



SAFEGUARDING AND CHILD PROTECTION

POLICY AND PROCEDURE

Version Control

Current version	Previous version	Summary of changes made
November 2018	Dec 2016	New policy drafted based on Bolton LA new policy.

Updates and amendments made from the Safeguarding and Child Protection Policy 2018

Page No.	Update / Amendment
8	New paragraph on sharing information in light of GDPR regulations
9	New paragraph on record keeping
10/11	Additional bullet points on early help
12	Updated information on neglect
13	Renewed information on abuse and neglect
15	New section on domestic abuse and Encompass
16	Encompass flowchart added
17/18	New paragraphs on Children with Sexually Harmful Behaviour
18	New definition of Child Sexual Exploitation
18/19	New section on sexting with flowchart
25	Additional information on Channel
27	New section on Children and the Court System
27	New section on Children with Family members in prison
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Little Lever School Principles for Child Protection and Safeguarding Children

PRINCIPAL:

Dominic McKeon

DESIGNATED SAFEGUARDING LEAD & DEPUTY:

**Andrew Cook - DSL
(DSL Training completed Jan 2017)
Phil Davies – Deputy DSL
(DSL Training completed Jan 2017)**

CHAIR OF THE TRUST:

Karina Carter

DESIGNATED SAFEGUARDING GOVERNOR:

Karina Carter

DATE OF NEXT REVIEW:

September 2019

SCOPE

This Policy and Procedure reflects the new statutory guidance of part one from 'Keeping Children Safe in Education'. This policy and its procedures do not form part of the contract of employment; however, they apply to all full and part time employees of the school, including those employed on temporary or fixed-term contracts. Volunteers and contractors who offer their services to the school and parents will be made aware of this document (see Appendices 1 and 2).

The school's Policy and Procedures will apply at all times when the school is providing services or activities directly under the management of school staff. This Policy and Procedure will be reviewed annually and may be amended from time to time. An annual audit will be held each autumn term to ensure that child protection arrangements continue to be appropriate. Other key policies which should be read in conjunction with this policy are the Online Safety policy, the Anti-Bullying policy, the Health and Safety policy and the Safer Recruitment policy.

PURPOSE AND PRINCIPLES

Little Lever School will strive to ensure that all pupils remain safe and free from harm and are committed to playing a full and active part in the Multi-Agency response to Child Protection concerns. It is recognised that the School and its staff are an important part of the wider safeguarding system for children. The purpose of this document is to ensure that **all** staff are aware of the arrangements that the school have in place for safeguarding and promoting the welfare of its pupils. It provides guidance to help staff who may have concerns about the safety or welfare of a child, and sets out the school's position in relation to all aspects of the Safeguarding and Child Protection processes.

KEY DEFINITIONS AND CONCEPTS

Child

The Children Acts 1989 and 2004, states a child is anyone who has not reached their 18th birthday. The commitment to safeguarding and promoting the welfare of children however will extend to all children who visit Little Lever School as well as all pupils of school.

Safeguarding and Promoting the Welfare of Children

No single professional can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, **everyone** who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action

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

The Department for Education (DfE) 'Keeping Children Safe in Education' (September 2018), states safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

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

Safeguarding children's welfare encompasses matters such as bullying and health and safety, (about which there are specific statutory requirements) together with a range of other issues, for example, arrangements for meeting the medical needs of children with Medical Conditions, providing First Aid, School Security, Drugs, Alcohol and Substance Misuse, Attendance, Admissions, Exclusions, Preventing Extremism and Radicalisation, CSE, EHA, Managing Allegations, Whistle-blowing, Mandatory reporting duty for FGM, Valuing Equality, Racist Incidents, Harassment & Discrimination, School Security & Physical Environment, ICT / E-safety, Safe Recruitment and Selection or any other safeguarding which the DfE have issued guidance on. Details of the School's policies in these areas are contained in other documents and can be accessed via our school website.

Child Protection

Is one part of safeguarding and promoting the welfare of children and refers to the activity that is undertaken to protect children who are suffering, or at risk of suffering significant harm.

