on the school roll including where and with whom the child is living, attainment, attendance, referrals to and support from other agencies. The record will also include a chronology of any other significant event in a child’s life and up to date contact details for adults who have day to day care of the child.
		2. We keep copies of all referrals to Children and Families Services, the Early Help Hub and any other agencies related to safeguarding children.
		3. We keep our safeguarding records secure.
		4. We send a pupil’s child protection or safeguarding file separately from the main file to a new establishment if they leave as soon as possible. We keep a copy of the file in accordance with our Records Policy (See Appendix E) and statutory and LA Guidance (See Appendices A, B & D).

* 1. **RECORDING AND REPORTING CONCERNS**
		1. If a member of staff has any concern about a pupil’s welfare, or a pupil has reported a safeguarding concern in relation to themselves or a peer, they will act on them immediately by speaking to the DSL or deputy DSLs.
		2. Staff will be aware that pupils may not feel ready or know how to tell someone that they are being abused, exploited or neglected, and/or they may not recognise their experiences as harmful. Staff will be aware that this must not prevent them from having professional curiosity and speaking to the DSL, or deputy DSL, if they have a concern about a pupil.
		3. All staff members are aware of the procedure for reporting concerns and understand their responsibilities in relation to confidentiality and information sharing, as outlined in the communication and confidentiality section of this policy. Camberwell Park uses CPOMS as a secure platform to record and manage all safeguarding concerns and are aware that concerns around immediate safeguarding concerns must be reported immediately in person to the DSL, or in their absence, the DDSL. Staff will refer to the Reporting safeguarding concerns process flowchart is unsure.
		4. Where the DSL is not available to discuss the concern with, staff members will contact the deputy DSLs with the matter. If a referral is made about a pupil by anyone other than the DSL, the DSL will be informed as soon as possible.
		5. The LA will make a decision regarding what action is required within one working day of the referral being made and will notify the referrer. Staff are required to monitor a referral if they do not receive information from the LA regarding what action is necessary for the pupil. If the situation does not improve after a referral, the DSL will ask for reconsideration to ensure that their concerns have been addressed and that the situation improves for the pupil.
		6. If early help is appropriate, the case will be kept under constant review. If the pupil’s situation does not improve, a referral will be considered. All concerns, discussions and decisions made, as well as the reasons for making those decisions, will be recorded in writing by the DSL and reporting staff and kept securely on CPOMS.
		7. If a pupil is in immediate danger, a referral will be made to Children’s Services and/or the police immediately. If a pupil has committed a crime, such as sexual violence, the police will be notified without delay.
		8. Where there are safeguarding concerns, the school will ensure that the pupil’s wishes are always taken into account, and that there are systems available for pupils to provide feedback and express their views. When responding to safeguarding concerns, staff members will act calmly and supportively, ensuring that the pupil feels like they are being listened to and believed.

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#  Managing referrals

5.3.1 The reporting and referral process outlined in the Reporting Safeguarding Concerns Process Flowchart (See below) will be followed accordingly.

* + 1. All staff members, in particular the DSL, will be aware of the LA’s arrangements in place for managing referrals. The DSL will provide staff members with clarity and support where needed. When making a referral to Children’s Services or other external agencies, information will be shared in line with confidentiality requirements and will only be shared where necessary to do so.
		2. The DSL will work alongside external agencies, maintaining continuous liaison, including multi-agency liaison where appropriate, in order to ensure the wellbeing of the pupils involved. The DSL will work closely with the police to ensure the school does not jeopardise any criminal proceedings, and to obtain help and support as necessary.
		3. here a pupil has been harmed or is in immediate danger or at risk of harm, the referrer will be notified of the action that will be taken within one working day of a referral being made. Where this information is not forthcoming, the referrer will contact the assigned social worker for more information.
		4. The school will not wait for the start or outcome of an investigation before protecting the victim and other pupils: this applies to criminal investigations as well as those made by Children’s Services. Where Children’s Services decide that a statutory investigation is not appropriate, the school will consider referring the incident again if it is believed that the pupil is at risk of harm. Where Children’s Services decide that a statutory investigation is not appropriate and the school agrees with this decision, the school will consider the use of other support mechanisms, such as early help and pastoral support.
		5. At all stages of the reporting and referral process, the pupil will be informed of the decisions made, actions taken and reasons for doing so, where and how appropriate. Discussions of concerns with parents will only take place where this would not put the pupil or others at potential risk of harm. The school will work closely with parents to ensure that the pupil, as well as their family, understands the arrangements in place, such as in-school interventions, is effectively supported, and knows where they can access additional support.

