

# Moston Lane Community Primary School

*Be the best you can be!*



## Safeguarding and Child Protection Policy

### **MISSION STATEMENT AND ETHOS**

*At Moston Lane, our goal is to ensure that everyone achieves their very best, learning together feeling happy, safe and secure. We promote and celebrate a love of learning, high aspirations and standards. Everyone is valued as an individual and encouraged to be the best they can be in all their endeavours.*

**Headteacher: Mrs Judy Kerton**

**Date:** September 2023

**Next review:** September 2024

<b>SCHOOL NAME</b>		
Moston Lane Community Primary School		
The Headteacher who has the ultimate responsibility for safeguarding is: Mrs Judy Kerton		
In their absence, the authorised member of staff is: Miss Mel Adams		
<b>KEY SCHOOL STAFF &amp; ROLES</b>		
Name	Role	Location and/or Contact Phone Number
Mel Adams	DSL Assistant Head (KS2)	(0161) 205 - 3864
Kate Milnes	Safeguarding Officer Inclusion Manager SENCO	(0161) 205 - 3864
Paula Hilton	Safeguarding Officer Attendance Lead	(0161) 205 - 3864
Alison Cullen	Safeguarding Officer Behaviour Lead Prevent	(0161) 205 - 3864

Review Date	Changes Made	By Whom
07/09/2023	Policy reviewed	Mel Adams
07/09/2023	Policy updated	Mel Adams

<b>NAMED GOVERNOR for Safeguarding &amp; Prevent</b>	Contact Phone Number/Email
Gary McDowell	gary.mcdowell@findel.co.uk

### Ratification by Governing Body

Academic Year	Date of Ratification	Chair of Governors
2023 – 2024	18 <sup>th</sup> September 2023	Gary McDowell

**This policy will be reviewed at 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 through:

- Reading of policies and questioning of DSL about the content
- DSL meeting with Safeguarding Governor
- Learning Walks
- Lesson observations
- Safeguarding audits and actions

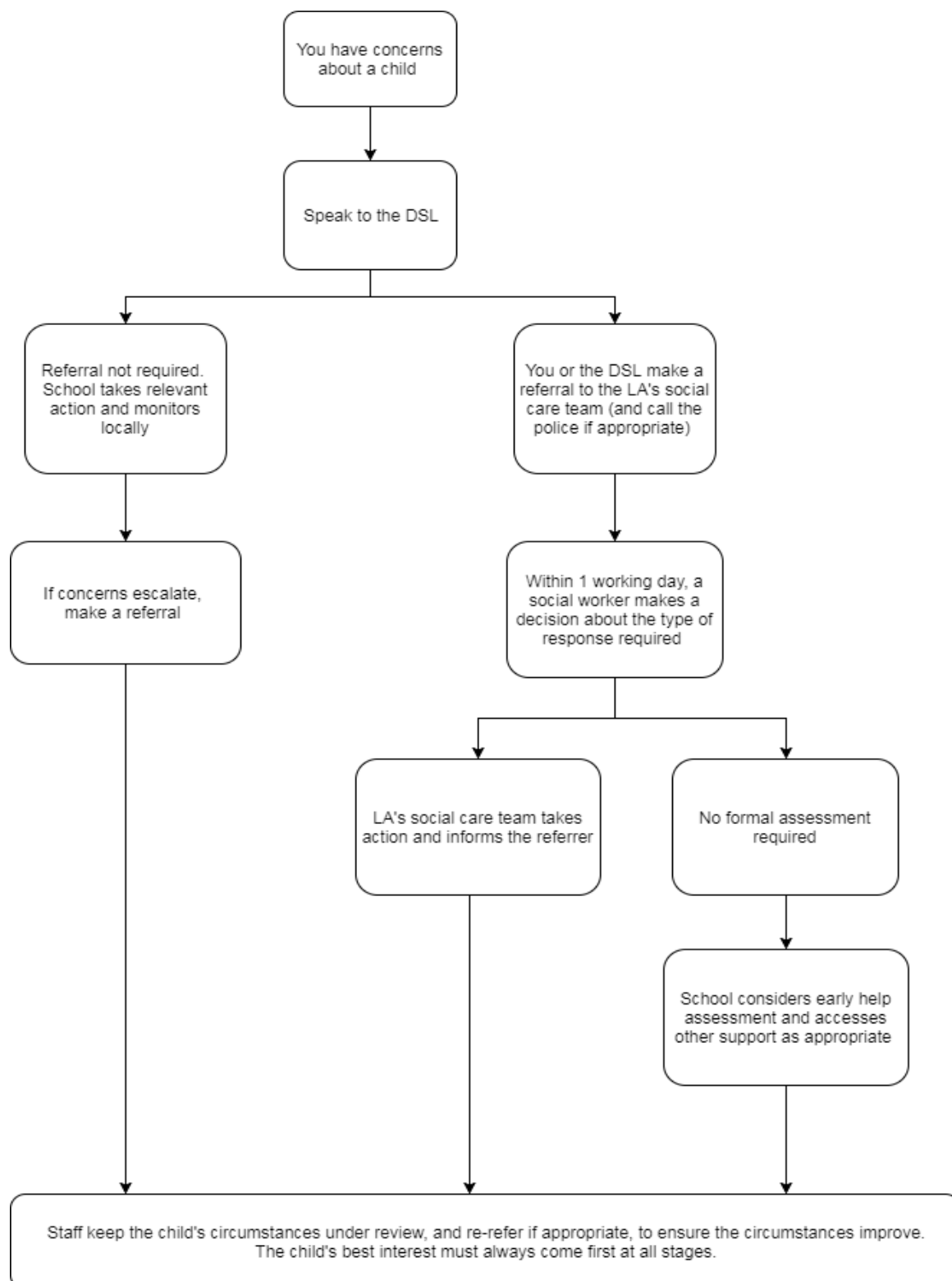
### Summary of Urgent Procedures

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

- Report concerns to DSL or member of the Safeguarding Team
- Record accurately on CPOMS
- Do not discuss the concern with any other members of staff
- Safeguarding team member will contact Advice and Guidance Service to report concerns

## 'What to do if you have concerns about a child' flowchart

As a staff, we need to maintain the attitude of 'it could happen here'. If you are concerned, report it to a member of the safeguarding team immediately – never assume that someone else will take action.