Significant Harm

The definition of significant harm is not prescriptive. The interpretation will depend largely on professional judgement, based on the known facts. It can include inappropriate touching, an assault, or a series of compounding events e.g. bullying. Other factors to be considered include the age and vulnerability of the child, the degree of force used, the frequency of the harm, the nature of the harm in terms of ill treatment, and the impact on the child's health and development.

THE ROLE OF THE SCHOOL STAFF:

- A clear understanding that the child's welfare is paramount.
- Recognition that all children have an absolute right to a childhood free from abuse, neglect or exploitation.
- To understand all school staff have a responsibility to provide a safe environment in which children can learn.
- To recognise that everyone who comes into contact with children and their families has a role to play in safeguarding children. School staff understand they are particularly important as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating.

- All members of **Little Lever School** staff have a responsibility to be mindful of issues related to children's safety and welfare and a **duty to report and refer** any concerns however “minor” they appear to be so that concerns can be fully investigated by designated staff.
- To understand that parents have a right to be informed in respect of any concerns about their child's welfare, or any action taken to safeguard and promote the child's welfare, providing this does not compromise the child's safety.
- To recognise that children are best protected when professionals work effectively together and share responsibility for protective action.
- To understand where there are possible concerns about a child's safety, unconditional confidentiality cannot be guaranteed and should not be offered. When a child is subject to Child Protection Plan, to be aware that information about the child and their circumstances will only be shared on a "need to know" basis.
- To recognise Little Lever School is proactive and takes positive steps to inform children of their rights to safety and protection and the options available to express their fears or concerns.
- To be aware the school has in place robust systems that deter possible abusers and will manage effectively any allegations or concerns about abuse if they arise. All staff member who has a concern about a child's welfare should follow the referral processes set below. Any member of staff may be required to support social workers and other agencies following any referral.
- To always be prepared to listen to children who make disclosures about abuse or neglect, to take their comments and information seriously and, where appropriate, understand that the allegations will be investigated thoroughly by the child's social worker.
- All school staff are prepared and able to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years. In the first instance, staff should discuss early help requirements with the designated safeguarding lead. Staff may be required to support other agencies and professionals in an early help assessment.
- The Teachers' Standards 2012 state that teachers, including headteachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

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 sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

Record keeping

All concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing using the CPOMS. If in doubt about recording requirements, staff should discuss with the designated safeguarding lead (or deputy).

What school staff need to know

All Little Lever School staff members will be aware of systems within the school which support safeguarding and these should be explained to them as part of staff induction. This includes:

- the child protection policy;
- the staff behaviour policy (sometimes called a code of conduct);
- the safeguarding response to children who go missing from education;
- the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and the deputies).

Copies of policies, along with Part 1 and Annex A of Keeping Children safe (2018) are provided to staff as part of their induction process.

All Little Lever School staff members will receive appropriate safeguarding and child protection training which is regularly updated. In addition all staff members will receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

All Little Lever School staff are aware of the early help process, and understand their role in it. This includes identifying emerging problems, liaising with the designated safeguarding lead, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment.

All Little Lever School staff will be aware of the process for making referrals to children's social care and for statutory assessments under the Children Act 1989 that may follow a referral, along with the role they might be expected to play in such assessments.

All Little Lever School staff know what to do if a child tells them he/she is being abused or neglected. Staff will know how to manage the requirement to maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals such as the designated safeguarding lead and children's social care. Staff will never promise a child that they will not tell anyone about an allegation, as this may ultimately not be in the best interests of the child.

All Little Lever School staff members working with children in our school are expected to maintain an attitude of **'it could happen here'** where safeguarding is concerned. When concerned about the welfare of a child, staff members will always act in the best interests of the child. Knowing what to look for is vital to the early identification of abuse and neglect. If staff members at our school are unsure, they know they should always speak to the designated safeguarding lead.

If a child is in **immediate danger or is at risk of harm**, a referral will be made to Staying Safe Services (MASS – R&A) and/or the police immediately. Any member of staff can make a referral. Where referrals are not made by the designated safeguarding lead, the designated safeguarding lead should be informed as soon as possible that a referral has been made.

Why is all of this important?