Reporting Safeguarding Concerns Process Flowchart



* 1. **WORKING WITH PARENTS/CARERS**
		1. Our responsibility is to safeguard and promote the welfare of all the children in our care. We aim to do this in partnership with our parents/carers and would expect them to provide up-to-date contact details, including at least 2 emergency contacts.
		2. In most cases parents/carers will be informed when concerns are raised about the safety and welfare of their child and given the opportunity to address any concerns raised.
		3. We aim to engage with parents/carers through the LA Early Help processes, including holding strength-based conversations.
		4. We will inform, and gain consent from parents/carers if possible, if a referral is to be made to Children’s Social Care or any other agency **unless it is believed that by doing so would put the child at risk** e.g. in cases of suspected sexual abuse. We will record the reasons if consent is not gained.
		5. In such cases the DSL or Headteacher will seek advice from Children’s Social Care AGS.
	2. **MULTI-AGENCY WORKING**
		1. We will develop effective links with other relevant agencies and co-operate as required with any enquiries regarding child protection issues.
		2. We will develop effective links with the Early Help Hubs and carry out an Early Help Assessments (EHA), as appropriate.
		3. We will notify the named Social Worker if:
* A child subject to a child protection plan is at risk of permanent exclusion
* There is an unexplained absence of a child who is subject to a child protection plan
* It has been agreed as part of any child protection plan or core group plan.
* We receive an Operation Encompass notification and believe the social worker may not be aware of the circumstances

5.4.4. We will regularly review concerns if necessary, as detailed in KCSiE

 and will follow LA and MSP procedures if there is a need to re-refer or

 to escalate.

* 1. **CONFIDENTIALITY & INFORMATION SHARING**
		1. Staff will ensure that confidentiality protocols are followed and under no circumstances will they disclose any information about children outside of their professional role.
		2. Information about children will only be shared with other members of staff on a need-to-know basis
		3. All staff and volunteers understand that they have a professional responsibility to share information with other agencies, in the best interests of the child’s safety, welfare and educational outcomes. This is a matter of routine.
		4. We have arrangements in place that set out clearly the process and principles for sharing information within school and with the three safeguarding partners, other organisations, agencies and practitioners as required. This includes an agreed rationale for gaining consent, when and what to share, when and what not to share and systems for recording these decisions.
		5. We understand that the Data Protection Act 2018 and UK GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children. (KCSiE Part 2:115-123)
	2. **CHILD PROTECTION (CP), CHILD IN NEED (CiN) & TEAM AROUND THE CHILD/FAMILY MEETINGS AND CONFERENCES**
		1. A child protection conference will be held by Social Care if it is considered that the child is suffering or at risk of significant harm.
		2. We will attend and contribute to initial and review CP conferences, CIN conferences and relevant multi-agency meetings, including core groups. These will be attended by the DSL, or the DDSL allocated to the family. For meetings occurring in the school holidays, a member of the safeguarding team will be on call.
		3. Members of staff who are asked to attend a child protection conference or other core group meetings (either in person or virtually) about an individual pupil/family will need to have as much relevant updated information about the child as possible and will send a report, using the most up to date proforma to the Chair within the required timescales, at least 48 hours before the meeting.
		4. Our reports will always include the voice of the child, which is especially important where there may be barriers to communication. Where necessary and appropriate, a member of staff who knows the child well may need to advocate for them, depending on their communication needs.
		5. We will aim to discuss and share reports with the parents/carers before the conference.
		6. All relevant staff will be confident in using the tools which are part of the Signs of Safety approach, including refreshed and updated versions
	3. **CONCERNS/DISCLOSURES BY CHILDREN, STAFF & VOLUNTEERS**

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

* + 1. All staff and volunteers must be clear with children that they cannot promise to keep secrets.
		2. We will make sure that the child or adult who has expressed the concern or made the complaint will be informed not only about the action to be taken but also where possible about the length of time required to resolve the complaint.
		3. We will endeavour to keep the child or adult informed about the progress of the complaint/expression of concern.
	1. **LEARNING FROM SERIOUS CASES**

5.9.1 MSP will always undertake a child practice review (CPR) previously called a serious case review (SCR) when a child dies (including death by suicide) and abuse or neglect is known or suspected to be a factor in their death. The purpose of the CPR/SCR is to:

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

5.9.2. If required, we will provide an individual management report for a

 CPR/SCR and will cooperate fully with implementing outcomes of the

review including reviewing policy, practice and procedures as required.