### Useful Numbers:

Early Help Hubs: North (0161) 234 1973

Social Care Advice and Guidance Service (0161) 234 5001

Complex Safeguarding Hub Advice Line: (0161) 226 4196

MCC Safeguarding in Education Team: (0161) 245 7171

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

- Report concern to DSL or member of the safeguarding team
- Record accurately on CPOMS
- Do not discuss the concern with any other members of staff
- Safeguarding team member will contact AGS to report concerns

**All concerns, including low-level, should be reported to the Head teacher, unless concerning the Head teacher. In such cases, concerns should be reported to the **Chair of Governors Gary McDowell.****

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

- Report concern to the Head teacher
- Head teacher to contact the Designated Officer (LO) for advice on next steps
- Head teacher to follow the guidance and advice of the DO

### Useful Number:

Manchester DO (sometimes known as LADO – Local Authority Designated Officer): (0161) 234 1214

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:

- If you have concerns about a member of staff or volunteer, speak to the Head teacher immediately. If you have concerns about the headteacher, speak to the chair of governors
- The Head teacher/Chair of Governors/DSL will then follow the procedures set out in appendix 3, if appropriate.
- The Head teacher (or Chair of Governors, in the case of a concern about the Head teacher) will also inform the Designated Officer for the local authority.
- Where appropriate, the school will inform Ofsted of the allegation and actions taken, within the necessary timescale (see appendix 3 for more detail).
- Only where a concern is considered low level can allegations be discussed with the DSL

### Useful Contact Information:

NSPCC Whistleblowing Helpline 0800 0280285

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

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## 1. Aims

Through this policy Moston Lane Primary School aims 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. We work hard to create a culture of vigilance and show a commitment to safeguarding all children.

This policy has been developed to ensure that all adults in our school are working together to safeguard and promote the welfare of children 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 and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals 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)

The school aims to ensure that:

- **Appropriate action is taken in a timely manner to safeguard and promote children's welfare**
- **All staff are aware of their statutory responsibilities with respect to safeguarding**
- **Staff are properly trained in recognising and reporting safeguarding issues**

## 2. Legislation and statutory guidance

This policy is based on the Department for Education's statutory guidance, [Keeping Children Safe in Education 2023](#) and [Working Together to Safeguard Children 2018 \(updated\)](#), and the [Governance Handbook](#). We comply with this guidance and the procedures set out by our local safeguarding children board.

This policy is also based on the following legislation:

**Section 175 of the [Education Act 2002](#), which places a duty on schools and local authorities to safeguard and promote the welfare of pupils**

**[The School Staffing \(England\) Regulations 2009](#), which set out what must be recorded on the single central record and the requirement for at least one person on a school interview/appointment panel to be trained in safer recruitment techniques**

**[The Children Act 1989](#) (and [2004 amendment](#)), which provides a framework for the care and protection of children**

**Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the [Serious Crime Act 2015](#), which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18**

**[Statutory guidance on FGM](#), which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM**

**[The Rehabilitation of Offenders Act 1974](#), which outlines when people with criminal convictions can work with children**

**Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#), which defines what 'regulated activity' is in relation to children**

**Statutory [guidance on the Prevent duty](#), which explains schools' duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism**



The [Childcare \(Disqualification\) Regulations 2009 \(and 2018 amendment\)](#) and [Childcare Act 2006](#), which set out who is disqualified from working with children

This policy also meets requirements relating to safeguarding and welfare in the [statutory framework for the Early Years Foundation Stage](#).

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

Our policy complements and supports other relevant school policies

### 3. Definitions

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

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

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

**Abuse** is a form of maltreatment of a child, and may involve inflicting harm or failing to act to prevent harm. Appendix 1 explains the different types of abuse.

**Neglect** is a form of abuse and 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. Appendix 1 defines neglect in more detail.

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

### 4. Equality statement

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

We give special consideration to children who:

- **Have special educational needs or disabilities**
- **Are young carers**
- **May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality**
- **Have English as an additional language**
- **Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence**
- **Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation**
- **Are asylum seekers**

## 5. Roles and responsibilities

Safeguarding and child protection is **everyone's** responsibility. This policy applies to all staff, volunteers and governors in Moston Lane Primary School and is consistent with the procedures of Manchester Local Authority. Our policy and procedures also apply to extended school and off-site activities.

### 5.1 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:

- read and understand part 1 and Annex A of the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education 2023, and review this guidance at least annually.
- follow our agreed Staff conduct and Professional Behaviour policy
- be open and honest and adhere to the self-declaration regarding to the [Childcare \(Disqualification\) Regulations 2009](#) (and [2018 amendment](#)) and [Childcare Act 2006](#), which set out who is disqualified from working with children.
- Attend training sessions/briefings as required to ensure they are aware of the signs of Abuse, Neglect, Complex Safeguarding concerns and key LA approaches including Early Help; Signs of Safety; Safe and Together and **ensuring that the voices of children are listened to and taken into account**
- provide a safe environment for children to learn
- be approachable to children and respond appropriately to any allegations
- attend multi agency meetings if appropriate to their role
- contribute to the teaching of safeguarding in the curriculum as required
- 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.
- 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.**

**Section 12 and appendix 4 of this policy outline in more detail how staff are supported to do this.**

## 5.2 The Designated Safeguarding lead (along with the rest of the team)

At Moston Lane Primary our DSL is **Mel Adams**. The DSL takes lead responsibility for child protection and wider safeguarding, 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 (our DDSLs are trained to the same standard as the DSL).

During term time, the DSL or additional members of our Safeguarding Team (**Judy Kerton, Paula Hilton, Alison Cullen, Kate Milnes**) will be available during school hours for staff to discuss any safeguarding concerns.

Outside of school hours/term time Mel Adams is contactable via email at [m.adams@mostonlane.manchester.sch.uk](mailto:m.adams@mostonlane.manchester.sch.uk).

When the DSL is absent, other members of the Safeguarding Team will act as cover.

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

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. As part of induction, all staff receive level 1 safeguarding training, as do long term volunteers. Anyone visiting the school briefly, is provided with information about our safeguarding policies and procedures
- 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. Assistance, Guidance and Support (AGS) are contacted by telephone in the event that a referral is needed. If we do not receive calls back, DSL and/or DDSL will contact and chase for updates. In the event that school are not happy with the response from Children's Services, our concerns are escalated through the appropriate channels
- Understand the assessment process for providing early help
- 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
- 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. Access to professional supervision is recommended practice. DSL and DDSL receive regular training in-line with the requirements and in the appropriate timeframe. All members of the safeguarding team are offered external Supervision and it is a personal decision as to whether or not they take up the offer
- Know when to call the police if a crime may have been committed following the National Police Chiefs' Guidance

- Be aware of the requirement for children investigated by the police to be supported by an appropriate adult (PACE Code C 2019)
- 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 our reporting 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. Each child has a record stored securely on CPOMS. Any reports and documentation from Child Protection Conferences, is stored in individual folders for each child, in a securely locked filing cabinet within the Head teacher's office
- Help promote educational outcomes for vulnerable children, including those with, or who have had, a social worker, in conjunction with other appropriate colleagues
- Share and transfer safeguarding and child protection information as appropriate. When requests for the transfer of information are received, i.e if a child leaves or joins the school, the DSL is responsible for approving and activating the transfer as soon as possible following the request
- Always be available during school/college/setting hours during term time and at other times as designated by the Headteacher/Principal/Proprietor.
- 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.
- Activate the escalation process where plans, partners or processes are not improving the situation or outcome for a child

#### **Safeguarding Team Roles:**

Judy Kerton – Head Teacher

Mel Adams – DSL

Paula Hilton – DDSL; Family Support Worker; Attendance; Early Help

Kate Milnes – DDSL; Inclusion; SENCO; Early Help

Alison Cullen – DDSL; Behaviour; Early Help; Prevent

Sue Pownall – LAC; Behaviour Lead; Mental Health/Wellbeing Lead

The full responsibilities of the DSL are set out in their job description.