It is important for children to receive the right help at the right time to address risks and prevent issues escalating. Research and Serious Case Reviews have repeatedly shown the dangers of failing to take effective action. Poor practice includes: failing to act on and refer the early signs of abuse and neglect; poor record keeping; failing to listen to the views of the child; failing to re-assess concerns when situations do not improve; sharing information too slowly; and a lack of challenge to those who appear not to be taking action.

Little Lever School – Procedures and Guidelines for Child Protection and Safeguarding Children

PREVENTION

Little Lever School takes seriously its duty of pastoral care and is proactive in seeking to prevent children becoming the victims of abuse, neglect or exploitation. It does this in a number of ways:

- Through the creation of an open culture which respects all individuals' rights and discourages bullying and discrimination of all kinds
- By identifying members of staff who have overall responsibility for Child Protection matters
- By ensuring these members of staff receive training in this field and act as a source of advice and support to other School staff
- By informing children of their rights to be free from harm and encouraging them to talk to school staff if they have any concerns, and
- Through SMSC (Spiritual, Moral, Social & Cultural) and promoting British values Little Lever School provides an on-going programme of support through the curriculum at an age appropriate level, to promote self-esteem and social inclusion, and to address the issue of child protection in the wider context of safeguarding.

EARLY HELP

Providing early help is very important in promoting the welfare of children. Early help means providing support as soon as a problem emerges, at any point in a child's life. Early help can also prevent further problems arising, for example, if a child's behaviour is becoming problematic due to lack of appropriate guidance and boundaries at home. Effective early help relies upon local agencies working together to:

- Identify children and families who would benefit from support
- Undertake an assessment of need
- Provide services to address those needs
- Review progress to ensure that positive change has happened

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

- Is disabled or has specific additional needs
- Has special educational needs (whether or not they have an EHCP)
- Is a young carer
- Frequently goes missing from care or home
- Is misusing drugs or alcohol
- Is showing signs of being withdrawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups
- Is at risk of modern slavery, trafficking or exploitation
- Is at risk of being radicalised or exploited
- Is in family circumstances presenting challenges for the child, such as domestic abuse or parental substance abuse or adult mental health problems
- Has returned home to their family from care

Little Lever School is committed to early help and the identification of unmet needs and vulnerabilities of its pupils and works in partnership with other agencies to promote the welfare of the pupils and to keep them safe. All staff are aware of the early help process and understand their role in identifying emerging problems, sharing information with other agencies and for some staff acting as the lead professional in undertaking early help assessments. Little Lever School adheres to Bolton's Framework for Action (October 2014). The school will implement relevant Early Help processes to support the wellbeing of children and families, appropriate to the processes of the borough in which the pupil resides, by tackling emerging needs at the earliest opportunity and prevent them from getting worse. The Early Help process involves working with children and their families to engage and include them as equal partners and to support them in accessing additional services that can promote positive outcomes.

Bolton's Integrated Working Team provides advice, support, guidance documents and training on Early Help processes. They can be contacted by phone: 01204 331392/4; Email: boltonISA@bolton.gov.uk or by writing to: Integrated Working Team, Castle Hill Centre, Castleton Street, Bolton, BL2 2JW. Or on the <http://boltonsafeguardingchildren.org.uk/resources> .

The Bury MASH team can be contacted at 0161 253 5678 or online from the Bury Council website.

TYPES OF ABUSE AND NEGLECT

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those who know them or, more rarely by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.

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

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (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: 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:

- 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.

Working Together to Safeguard Children, 2018

INDICATORS OF ABUSE AND NEGLECT

The school acknowledges that members of staff will not be experts at recognising where abuse may occur, or has already taken place, however staff will be expected to look out for any of the following indicators and take the appropriate action. The child may:

- Show unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- Have an injury for which the explanation seems inconsistent
- Describe what appears to be an abusive act in which they were involved – verbally or in written form such as an essay or drawing
- Show unexplained changes in behaviour - e.g. becoming very quiet, withdrawn, or displaying sudden outbursts of temper or hysteria. Academic work may suddenly deteriorate at this time
- Demonstrate age inappropriate sexual awareness
- Engage in sexually explicit behaviour in games/PE or other areas of the school
- Be distrustful of adults, particularly those with whom a close relationship will normally be expected
- Have difficulty in making friends
- Be prevented from socialising with other children
- Showing signs of depression, self-injury, suicidal tendencies
- Display variations in eating patterns including overeating or loss of appetite
- Lose weight for no apparent reason
- Become increasingly dirty or unkempt, with inadequate or damaged clothing

The above list is not exhaustive and the presence of one or more of the indicators will not be proof that abuse is actually taking place. It is **not** the responsibility of members of staff to decide that child abuse is occurring, but it is their responsibility to act on any concerns.

SPECIFIC SAFEGUARDING ISSUES

All staff will have an awareness of safeguarding issues, some of which are listed below. Staff will be aware that behaviours linked to the likes of drug taking, alcohol abuse, truancy and sexting put children in danger.

All staff will be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to, bullying (including cyberbullying), gender based violence/sexual assaults, sexting and inappropriate sexual touching. Staff will be clear as to the school's policy and procedures with regards to peer on peer abuse.

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. For example, the NSPCC offers information for schools on the TES website and also on its own website www.nspcc.org.uk

Government guidance on the issues listed below can be accessed via the GOV.UK website, Bolton Safeguarding Children's Board website www.boltonsafeguardingchildren.org.uk and Bolton's Domestic Abuse Handbook

Specific Safeguarding issues that all staff will be aware of include:

- bullying including cyberbullying
- children missing education
- child missing from home or care
- child sexual exploitation (CSE) – see also below
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM) – see also below
- forced marriage
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- hate
- mental health
- missing children and adults
- private fostering
- prevent and radicalisation
- relationship abuse
- sexting
- trafficking

Additional to the above, Bolton recognises domestic abuse and the impact this may have of Children and Young People, therefore in Bolton we have adopted the process of Operation Encompass.

DOMESTIC ABUSE AND LITTLE LEVER SCHOOL'S COMMITMENT TO ENCOMPASS

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

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are or have intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- Psychological
- Physical
- Sexual
- Financial; and
- Emotional

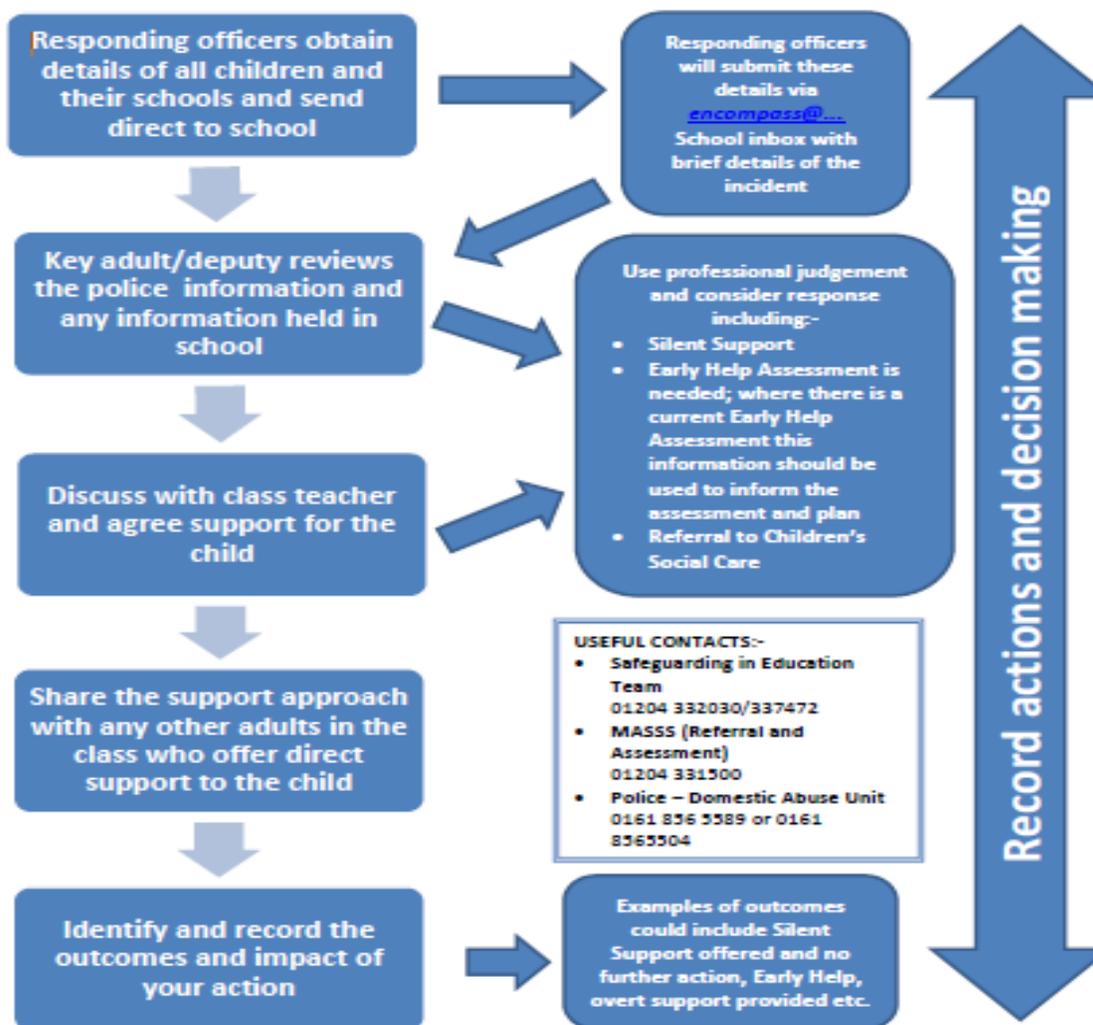
Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people can also occur within their personal relationships as well as in the context of their home life.