5.9.3 Our DSL will keep up to date with the findings from CPR/SCR

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

**6. THE CURRICULUM**

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

6.1 All children have access to an appropriate curriculum, differentiated to

meet their needs. This includes personalised targets relating directly to the EHCPs, incorporating needs in communication, cognition, physical and sensory, and personal and social development.

6.2. This enables them to develop the necessary skills to build self-esteem,

 respect others, support those in need, resolve conflict without resorting

 to violence, question and challenge and make informed choices in

 later life.

6.3 Relationships Education, Relationships and Sex Education (RSE) and Personal Social and Health Education (PSHE) lessons will provide opportunities for children and young people to learn about a range of subjects including lifestyles, family patterns, religious beliefs and practices and human rights issues.

6.4 We take account of the latest advice and guidance provided to help address specific vulnerabilities and forms of grooming and exploitation e.g. Domestic Abuse, Child Sexual Exploitation, Peer on Peer/Child on Child Abuse, Radicalisation, ‘Honour-based’ Abuse, including Forced Marriage, Female Genital Mutilation & breast ironing, Modern Slavery and County Lines.

* 1. All children know that there are adults in our school/setting/college whom they can approach in confidence if they are in difficulty or feeling worried and that their concerns will be taken seriously and treated with respect. Each child knows the staff who work directly with them, and staff work hard to build trusting relationships. Children are given opportunities to communicate their wishes and feelings, including having a trusted adult who advocates for them holding their best interests at heart.
	2. Children are encouraged to contribute to the development of policies via the school council.
	3. Children are taught about safeguarding in a way appropriate to their individual needs and understanding, including online safety and for some children, this will take a more personalised or contextualised approach, such as more vulnerable children, victims of abuse and some SEND children. (KCSiE Part 2,129)
	4. We have a culture of zero tolerance for sexism, misogyny/misandry, homophobia, biphobic and sexual violence or harassment

**7. ONLINE-SAFETY (KCSiE, Part 2, 135-148)**

7.1 Online safety is a safeguarding issue and we understand that children must be safeguarded from potentially harmful and inappropriate online material. Our whole school/college approach empowers us to protect and educate pupils/students and staff in their use of technology and establishes mechanisms to identify, intervene in and escalate any concerns where appropriate. The purpose of Internet use in our school/setting/college is to help raise educational standards, promote pupil achievement, and support the professional work of staff as well as enhance our management information and business administration.

7.2 The checklist to ensure compliance with Filtering and Monitoring standards is included as Appendix B

7.3 We consider the 4C areas of risk to inform our online safety policy and ensure this is a running and interrelated theme when developing other relevant policies and procedures.

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

7.5 We will ensure that appropriate filtering methods (without ‘over-blocking’) are in place to ensure that pupils are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.

 Where attempts are made to access inappropriate content, this is immediately flagged to Sharon Platt (IT support) and Carmen King (SBM)

7.6 We ensure our monitoring system responds quickly to incidents and they are escalated to those with a safeguarding responsibility

7.7 We use an appropriate level of security protection in order to safeguard our systems, staff and learners from evolving cyber-crime technologies and periodically review its effectiveness.

7.8 We will keep abreast of new developments that may potentially harm our children in regards to social media, and keep parent informed of these.

7.9 We have separate acceptable use policies (AUPs) for both staff and children. This covers the use of all technologies and platforms used, both on and offsite. Staff have access to desktop PCs and iPads on site, and laptop computers offside. Pupils have access to iPads and class PCs with supervised access.

7.10 We will complete online safety audits as appropriate to our needs and know where to access recommended models.

7.11 We work with parents to promote good practice in keeping children safe online, including to support their children learning at home. Workshops are offered to parents on a range of subjects, include online safety.