### **5.3 The governing body**

The governing body will approve this policy at each review, and hold the headteacher to account for its implementation.

The governing board will appoint a senior board level (or equivalent) lead – **Stacey Hilton (Safeguarding Governor)** - to monitor the effectiveness of this policy in conjunction with the full governing board.

The chair of governors will act as the 'case manager' in the event that an allegation of abuse is made against the headteacher, where appropriate (see appendix 3).

The governing body will also ensure -

- All policies, procedures and training in our school are effective and comply with the law at all times
- Named members are identified as the designated governors for Safeguarding and for Prevent and receive appropriate training
- They have received appropriate training to enable them to provide strategic challenge and assure themselves that there is a robust whole school approach to safeguarding
- The identified Safeguarding governor will provide the governing body with appropriate information about safeguarding and will liaise with the designated member of staff
- We operate safer recruitment and selection practices, including appropriate use of references and checks on new staff and volunteers
- We have procedures in place for dealing with allegations of abuse against members of staff and volunteers and these are in line with Local Authority procedures
- All staff and volunteers who have regular contact with children receive appropriate training and information about the safeguarding processes. Staff have annual training for safeguarding and receive updates/bulletins when appropriate
- There is appropriate challenge and QA of the safeguarding policies and procedures

#### 5.4 The Head teacher

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

Our Head teacher 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 volunteers and that they are regularly updated in response to local practice or national changes in legislation.
- All staff, including supply teachers, visitors, volunteers 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 S175 online tool to the LA as requested (bi-annually)
- A Designated Senior Member of staff, known as the DSL, for child protection is identified and receives appropriate on-going training, support and supervision as well as sufficient time and resources to enable them to discharge their responsibilities
- Parents/carers are aware of and have an understanding of our responsibilities to promote the safety and welfare of its pupils by making our statutory obligations clear in our prospectus
- The Safeguarding and Child Protection policy is available on our website and is included in the staff handbook and volunteers' handbook
- Child friendly information of how to raise a concern/make a disclosure has been developed through the curriculum where PSHE is taught and is accessible to all children
- We co-operate fully with MCC and MSCB multi-agency safeguarding procedures and arrangements are in place to monitor the quality of referrals and interventions by the designated safeguarding lead
- 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 such concerns are addressed sensitively and effectively
- Any staff 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

- 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 would be reported to the Designated Safeguarding Lead
- This policy is communicated to parents when their child joins the school and via the school website
- They act as the 'case manager' in the event of an allegation of abuse made against another member of staff or volunteer, where appropriate (see appendix 3)
- They ensure the relevant staffing ratios are met, where applicable
- Each child in the Early Years Foundation Stage is assigned a key person

## 6. Confidentiality

In line with Keeping Children Safe in Education 2023, 'The Data Protection Act 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe'. **Fears about the sharing of 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.**

'This includes allowing practitioners to share information without consent'.

Timely information sharing is essential to effective safeguarding

Information must only be shared on a 'need-to-know' basis, but you do not need consent to share information if a child is suffering, or at risk of, serious harm

Staff should never promise a child that they will not tell anyone about an allegation, as this may not be in the child's best interests

Confidentiality is also addressed in this policy with respect to record-keeping in section 11.

If the need arises for staff to remove documentation from school premises for meetings, for example, it should be stored in a bag or an opaque folder and stored securely in the boot of the vehicle where possible, whilst being transported. Documentation **MUST NOT** be left in the vehicle unattended. Upon return school, all new documentation should be uploaded onto CPOMS and any other paperwork shredded.

## 7. Recognising abuse and taking action

Staff, volunteers and governors must follow the procedures set out below in the event of a safeguarding issue.

### 7.1 If a child is in immediate danger

A referral to children's social care and/or the police will be made **immediately** if a child is in immediate danger or at risk of harm. **Anyone can make a referral.**

Tell the DSL (see section 5.2) as soon as possible if you make a referral directly.

A referral can be made to the contact centre on - call: 0161 234 5001

email: [mcsreply@manchester.gov.uk](mailto:mcsreply@manchester.gov.uk)

Further advice can be found at –

<https://www.gov.uk/report-child-abuse-to-local-council>

### 7.2 If a child makes a disclosure to you

If a child discloses a safeguarding issue to you, you should:

- **Listen to and believe them. Allow them time to talk freely and do not ask leading questions**
- **Stay calm and do not show that you are shocked or upset**
- **Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner**
- **Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret**
- **Inform a member of the safeguarding team immediately. Write up your conversation onto CPOMs as soon as possible in the child's own words. Stick to the facts, and do not put your own judgement on it**

**Alternatively, if appropriate, make a referral to children's social care and/or the police directly (see 7.1), and tell the DSL as soon as possible that you have done so**

### **7.3 If you discover that FGM has taken place or a pupil is at risk of FGM**

The Department for Education's Keeping Children Safe in Education explains that FGM comprises "all procedures involving partial or total removal of the external female genitalia, or other injury to the female genital organs".

FGM is illegal in the UK and a form of child abuse with long-lasting, harmful consequences. It is also known as 'female genital cutting', 'circumcision' or 'initiation'.

Possible indicators that a pupil has already been subjected to FGM, and factors that suggest a pupil may be at risk, are set out in appendix 4.

**Any teacher** who discovers that an act of FGM appears to have been carried out on a **pupil under 18** must immediately report this to the police, personally. **This is a mandatory duty**, and teachers will face disciplinary sanctions for failing to meet it.

The duty above does not apply in cases where a pupil is *at risk* of FGM or FGM is suspected but is not known to have been carried out. Staff should not examine pupils.

**Any other member of staff** who discovers that an act of FGM appears to have been carried out on a **pupil under 18** must speak to the DSL and follow our local safeguarding procedures.

**Any member of staff** who suspects a pupil is *at risk* of FGM must speak to the DSL who will follow our local safeguarding procedures.

### **7.4 If you have concerns about a child (as opposed to a child being in immediate danger)**

Flowchart on page 3 is the procedure to follow if you have concerns about a child's welfare and the child is not in immediate danger.