Bolton's Domestic Abuse Handbook should also be referred to. This has been refreshed and updated in July 2017 and can be accessed via Bolton Safeguarding Children Board Website.

<http://www.publications.bolton.gov.uk/bdav/>

Domestic abuse is a safeguarding children issue and statistics show that in 90% of cases children are present in a household during a domestic abuse incident. Often the following day children are ill-prepared to deal with the school day.

Encompass is a partnership between Greater Manchester Police, (in Bolton this is the (PPIU) Police Protection Investigation Unit), Bolton Safeguarding Children Board and designated school staff, known as Key Adults. Working together to safeguard children, Greater Manchester Police will inform the Key Adults within schools about any domestic abuse incident where the child or young person has been present. This will enable the school to take appropriate steps to support their pupil during what could be an emotionally difficult day. Key adults within the school are then able to accommodate the school day to lessen the impact and to support the child if they need it. In its simplest form, they are given some leeway, comfort and support. This can make a huge difference to children and allows them to have a safe space (see flow chart below).



PEER ON PEER ABUSE

Children and young people may be harmful to one another in a number of ways which will be classified as peer on peer abuse.

Staff will be aware of the harm caused by bullying and will use the school's anti-bullying procedures where necessary. However, there will be occasions when a child's behaviour warrants a response under child protection rather than anti-bullying procedures.

Not all abuse is carried out by adults. Sometimes children will be harmful to each other. This may include:

- Physical abuse e.g. biting, hitting, kicking
- Sexually harmful behaviour / sexual abuse
- Bullying
- Cyber bullying
- Sexting
- Prejudiced behaviour
- Teenage relationship abuse.

Staff should treat peer on peer abuse the same as abuse carried out by adults and refer concerns using the schools procedures.

CHILDREN WITH SEXUALLY HARMFUL BEHAVIOUR

Children may be harmed by other children or young people. Staff will be aware of the harm caused by bullying and will use the school's anti-bullying procedures where necessary. However, there will be occasions when a child's behaviour warrants a response under child protection rather than anti-bullying procedures. In particular, research suggests that up to 30 per cent of child sexual abuse is committed by someone under the age of 18.

The management of children and young people with sexually harmful behaviour is complex - it may involve inappropriate sexual language, sexual touching or sexual abuse. The school will work with relevant agencies to maintain the safety of the whole school community. Young people who display such behaviour may be victims of abuse themselves and the child protection procedures will be followed for both victim and perpetrator.