7.12 We ensure that all staff adhere to safe and responsible online behaviours when providing home learning and communicating with families.

7.13 As technology, and the risks and harms associated with it, evolve and change rapidly, we will carry out an annual review of our approach to online safety supported by an annual risk assessment that considers and reflects the risks our children face. (KCSiE Part 2, 135-148)

**8. SAFER RECRUITMENT & SELECTION OF STAFF**

8.1 Our recruitment and selection policies and processes adhere to the DfE guidance, KCSiE and the LA model policy for Safer Recruitment (Appendices A & D)

8.2 Our safeguarding culture and vigilance, in conjunction with our policies and processes, will deter and prevent people unsuitable to work with children from applying or securing employment or volunteering opportunities at our school/college. These measures are outlined below and expanded in our Safer Recruitment Policy.

* All those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training and at least one of the persons who conducts an interview has completed safer recruitment training.
* Our job adverts will include safeguarding requirements and the schools /colleges commitment to safeguarding and promoting the welfare of children

* Our job adverts will make clear that safeguarding checks will be undertaken, including online checks for shortlisted candidates
* We understand the process around filtering offences
* Our application form will include the statement that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity.
* We do not accept CVs in place of an application form.
* Shortlisted applicants will be asked to complete a self -declaration of their criminal record or information that would make them unsuitable to work with children
* Applicants must sign a declaration confirming information given is true
* References are obtained by the school/college before interview and open references are not acceptable
* Our selection techniques are pre-arranged and questions structured to understand suitability, skills and motivation for the role

* We will investigate at interview if any concerns have come to light about the candidate through the self-declaration or online checks.
* We involve pupils/students in the process in a meaningful way
* All information in the decision-making process is recorded along with the decisions made
* Correct pre-employment checks are carried out and appropriately stored on the single central record
* We understand and complete appropriate processes to determine if there are any prohibitions, directions, sanctions disqualifications or restrictions related to the candidate
* We understand the check which needs to be made for individuals who have lived or worked outside the UK
* We adhere to duties which must be performed in relation to agency and third party staff, contractors, trainees or student teachers, visitors and volunteers
* We remain vigilant about safeguarding beyond the recruitment process and ensure commitment is evident to the safety and welfare of our children as enshrined in our ethos

8.3 The Headteacher and Governing body will ensure that all external staff

 and volunteers, including out of hours’ organisations using our school

 site have been recruited safely, including DBS checks as appropriate.

* When our school is used for non-school activities, we ensure that arrangements are made to keep the children safe through our letting contracts. We specify that we expect providers to meet the guidance in [Keeping Children Safe in Out of School Settings](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Femail.kjbm.safeguardinginschools.co.uk%2Fc%2FeJyEkc_unCAcxJ9GL42Gv4oHDm1ak577AAbhq7LqFwu4m3375rdr20uT3shnYGYymOMY0OygV3Mzo69SDhGmGDCn6ojBnTb7gKXTTshuJCVo2qiG0oa2bQm78dvgYPN3iM_BO025kpSQVlFyqd5pRiUljEulLrZDSmaGIT8P0G80xmCcNSlfVyKkcEYL_3yf4OcJ-BYv9LL69nH88sdp0bQjk6PENLJV3TQpo7qRc95NgjsLsiu9ZoRx0pCWSN7QphYOSGekMMyoRnSiEGS9jXudzATzaaLzOHtMdglhS7UN9bmWm15yPlLBPxesL1j_eDzqOdzrcy1YP4c7RNwBc8F6G7YNXoumgvUrwOFxruziNxcBq4-QymMVzlyFqXqnVAly9jin8vdsCdBBHFzYjUf933pR3wDxWR8mZ4gpYCHIbtAukDLEq2kZwfrDA-bX4qwVgjNFWZl8vj5BtJISJVmZ9Q-f4dP3rwXjf_GvAAAA__8KHsaL&data=05%7C01%7Cjenny.patterson%40manchester.gov.uk%7C317bb25939a749e1937408db67191e79%7Cb0ce7d5e81cd47fb94f7276c626b7b09%7C0%7C0%7C638217129816659199%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=2GCusLG8373mLzn%2FxyJlB%2BJ8nm%2FeNwLYZsUlZkTci1E%3D&reserved=0) (KCSIE, Part 2, 167).
* If we receive an allegation related to an incident that happened when an individual or organisation was using our premises for the purposes of running activities for children, we will follow our own safeguarding policies and procedures, including informing the LADO if relevant (KCSIE Part 4, 377)
* For clubs before or after school, a DSL/DDSL must always be onsite.
* For any holiday clubs run in collaboration with the school, a DSL/DDSL must always be onsite