Where possible, speak to the DSL first to agree a course of action. Alternatively, make a referral to local authority children's social care directly (see 'Referral' below).

You can also contact the charity **NSPCC** on **0808 800 5000** if you need advice on the appropriate action.

### **7.5 If you have concerns about extremism**

If a child is not at immediate risk of harm, where possible, speak to the DSL first to agree a course of action. Alternatively, make a referral to local authority children's social care directly if appropriate (see 'Referral' above).

Where there is a concern, the DSL will consider the level of risk and decide which agency to make a referral to. This could include [Channel](#), the government's programme for identifying and supporting individuals at risk of being drawn into terrorism, or the local authority children's social care team.

The Department for Education also has a dedicated telephone helpline, 020 7340 7264, that school staff and governors can call to raise concerns about extremism with respect to a pupil. You can also email [counter.extremism@education.gov.uk](mailto:counter.extremism@education.gov.uk). Note that this is not for use in emergency situations.

In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321 if you:

- **Think someone is in immediate danger**
- **Think someone may be planning to travel to join an extremist group**
- **See or hear something that may be terrorist-related**

## **7.6 Concerns about a staff member or volunteer**

- If you have concerns about a member of staff or volunteer, speak to the Head teacher or the DSL immediately. If you have concerns about the headteacher, speak to the chair of governors or to the DSL.
- You can also discuss any concerns about any staff member or volunteer with the DSL.
- The Head teacher/Chair of Governors/DSL will then follow the procedures set out in appendix 3, if appropriate.
- The DSL or Head teacher (or Chair of Governors, in the case of a concern about the Head teacher) will also inform the Designated Officer for the local authority.
- Where appropriate, the school will inform Ofsted of the allegation and actions taken, within the necessary timescale (see appendix 3 for more detail).

## **7.7 Allegations of abuse made against other pupils – Child on child abuse, Sexual violence or Harassment**

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

This might include where the alleged behaviour:

- **Is serious, and potentially a criminal offence**
- **Could put pupils in the school at risk**
- **Is violent**
- **Involves pupils being forced to use drugs or alcohol**
- **Involves sexual exploitation or sexual abuse, such as indecent exposure, sexual assault, or sexually inappropriate pictures or videos (including sexting)**

If a pupil makes an allegation of abuse against another pupil:

- **You must tell the DSL and record the allegation, but do not investigate it**
- **The DSL will contact the local authority children's social care team and follow its advice, as well as the police if the allegation involves a potential criminal offence**
- **The DSL will put a risk assessment and support plan into place for all children involved – both the victim(s) and the child(ren) against whom the allegation has been made – with a named person they can talk to if needed**
- **The DSL will contact the children and adolescent mental health services (CAMHS), if appropriate**



We will minimise the risk of child-on-child abuse by:

- **Challenging any form of derogatory or sexualised language or behaviour**
- **Having a zero-tolerance approach to abuse, never passing it off as ‘banter’, ‘just having a laugh’, ‘part of growing up’ or ‘boys being boys’**
- **Being vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards female pupils, and initiation or hazing type violence with respect to boys**
- **Ensuring our curriculum helps to educate pupils about appropriate behaviour and consent**
- **Ensuring pupils know they can talk to staff confidentially**
- **Ensuring staff are trained to understand that a pupil harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy (see Child on child abuse policy)**

Our separate Child on Child Abuse Policy (or Appendix?) 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
- 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’
- 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

## **Community Safety**

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

### **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 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.

### Early help

If early help is appropriate, the DSL will support employees in liaising with other agencies and setting up an inter-agency assessment as appropriate.

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 and has specific additional needs;
- has special educational needs (whether or not they have a statutory education, health and care plan);
- is a young carer;
- 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
- is an international new arrival, refugee or asylum-seeker
- is looked after, previously looked after or under a special guardianship order
- has or has had a social worker (Where children have or have had a social worker, we will work alongside the social worker to ensure there is a clear focus in the Plan for the child).
- LGBT children
- Has the potential for adultification

The DSL will keep the case under constant review and the school will consider a referral to local authority children's social care if the situation does not seem to be improving. Timelines of interventions will be monitored and reviewed.

### Referral

If it is appropriate to refer the case to local authority children's social care or the police, the DSL will make the referral or support you to do so.

If you make a referral directly (see section 7.1), you must tell the DSL as soon as possible.

The local authority will make a decision within 1 working day of a referral about what course of action to take and will let the person who made the referral know the outcome. The DSL or person who made the referral must follow up with the local authority if this information is not made available, and ensure outcomes are properly recorded.

If the child's situation does not seem to be improving after the referral, the DSL or person who made the referral must contact the local authority and make sure the case is reconsidered to ensure the concerns have been addressed and the child's situation improves.

## **8. Notifying parents**

Where appropriate, we will discuss any concerns about a child with the child's parents. The DSL or deputies will normally do this in the event of a suspicion or disclosure.

Other staff will only talk to parents about any such concerns following consultation with the DSL.

If we believe that notifying the parents would increase the risk to the child, we will discuss this with the local authority children's social care team before doing so.

In the case of allegations of abuse made against other children, we will normally notify the parents of all the children involved.

## **9. Mobile phones, cameras and Smart watches**

Staff are allowed to bring their personal phones and Smart watches to school for their own use, but will limit use to non-contact time when pupils are not present. Staff members' personal phones will remain in their bags or cupboards during contact time with pupils.

Staff will not take pictures or recordings of pupils on their personal phones, cameras or Smart watches.

We will follow the General Data Protection Regulation and Data Protection Act 2018 when taking and storing photos and recordings for use in the school.

Year 5 and 6 pupils are permitted to bring their personal phones to school but these must be locked away under the teacher's care during the school day for online safety. Children are not permitted to take photographs or recordings on school premises on their personal phones. Children are NOT allowed to wear Smart watches for school. If a child is found to be wearing a Smart watch, this will be stored safely by the class teacher until the end of the day, when it will be handed to the parent and a conversation about not bringing this device to school will take place. An acceptable user policy is signed by all staff, pupils and regular volunteers.

All visitors are given a safeguarding leaflet explaining guidance on mobile phones and personal devices on entry to the school.

Parents are not permitted to video or photograph children on the premises unless permission is given to them to do so by the class teacher i.e. at an assembly/show. This is because consent needs to be obtained by all parents of the children in that class/year group before authorisation can be given. If attending a learning session at school mobile phones and devices should not be used.

## **10. Whistle-blowing**

We ensure that all staff are aware of how to raise a concern regarding poor or unsafe practice or potential failures through our Whistleblowing policy. The policy outlines what options there are for reporting concerns. How the school will respond to such concerns and what protection is available to staff who report another member of staff.

## **11. Attendance and exclusions**

**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.**

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

Our Attendance Policy identifies how individual cases are managed and how we work proactively with parents/carers to ensure that they understand why attendance is important. In certain cases. This may form part of an Early Help Assessment (EHA) or a Parenting Contract.