If a child, who resides in Bolton, is displaying sexually harmful behaviour a referral should be made to Social Care and the Safeguarding in Education Team should be contacted to support the school with implementing a Safety Plan. Where a child resides in another borough the school will work with the appropriate authorities and agencies to ensure appropriate support is provided.

Consent issues: If a young person is under the age of 13 years old, under the Sexual Offences Act 2003 they cannot legally consent to any form of sexual activity. Therefore a referral to Social Care is required in all such cases.

The Sexual Offences Act 2003 reinforces that, whilst mutually agreed, non-exploitative sexual activity between teenagers does take place and that often no harm comes from it, the age of consent still remains at 16 years of age. This acknowledges that this group of young people are still vulnerable even when they do not view themselves as such. Whilst a referral to Social Care or the police is not mandatory in such cases, careful consideration (including whether the children are Gillick Competent (using Fraser Competent guidelines) must be given and explore any difference of age, maturity, functioning and experiences and also an awareness of the potential consequences of their act. It would be advisable for the Designated Safeguarding Lead to seek guidance from Social Care in such cases.

FURTHER INFORMATION ON CHILD SEXUAL EXPLOITATION AND FEMALE GENITAL MUTILATION

CHILD SEXUAL EXPLOITATION (CSE):

The definition of Child Sexual Exploitation is as follows:

Child Sexual Exploitation is a form of child sexual abuse. It occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact, it can also occur through the use of technology (DfE, February 2017).

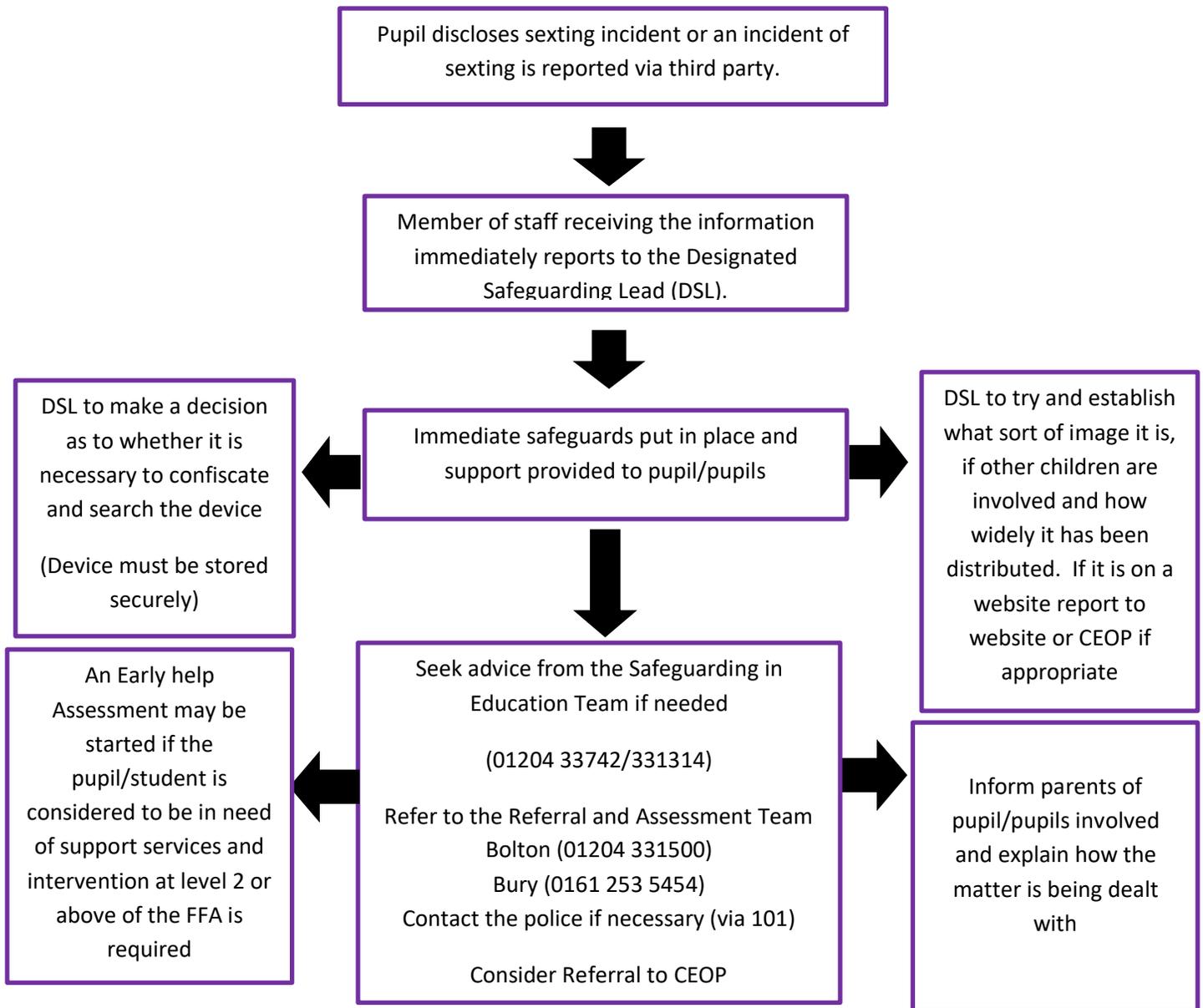
Technology is widely used by perpetrators as a method of grooming and coercing victims, often through social networking sites, such as Facebook, Snapchat, Instagram, BBM (Blackberry Messenger) and mobile devices. More information about Child Sexual Exploitation is available on the <http://boltonsafeguardingchildren.org.uk/resources> in the resources section. Also available is the online training <http://www.paceuk.info/the-problem/keep-them-safe/>. Concern that a child or young person may be being sexually exploited should be referred to Phoenix/Exit, Bolton's Child Sexual Exploitation Team [for advice](mailto:Phoenix.ExitTeam@gmp.pnn.police.uk) on 01204 337195 or email Phoenix.ExitTeam@gmp.pnn.police.uk