8.4 The school maintains a single central record of all recruitment checks, updated and monitored at least termly, the DSL Sarah Williams, and Safeguarding Governor Georgia Hindle. Termly checks are also undertaken by SBM Carmen King and HR officer Rachel Faux.

8.5 Trainee teachers will be checked either by the school or by the training

 provider, from whom written confirmation will be obtained.

8.6 Written notification will be requested from any agency or third party

 organisation used by us to confirm that the organisation has carried out

 the statutory recruitment checks.

8.7 We will not routinely keep copies of DBS certificates, either

electronically or in paper files but if we have good reason to do so,

these will not be kept for longer than six months

8.8 Risk assessments are carried out on all volunteer activities as required.

**9. MANAGING ALLEGATIONS AND CONCERNS AGAINST STAFF, SUPPLY STAFF, VOLUNTEERS AND CONTRACTORS**

9.1 We follow the DfE guidance KCSiE, Section 4, when dealing with allegations made against staff, supply staff, volunteers and contractors applying the appropriate level of concern criteria and managing accordingly

* 1. We work closely with the police, children’s social care and MCC LADO when a risk of harm is indicated
	2. The welfare of the child/ren is paramount when considering an allegation and before contacting the LADO we make careful enquiries to help determine facts and foundation to the allegation, aware of not jeopardising any future police investigation
	3. We consider allegations that may meet the harm threshold and those allegations/concerns that do not, referred to as ‘low level concerns’. Low level concerns are recorded on Sam People, our employee management system.
	4. The harms threshold indicates that a person would pose a risk of harm if they have-
* Behaved in a way that has harmed a child or may have harmed a child
* Possibly committed a criminal offence against or related to a child
* Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children
* Behaved or may have behaved in a way that indicates they may not be suitable to work with children (including behaviour that may have happened outside school/college, known as transferable risk)
	1. Concerns that do not meet the harm threshold may include
* Suspicions or nagging doubts about a member of staff
* Complaints
* Disclosures made by child, parent/carer or another adult within or outside of school/college
* Inappropriate conduct outside of work
* Those raised during recruitment and vetting processes
	1. Our open and transparent culture enables us to identify concerning, problematic or inappropriate behaviour early thus minimising the risk of abuse
	2. Although low level concerns may not meet the harm threshold, they are not insignificant.
	3. All low level concerns are reported to the headteacher/principal and may also be self-referred (KCSiE provides further clarity on processes- 423-440)
	4. All allegations made against a member of staff, including supply staff, volunteers, contractors or security staff working on site, will be dealt with quickly and fairly and in a way that provides effective protection for the child while at the same time providing support for the person against whom the allegation is made.
	5. We ensure that all staff are aware of how to raise a concern, including anonymously as a whistle-blower. Details are shared in safeguarding training, staff briefings, and are visible in staff rooms.
	6. Historic allegations will be referred to the police.

**10.SAFETY ON & OFF SITE**

10.1 Our site is secure with safeguards in place to prevent any unauthorised access and also to prevent children leaving the site unsupervised.

10.2 We have good up to date knowledge of our local area and any safeguarding risks to the wider community.

10.3 All visitors, including visiting speakers, are subject to our safeguarding protocols while on site. We will undertake an assessment of the education value, age appropriateness and content of the visitor’s itinerary. All visitors must sign a safeguarding agreement, and sign in on the Inventry screen. Movement between buildings requires signing out of one and into the other.

10.4 Visitors who are in school/college in a professional capacity will have their ID checked and assurance sought that they have an appropriate DBS check. Any visitor to school who is unable to assure us that they have an appropriate DBS will be issued with a yellow lanyard and must be accompanied by a member of staff at all times.