We implement the statutory requirements in terms of monitoring and reporting children missing education (CME) and off-rolling and understand how important this practice is in safeguarding children and young people.

We implement the statutory and LA requirements in terms of monitoring and reporting children to the CME Team (named unchanged)

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.

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.)

## **EXCLUSIONS**

We comply with statutory regulations and with the LA Inclusion Policy

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.

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

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.

## **ALTERNATIVE PROVISION (AP)**

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.

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

## **12. Record-keeping**

We will hold records in line with our GDPR policy.

All safeguarding concerns, discussions, decisions made and the reasons for those decisions, must be recorded on CPOMs system. This creates an accurate, timely chronology and allows a full picture of the child's needs to be gained. If you are in any doubt about whether to record something, discuss it with the DSL.

We keep copies of all referrals to Children and Family services, the Early Help hub and any other agencies related to safeguarding children.

Non-confidential records will be easily accessible and available. Confidential information and records will be held securely and only available to those who have a right or professional need to see them.

We send a pupil's child protection or safeguarding file separately from the main file to a new establishment if a pupil leaves the school and keep a copy of the file in accordance with our LA Guidance. Files can be transferred by CPOMs securely if the child's new setting has access to this.

Safeguarding records relating to individual children will be retained for a period of time until the person reaches their 26<sup>th</sup> birthday after they have left the school. This is in line with NSPCC recommendations 2018

Moston lane Primary School will share information with other agencies when this is deemed appropriate

In addition:

**Appendix 2 sets out our policy on record-keeping specifically with respect to recruitment and pre-employment checks**

### **13. Multi-Agency Working**

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

We will notify Children's Social Care 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 of more than two days from school.
- it has been agreed as part of any child protection plan or core group plan.

### **14. Training**

#### **14.1 All staff**

In accordance with KCSIE 2023, all new staff members will undertake safeguarding and child protection training at induction, including on whistle-blowing procedures, to ensure they understand the school's safeguarding systems and their responsibilities, and can identify signs of possible abuse or neglect (including online safety and their responsibilities in relation to filtering and monitoring). This training will be regularly updated and will be in line with advice from our local safeguarding children board.

All staff will receive Level 1 Safeguarding training every 2 years (in-line with KCSIE 2023 guidance)

All staff must ensure that they have read and understood KCSIE: Part One/Annex A and /or Annex B. Staff will receive this via CPOMS library, for them to read and tick that they have read and understood. A list is then collated by the DSL for school records. Where staff do not have access to CPOMS, i.e. cleaners and kitchen staff, a printed copy will be provided and a register to be signed and dated once they have read and understood the documentation

All staff will have training on the government's anti-radicalisation strategy, Prevent, to enable them to identify children at risk of being drawn into terrorism and to challenge extremist ideas.

Staff will also receive regular safeguarding and child protection updates (for example, through emails, e-bulletins and staff meetings) as required and at least annually, 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.

Volunteers will receive appropriate training, if applicable.

#### **14.2 The DSL and Safeguarding Team**

The DSL and deputies will undertake child protection and safeguarding training at least every 2 years.

In addition, they will update their knowledge and skills at regular intervals and at least annually (for example, through e-bulletins, meeting other DSLs, or taking time to read and digest safeguarding developments).

They will also undertake Prevent awareness training.

### **14.3 Governors**

All governors receive training about safeguarding, to make sure they have the knowledge and information needed to perform their functions and understand their responsibilities.

### **14.4 Recruitment – interview/appointment panels**

At least one person on any interview/appointment panel for a post at the school will have undertaken safer recruitment training. This will cover, as a minimum, the contents of the Department for Education's statutory guidance, Keeping Children Safe in Education 2022, and be in line with local safeguarding procedures.

### **14.5 Staff who have contact with pupils and families**

All staff who have contact with children and families will have supervisions which will provide them with support, coaching and training, promote the interests of children and allow for confidential discussions of sensitive issues.

## **15. Serious Case Review**

The MSCB will always undertake a serious case review when a child dies (including death by suicide) and abuse or neglect is known or suspected to be a factor in their death. If required, we will cooperate fully with the review process.

Our DSL will keep up to date with the findings from SCRs in Manchester and share the learning and review our safeguarding procedures if relevant.

## **16. The Curriculum**

We are committed to promoting emotional health and well-being and to supporting the development of the skills needed to help children keep themselves safe and healthy, develop their self-esteem, develop resilience and understand the responsibilities of adult life, particularly in regard to child care and parenting skills.

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

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

There is access to a range of extra-curricular activities which promotes these values and supports the social, spiritual, moral well-being and physical and mental health of the pupils.

Relationships Education, Relationships and Sex Education (RSE) and Personal Health and Social Education and Citizenship lessons provide opportunities for children and young people to discuss and debate a range of subjects including lifestyles, family patterns, religious beliefs and practices and human rights issues, knowing and understanding when they are at risk, how to keep themselves safe and how to get help if they need it.

We take account of the latest advice and guidance provided to help address specific vulnerabilities, risks and forms of exploitation e.g. Domestic Abuse, CSE, Radicalisation and Extremism, Child-on-Child Abuse, Modern Slavery, County Lines, Female Genital Mutilation, Forced Marriage.

All children know there are adults in our school 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.

Children are taught about safeguarding, including online safety and for some children, this will take a more personalised and contextualised approach, such as more vulnerable children, victims of abuse and some SEND children

**We have a clear set of values and standards, upheld and demonstrated throughout all aspects of school life**

**We have a culture of zero tolerance for sexism, misogyny/misandry, homophobia, biphobic and sexual violence or harassment.**

## **17. Online Safety**

E-Safety is a safeguarding issue and we understand that children must be safeguarded from potentially harmful and inappropriate online material. Our whole school approach empowers us to protect and educate pupils 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 is to help raise educational standards, promote children's achievement, and support the professional work of staff, as well as enhance our management information and business administration.

We consider the 4C areas of risk (Content, Contact, Conduct, Contract) to inform our online safety policy and ensure this is a running and interrelated theme when developing other relevant policies and procedures.

The internet is an essential element in 21<sup>st</sup> 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 at Moston Lane Primary School.

Our policy on the use of children's personal devices (mobile phones, Smart technology) is clearly outlined in our Online Safety statement. In summary, children in Key Stage 1 and Lower key Stage 2 are not allowed to bring personal devices to school. In Upper Key Stage 2, where children have permission to bring mobile phones to school, they are required to turn off their device on arrival to school and hand it to the class teacher until the end of the school day. We do not allow the wearing of Smart watches in school.

We will ensure that appropriate filtering methods (without 'over-blocking') are in place to ensure that children are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material. We have Smoothwall in place via our service provider MGL.