10.5 We will ensure that any contractor, or any employee of a contractor, who is to work in our school, has been subject to the appropriate level of DBS check. We are responsible for determining the appropriate level of supervision depending on the circumstances and set out our safeguarding requirements in any contacts between school/college and the contractor’s organisation. We will always check the identities of contractors and their staff on arrival.

10.6 We operate a responsible booking protocol and will carry out appropriate checks on all organisations which request to hire our facilities. At present no external providers book our premises for use.

10.7 When the school/college is let, if services or activities are provided by the governing body or proprietor, under the direct supervision or management of school/college staff, the school/college arrangements for child protection will apply.

10.8 When the school/college is let and services or activities are provided by another body, we seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed) and ensure there are arrangements in place to liaise with school/college on these matters where appropriate.

10.9 Should we receive an allegation relating to an incident that happened when an individual or organisation were using our premises for the purpose of running activities for children, we will follow our safeguarding policies and procedures including informing the LADO.

10.10 Safeguarding arrangements should be included in any lease or hire agreement as a condition of use and occupation of the school/college premises – failure to comply with this will lead to termination of the agreement.

10.11 We exercise due diligence to prevent any organisation or speaker from using our facilities to disseminate extremist views or radicalise pupils or staff. In the event of this happening the organisation or speaker will be asked to leave the premises immediately.

10.12 We will ensure that any person supervising a child on a placement has been subject to the appropriate level of DBS check.

10.13 All school visits are fully risk-assessed and no child will be taken off-site without parental permission.

10.14 We have a Health & Safety policy and refer to this in our daily work in procedures including but not limited to: moving and handling, intimate care, accident reporting, first aid, fire safety.

10.16 We have read and considered the MCC/One Education Critical Incident guidance, the DfE Emergency planning and response for education, childcare and children’s social care settings and School and College Security GOV.UK and we have a Critical Incident policy in place.

1. **. COMPLEX SAFEGUARDING**

**Serious violence**

* 1. We are aware of the indicators and risk factors which may signal that children are at risk from, or are involved with serious violent crime
	2. We will support referrals to Engage panels by providing information about concerns and worries for children involved in ASB and on the edge of criminality, including whether interventions have already been put in place and their success or not.

**Child Criminal Exploitation and Child Sexual Exploitation**

* + 1. Children’s Social Care will refer cases of child exploitation, criminal or sexual, to the Complex Safeguarding Hub and we will contact the professionals’ advice line for further support to hasten this process or seek guidance, as appropriate.
		2. We understand that schools are one of many locations where children can be targeted and recruited into county lines and recognise additional specific indicators that may be present when a child is criminally exploited through involvement in county lines. (KCSiE, Annex B). We also understand the additional vulnerabilities of our children due to their complex needs. Our staff are trained with this in mind.
		3. We are aware of the significantly low numbers of reported CCE/CSE cases for girls locally and remain vigilant in recognising the signs of involvement for both boys and girls
		4. We are mindful of the language and descriptors used when discussing or referring CCE and CSE instances and avoid all victim blaming language.

11.2.5 We consider the use of the term ‘gang’ and only apply it to Organised Crime Gangs, not urban or street groups, although our children may perceive that they belong to, or associate with, a named ‘gang’.

11.2.6 We will seek help, support or recommendations from statutory partners with finding suitable outside presenters to deliver awareness and resilience programmes to help our children make good choices in the near and long term if necessary.

11.2.7 We are familiar with My Safety Planning approach for Child protection in extra-familial harm circumstances

**APPENDICES**

Our policy is based on the following legislation, national & local guidance/procedures and links to other relevant school policies

1. **Legislation, Statutory Guidance & Ofsted Framework**

* **Definitions of Abuse & Neglect from ‘Working Together to Safeguard Children’ (updated 2018)**

**Significant Harm**

The threshold that justifies compulsory intervention in family life and gives Local Authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering or likely to suffer significant harm.

**Physical Abuse**

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

**Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to

cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children.

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

**Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening.

The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. The activities may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Neglect**

Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse for example.

Once a child is born, neglect may involve a parent or carer failing to:

* Provide adequate food and clothing, shelter (including exclusion from home or abandonment).
* Protect a child from physical and emotional harm or danger.
* Ensure adequate supervision (including the use of inadequate caretakers).
* Ensure access to appropriate medical care or treatment.
* It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

· ‘Keeping Children Safe in Education’, September 2023

Specific guidance for educational settings - relevant sections to be read and understood by all staff and volunteers as deemed appropriate. It signposts to key legislation as well as signposting to useful organisations and resources.