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

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. Endpoint virus protection is installed on our system, provided by MGL.

We will encourage children to use Social Media safely (including when gaming) providing opportunities for them to think about and discuss the issues and to check their sources of information. **We will keep abreast of new developments that may potentially harm our children.**

We have separate acceptable use policies for both staff and children, which cover the use of all technologies and platforms used, both on and off site. This policy contains information about what staff can and cannot use/do on site, as well as outlining expectations for online use offsite (see also Code of Conduct).

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

We work with parents to promote good practice in keeping children safe online, including to support their children learning at home. We have a dedicated online safety page on our school website with links to relevant websites for parents seeking support. We continually send out parent guides and support sheets as new trends emerge. News section of the website is updated termly with online safety tips and support for parents (see also our Remote Learning policy).

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

- Acceptable usage policies for all staff
- Social Media policy outlines staff appropriate usage of technology
- Remote learning policy
- Staff only use Google Classroom and year group (non-personal) emails to communicate with parents and children

As technology, and the risks and harm associated with it, evolve and change rapidly, we will carry out at least annual reviews of our approach to online safety supported by an annual risk assessment that considers and reflects the risks our children face (KCSIE 2023, part 2)

## **18. Safer Recruitment**

Our recruitment and selection policies and processes adhere to DfE guidance Keeping Children Safe in Education 2022 and the LA model policy for Safer Recruitment (Appendices A & D). Within our recruitment process and in line with advice from Keeping Children Safe in Education 2022, we will be conducting online searches of potential candidates at the shortlisting stage.

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 of volunteering opportunities at our school. These measures are outlined in and expanded on in our policies.

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 school's commitment to safeguarding and promoting the welfare of children

Our job adverts will make it clear that safeguarding checks will be undertaken, **including online checks for shortlisted candidates** (See Appendix 2 for procedures)

We understand the process around filtering and 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.

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

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

The school maintains a single central record of all recruitment checks, updated and monitored at least termly by SLT and Governor

## **19. Safety on and off site**

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

19.2 We have good, up-to-date knowledge of our local area and any safeguarding risks to the wider community

19.3 All visitors, including visiting speakers, are subject to our safeguarding protocols whilst on site and will be supervised at all times, if no checks have been obtained. **We will** undertake an assessment of the education value, age-appropriateness and content of the visitor's itinerary

19.4 Visitors who are in school in a professional capacity, will have their ID checked and assurance sought that they have an appropriate DBS check

19.5 We will ensure that any contractor, or any employee of the contractor, who is to work at the 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 and the contractor's organisation. We will always check the identity of contractors and their staff on arrival at school.

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 DO (Designated Officer)

19.6 All school trips are fully risk assessed and no child will be taken offsite without parental permission. For international exchanges, we will liaise with partner schools abroad, to establish a shared understanding of the arrangements in place both before and during the visit. We will ensure we are satisfied that these are appropriate and sufficient to safeguard effectively every child who will take part in the exchange. We may also feel it necessary to contact the relevant foreign embassy or High Commission of the country in question to discuss what checks may be possible in respect of those providing homestay outside of the UK.

We have read and considered 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.

We have a Health & Safety policy and a critical incident plan e.g. for contacting parents, and for reporting to the emergency services, including Police & Hospital.

## 20. Monitoring arrangements

This policy will be reviewed **annually** by Mel Adams, DSL. At every review, it will be approved by the full governing body.

## 21. Links with other policies

This policy links to the following policies and procedures:

**Behaviour**

**Whistleblowing**

**Staff code of conduct**

**Complaints**

**Health and safety**

**Attendance**

**Online safety**

**Relationship and Sex Education Curriculum**

**First aid**

**Privacy notices**

**Critical incident**

**Anti-bullying**

**Child on child Abuse**

**These appendices are based on the Department for Education's statutory guidance, Keeping Children Safe in Education 2022.**

### **Appendix 1: types of abuse**

**Abuse** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology can be used to facilitate offline abuse. Children may be abused by an adult or adults, or by another child or children.

Abuse, including neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap.

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

**Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Emotional abuse may involve:**

- **Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person**
- **Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate**
- **Age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction**
- **Seeing or hearing the ill-treatment of another**
- **Serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children**

**Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

**The activities may involve:**

- **Physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing**
- **Non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet)**

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**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.

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

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

## Appendix 2: Safer recruitment and DBS checks – policy and procedures

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

### Appointing new staff

When appointing new staff, we will:

- **Verify their identity**
- **Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will not keep a copy of this for longer than 6 months**
- **Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available**
- **Verify their mental and physical fitness to carry out their work responsibilities**
- **Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards**
- **Verify their professional qualifications, as appropriate**
- **Ensure they are not subject to a prohibition order if they are employed to be a teacher**
- **Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent**
- **Ask for written information about previous employment history and check that information is not contradictory or incomplete**
- We will seek references on all short-listed candidates, including internal candidates, before interview. We will scrutinise these and resolve any concerns before confirming appointments.
- We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under [Childcare \(Disqualification\) and Childcare \(Early Years Provision Free of Charge\) \(Extended Entitlement\) \(Amendment\) Regulations 2018](#). Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

**Regulated activity** means a person who will be:

- **Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children**
- **Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children**
- **Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not**

### **Existing staff**

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is non-regulated to regulated activity.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult:

### **Where the individual has received a caution or conviction for a relevant offence**

**If there is reason to believe that the individual has committed a listed relevant offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#)**

**If the individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left**

### **Agency and third-party staff**

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

### **Contractors**

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check.

#### **This will be:**

- **An enhanced DBS check with barred list information for contractors engaging in regulated activity**
- **An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children**
- We will obtain the DBS check for self-employed contractors.
- We will not keep copies of such checks for longer than 6 months.
- Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.
- We will check the identity of all contractors and their staff on arrival at the school.

### **Trainee/student teachers**

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the [Childcare \(Disqualification\) and Childcare \(Early Years Provision Free of Charge\) \(Extended Entitlement\) \(Amendment\) Regulations 2018](#).

## Volunteers

### We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Obtain an enhanced DBS check without barred list information for all volunteers who are not in regulated activity, but who have an opportunity to come into contact with children on a regular basis, for example, supervised volunteers
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check for any volunteers not engaging in regulated activity
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the [Childcare \(Disqualification\) and Childcare \(Early Years Provision Free of Charge\) \(Extended Entitlement\) \(Amendment\) Regulations 2018](#). . Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

## Governors

**All governors will have an enhanced DBS check without barred list information and section 128 check**

They will have an enhanced DBS check with barred list information if working in regulated activity.

### Checking the identity and suitability of visitors

All visitors will be required to verify their identity to the satisfaction of staff and to leave their belongings, including their mobile phone(s), in a safe place during their visit.

If the visitor is unknown to the setting, we will check their credentials and reason for visiting before allowing them to enter the setting. Visitors should be ready to produce identification.