· Ofsted Section 5 Inspection Framework for Schools

· Inspecting Safeguarding in Early Years, Schools & Skills Settings’

· ‘Working Together to Safeguard Children’

· Prevent Duty, Section 26 Counter Terrorism & Security Act

· FGM Duty, Multi-agency Statutory Guidance on FGM April 2016, Section 74 Serious Crime Act 2015

· Domestic Abuse Act 2021

· Serious Case Reviews & Domestic Homicide Reviews (SCRs & DHRs)

· DFE Statutory Policies for Schools

· DFE Children Missing Education, Stat Guidance

· DFE Designated Teacher for LAC Guidance

· DFE Supervision of Regulated Activity

· Alternative Provision, Stat guidance

· Teachers’ Standards

· Governors’ Handbook

· ‘Listening to & involving children & young people’, stat guidance

· Health & Safety Legislation

· Equality Act

· Filtering and Monitoring standards<https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges/filtering-and-monitoring-standards-for-schools-and-colleges>

**B. Non-statutory Guidance**

· DFE ‘What to do if you are worried a child is being abused - Advice for practitioners’

· ‘Safer Working Practices’

· DFE National Standards of Excellence for Headteachers,

· DFE ‘Use of Reasonable Force in Schools’,

· United Nations Convention on the Rights of the Child, Article 2,3 6 & 12

· NSPCC Whistleblowing Adviceline

· DfE Sexual Violence and Sexual Harassment in Schools and Colleges advice

· DfE Promoting the education of children with a social worker -Virtual School Head role extension June 2021

· NSPCC ‘When to call the police’

 **C. MCC, MSP & GM Policies, Procedures & Guidance**

**Links to:-**

**MSP Website:-**

· MSP & GM Policies

· MSP Multi-agency Levels of Need & Response Framework,

· Safeguarding Concerns, Guidance & Proformas, including escalation process

· MSP LADO Referral Process

· MSP Learning from Serious Case Reviews

· MSP on Sexual Harassment

· GM Weapons Carrying Guidance

· SYV Protocol

**Help & Support Manchester Website:-**

· Early Help Strategy, Guidance, Assessments & Referrals

· Our Practice in Manchester website:-

· Signs of Safety Strategy, Guidance & Resources

**MThrive**

**National Police Chiefs’ Guidance**

**D. Links to Other Relevant School/EY Setting/College Polices/Procedures**

● Health and Safety

● Physical Interventions/Restraint

● Work Experience and Extended work placements

● Relationships Education, Relationships and Sex Education and Personal Social and Health Education

● Equal Opportunities

● Online Safety

● Extended Schools Activities

● Behaviour Management including fixed and short-term exclusions

● Trips and Visit

● Special Educational Needs

● Toileting and Intimate Care

● Disability Discrimination

● Looked After Children

● Anti-bullying

● Administration of Medicines

● Letting to external organisations

● External visitors/speakers

● Child on Child Abuse

● Code of Conduct (for staff)

**E. Links to Other Relevant MCC Education Department Policies/Guidance**

 **Schools Hub**

· ‘Safeguarding’ model policy & guidance

· ‘Safer Recruitment’ model policy

· Safeguarding Children with SEND

· Manchester Governors’ Handbook MCC

· Attendance Guidance

· CME Guidance

· Inclusion Strategy

· Anxiety Based School Avoidance Guidance

· Weapon Carrying in Schools and Colleges Guidance

· MCC Elective Home Education Policy

· MCC Alternative Provision guidance and approved provider list

UKIS Governors’ Guidance for Online Safety

**F. Abbreviations**

· CiN Child in Need

· CP Child Protection

· CSC Children’s Social Care

· DSL Designated Safeguarding Lead

· EH Early Help

· EHA Early Help Assessment

· GM Greater Manchester

· LADO Local Authority Designated Officer

· MASH Multi Agency Safeguarding Hub

· MCC Manchester City Council

· MSCB Manchester Safeguarding Children’s Board

· SOS Signs of Safety