Visitors are expected to sign into the inventory system and wear a visitor's badge at all times.

All visitors to our setting, including visiting speakers, will be accompanied by a member of staff at all times. We will not invite into the school any speaker who is known to disseminate extremist views, and will carry out appropriate checks to ensure that any individual or organisation using school facilities is not seeking to disseminate extremist views or radicalise pupils or staff.

### **Appendix 3: Managing allegations and concerns against staff, supply staff, volunteers and contractors**

We follow the DfE guidance KCSIE 2021, Section 4, when dealing with allegations made against staff, supply staff, volunteers and contractors, applying the appropriate level of concern criteria and managing accordingly.

We work closely with the police, Children's Social Care and MCC LADO when a risk of harm is indicated

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.

We consider allegations that may meet the harms threshold and those allegations/concerns that do not, referred to as 'low-level concerns'

**The harms threshold indicates 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 would 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, known as transferable risk)**

**Concerns that do not meet the harm threshold may include:**

- **Suspensions or nagging doubts about a member of staff**
- **Complaints**
- **Disclosure made by a child, parent/carer or another adult within or outside of school**
- **Inappropriate conduct outside of work**
- **Those raised during recruitment and vetting processes**
- **Our open and transparent culture enables us to identify concerning, problematic or inappropriate behaviour early, thus minimising the risk of abuse**
- **A low-level concern is not insignificant, it just does not meet the harm threshold**
- **Low-level concerns are reported to the Head teacher and may also be self-referred**
- **Our Managing Allegations Policy details the processes and conclusion of low-level concerns and guidance about including information in references**

Our policy applies regardless of whether the alleged abuse took place in the school. Allegations against a teacher who is no longer teaching and historical allegations of abuse will be referred to the police.

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, 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.

We ensure that all staff are aware of how to raise a concern, including anonymously as a whistleblower.

Our procedures for dealing with allegations will be applied with common sense and judgement.

Further information can be found in the school's Whistleblowing policy.



## **Appendix 4: specific safeguarding issues**

### **Children absent from education**

A child going missing from education is a potential indicator of abuse or neglect, and such children are at risk of being victims of harm, exploitation or radicalisation.

There are many circumstances where a child may become missing from education, but some children are particularly at risk.

**These include children who:**

- **Are at risk of harm or neglect**
- **Come from Gypsy, Roma, or Traveller families**
- **Come from the families of service personnel**
- **Go missing or run away from home or care**
- **Are supervised by the youth justice system**
- **Cease to attend a school**
- **Come from new migrant families**

We will follow our procedures for unauthorised absence and for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. This includes informing the local authority if a child leaves the school without a new school being named, and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a child's name from the admission register at non-standard transition points. Please see New Moston's attendance policy for further detail.

Staff will be trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being missing, such as travelling to conflict zones, FGM and forced marriage.

If a staff member suspects that a child is suffering from harm or neglect, we will follow local child protection procedures, including with respect to making reasonable enquiries. We will make an immediate referral to the local authority children's social care team, and the police, if the child is in immediate danger or at risk of harm.

### **Complex Safeguarding**

#### **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.

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 Sexual Exploitation**

Child sexual exploitation (CSE) is a form of sexual abuse where children are sexually exploited for money, power or status.

This can involve violent, humiliating and degrading sexual assaults, but does not always involve physical contact and can happen online. For example, young people may be persuaded or forced to share sexually explicit images of themselves, have sexual conversations by text, or take part in sexual activities using a webcam.

Children or young people who are being sexually exploited may not understand that they are being abused. They often trust their abuser and may be tricked into believing they are in a loving, consensual relationship.

If a member of staff suspects CSE, they will discuss this with the DSL. The DSL will trigger the local safeguarding procedures, including a referral to the local authority's children's social care team and the police, if appropriate.

#### **Indicators of sexual exploitation can include a child:**

- **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 or becoming pregnant**
- **Displaying inappropriate sexualised behaviour**
- **Suffering from changes in emotional wellbeing**
- **Misusing drugs and/or alcohol**
- **Going missing for periods of time, or regularly coming home late**
- **Regularly missing school or education, or not taking part in education**

#### **Child Criminal Exploitation / County Lines**

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: 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 drugs and a referral.

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.

We understand that schools are one of the many locations where children can be targeted and recruited into county lines and recognise specific indicators that may be present when a child is criminally exploited through involvement in county lines (KCSIE)

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.

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

We are mindful of the language and descriptors used when discussing or referring CCE and CSE instances and avoid all victim blaming language.

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'.

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 and have used the following organisations

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

If a member of staff suspects a child is being exposed to or is at risk of criminal exploitation, they will discuss this with the DSL. The DSL will trigger the local safeguarding procedures, including a referral to the local authority's Children's Social Care team and the police, if appropriate.

### **Serious violence**

All staff are 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 wellbeing
- signs of assault or unexplained injuries
- unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

All staff should be aware of the associated risks and understand the measures in place to manage these. Advice for schools and colleges is provided in the Home Office's Preventing Youth Violence and Gang Involvement and its Criminal Exploitation of Children and Vulnerable Adults: County Lines Guidance 11.

### **Domestic abuse**

Moston Lane Primary School is aware that children and young people's development, as well as their social and emotional resilience, is affected by many factors including exposure to domestic abuse within the family situation and is a safeguarding issue.

Children and young people react to domestic abuse in similar ways to other types of abuse and trauma.

Our Safeguarding and Child Protection's Policies and Procedures will be used to protect children and young people exposed to, and at risk from, domestic abuse.

Any child or young person thought to be at immediate risk will be reported without delay to the police service as a 999 emergency and the Manchester Children's Service Contact Centre will be contacted as soon as possible.

### **FGM**

The DSL will make sure that staff have access to appropriate training to equip them to be alert to children affected by FGM or at risk of FGM.

Section 7.3 of this policy sets out the procedures to be followed if a staff member discovers that an act of FGM appears to have been carried out or suspects that a pupil is at risk of FGM.

**Indicators that FGM has already occurred include:**

- A pupil confiding in a professional that FGM has taken place
- A mother/family member disclosing that FGM has been carried out
- A family/pupil already being known to social services in relation to other safeguarding issues
- A girl:
  - Having difficulty walking, sitting or standing, or looking uncomfortable
  - Finding it hard to sit still for long periods of time (where this was not a problem previously)
  - Spending longer than normal in the bathroom or toilet due to difficulties urinating
  - Having frequent urinary, menstrual or stomach problems
  - Avoiding physical exercise or missing PE
  - Being repeatedly absent from school, or absent for a prolonged period
  - Demonstrating increased emotional and psychological needs – for example, withdrawal or depression, or significant change in behaviour
  - Being reluctant to undergo any medical examinations
  - Asking for help, but not being explicit about the problem
  - Talking about pain or discomfort between her legs
- Potential signs that a pupil may be at risk of FGM include:
  - The girl's family having a history of practising FGM (this is the biggest risk factor to consider)
  - FGM being known to be practised in the girl's community or country of origin
  - A parent or family member expressing concern that FGM may be carried out
  - A family not engaging with professionals (health, education or other) or already being known to social care in relation to other safeguarding issues

**A girl:**

- Having a mother, older sibling or cousin who has undergone FGM
- Having limited level of integration within UK society
- Confiding to a professional that she is to have a "special procedure" or to attend a special occasion to "become a woman"
- Talking about a long holiday to her country of origin or another country where the practice is prevalent, or parents stating that they or a relative will take the girl out of the country for a prolonged period
- Requesting help from a teacher or another adult because she is aware or suspects that she is at immediate risk of FGM
- Talking about FGM in conversation – for example, a girl may tell other children about it (although it is important to take into account the context of the discussion)
- Being unexpectedly absent from school
- Having sections missing from her 'red book' (child health record) and/or attending a travel clinic or equivalent for vaccinations/anti-malarial medication

The above indicators and risk factors are not intended to be exhaustive.

### **Forced marriage**

Forcing a person into marriage is a crime. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats, or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological.

Staff will receive training around forced marriage and the presenting symptoms. We are aware of the 'one chance' rule, i.e. we may only have one chance to speak to the potential victim and only one chance to save them.

If a member of staff suspects that a pupil is being forced into marriage, they will speak to the pupil about their concerns in a secure and private place. They will then report this to the DSL.

The DSL will:

- **Speak to the pupil about the concerns in a secure and private place**
- **Activate the local safeguarding procedures and refer the case to the local authority's designated officer**
- **Seek advice from the Forced Marriage Unit on 020 7008 0151 or [fmu@fco.gov.uk](mailto:fmu@fco.gov.uk)**
- **Refer the pupil to an education welfare officer, pastoral tutor, learning mentor, or school counsellor, as appropriate**

### **Other so called 'Honour Based' Violence**

So-called 'honour-based' violence (HBV) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators. All forms of HBV are abuse (regardless of the motivation) and should be handled and escalated as such.

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV.

Actions If staff have a concern regarding a child that might be at risk of HBV or who has suffered from HBV, they should speak to the designated safeguarding lead (or deputies) as appropriate they will activate local safeguarding procedures.

### **Preventing radicalisation**

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. Extremism is vocal or active opposition to fundamental British values, such as democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs.

Schools have a duty to prevent children from being drawn into terrorism. The DSL will undertake Prevent awareness training and make sure that staff have access to appropriate training to equip them to identify children at risk.

We will assess the risk of children in our school being drawn into terrorism. This assessment will be based on an understanding of the potential risk in our local area, in collaboration with our local safeguarding children board and local police force.

We will ensure that suitable internet filtering is in place, and equip our pupils to stay safe online at school and at home.

There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. Radicalisation can occur quickly or over a long period.

Staff will be alert to changes in pupils' behaviour.

The government website [Educate Against Hate](#) and charity [NSPCC](#) say that signs that a pupil is being radicalised can include:

- **Refusal to engage with, or becoming abusive to, peers who are different from themselves**
- **Becoming susceptible to conspiracy theories and feelings of persecution**
- **Changes in friendship groups and appearance**
- **Rejecting activities they used to enjoy**
- **Converting to a new religion**
- **Isolating themselves from family and friends**
- **Talking as if from a scripted speech**
- **An unwillingness or inability to discuss their views**
- **A sudden disrespectful attitude towards others**
- **Increased levels of anger**
- **Increased secretiveness, especially around internet use**
- **Expressions of sympathy for extremist ideologies and groups, or justification of their actions**
- **Accessing extremist material online, including on Facebook or Twitter**
- **Possessing extremist literature**
- **Being in contact with extremist recruiters and joining, or seeking to join, extremist organisations**

Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. It is important to note that these signs can also be part of normal teenage behaviour – staff should have confidence in their instincts and seek advice if something feels wrong.

If staff are concerned about a pupil, they will follow our procedures set out in section 7.5 of this policy, including discussing their concerns with the DSL.

Staff should **always** take action if they are worried.

Further information on the school's measures to prevent radicalisation are set out in other school policies and procedures, including Online Safety.

### **Homelessness**

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. The designated safeguarding lead (and any deputies) should be aware of contact details and referral routes in to the Local Housing Authority so they can raise/progress concerns at the earliest opportunity. Indicators that a family may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family being asked to leave a property. Whilst referrals and or discussion with the Local Housing Authority should be progressed as appropriate, and in accordance with local procedures, this does not, and should not, replace a referral into children's social care where a child has been harmed or is at risk of harm.

### **Child on child abuse**

Children can abuse other children. This is generally referred to as Child on child abuse and can take many forms. This can include (but is not limited to) bullying (including cyberbullying); sexual violence and sexual

harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals (see Child on child Abuse Policy for further information on policy and procedure)

**Sexual violence and sexual harassment** (see Child on child Abuse Policy for further information on policy and procedure)

Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment.

Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable.

It is important that all victims are taken seriously and offered appropriate support. Staff should be aware that some groups are potentially more at risk.

Evidence shows girls, children with SEND and LGBT children are at greater risk.

**Staff should be aware of the importance of:**

- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”; and
- challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them
- Upskirting, which typically involves taking a picture under a person’s clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals

The initial response to a report from a child is important.

It is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

If staff have a concern about a child or a child makes a report to them, they should speak to the Designated Safeguarding Lead (or a deputy).

### **Private fostering**

Private fostering is defined as when a child is cared for by someone who is not their parent or close relative. This is a private arrangement made by their parent/carer for 28 days or more.

When private fostering is known or suspected the DSL or deputy must be made aware and a referral to the local authority will be made.

### **Drop off of children at school**

Key Stage 1, Reception and Nursery children are not allowed to be dropped in the school playground unaccompanied before school begins. They should be supervised until the child enters school premises by a competent adult aged 16 years or older.

Key Stage 2 children should not be on the school playground unaccompanied by adult before 8.30am. In any cases where school are concerned about the competency or supervision of individual children we will contact parents to discuss.

### **Collection of children from school**

All children in Key Stage 1, Reception and Nursery must be collected by a competent adult aged 16 years or older.

Children in Key Stage 2 are able to be collected from school by older siblings, again with written parental consent\*.

Children in Year 5 and 6 are permitted to walk home alone with written parental consent\*.

\*Please note that it is parents/carers responsibility to inform the school office if this arrangement changes.

### **Non-collection of children**

Parents are required to provide at least 2 emergency contacts for their child/children. If child/children are not picked up on time and no contact can be made to anybody with responsibility for the child/children advice may be sought from the police or local authority.