SEXTING

Staff should refer to the Sexting guidance for schools that was released by the UK Council (UKCCIS) for Child Internet Safety; **Sexting in Schools and Colleges: Responding to incidents and safeguarding young people**. The guidance is designed for Designated Safeguarding Leads, their deputies, head teachers and Senior Leaders in schools and educational establishments.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/609874/6_2939_SP_NCA_Sexting_In_Schools_FINAL_Update_Jan17.pdf

Responding to a Sexting Incident Flow Chart



If searching a device DO NOT:

- Send, share, copy or save the image
- Move the material from one place to another

NB: If the image has been shared via the school network block the network to all users and isolate the image

FEMALE GENITAL MUTILATION (FGM)

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

Indicators that a girl is at risk of FGM

- Victims are likely to come from a community that is known to practice FGM
- Any girl born to a woman who has been subjected to FGM
- Any girl who has a sister who has undergone FGM
- Girls taken abroad at start of school holidays
- Parents state that they or a relative will take the child out of the country for a prolonged period
- A professional hears reference to FGM in conversation e.g. a child may tell other children about it.

Indicators that a girl has undergone FGM

- Girl may have difficulty walking, sitting or standing
- May spend longer in the bathroom or toilet owing to difficulties in urinating
- Recurrent urinary tract infections or complaints of abdominal pain
- spend longer periods away from the classroom
- Young girls refusing to participate in P.E. regularly without a medical note
- Prolonged absence from school with noticeable behaviour changes on the girl's return

Actions

If staff have a concern regarding a girl that might be at risk of FGM they should speak with the designated safeguarding lead or deputy. There is also a specific legal duty on teachers. If it is believed that there is an immediate risk of FGM then this should be reported to the police. Since 31 October 2015 there has been a mandatory reporting duty placed on **teachers** that requires a different approach where FGM has taken place (see following section).

Mandatory Reporting Duty

All teachers have a mandatory duty to report any situation where they become aware that FGM has taken place.

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon **teachers**, along with social workers and healthcare professionals, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be

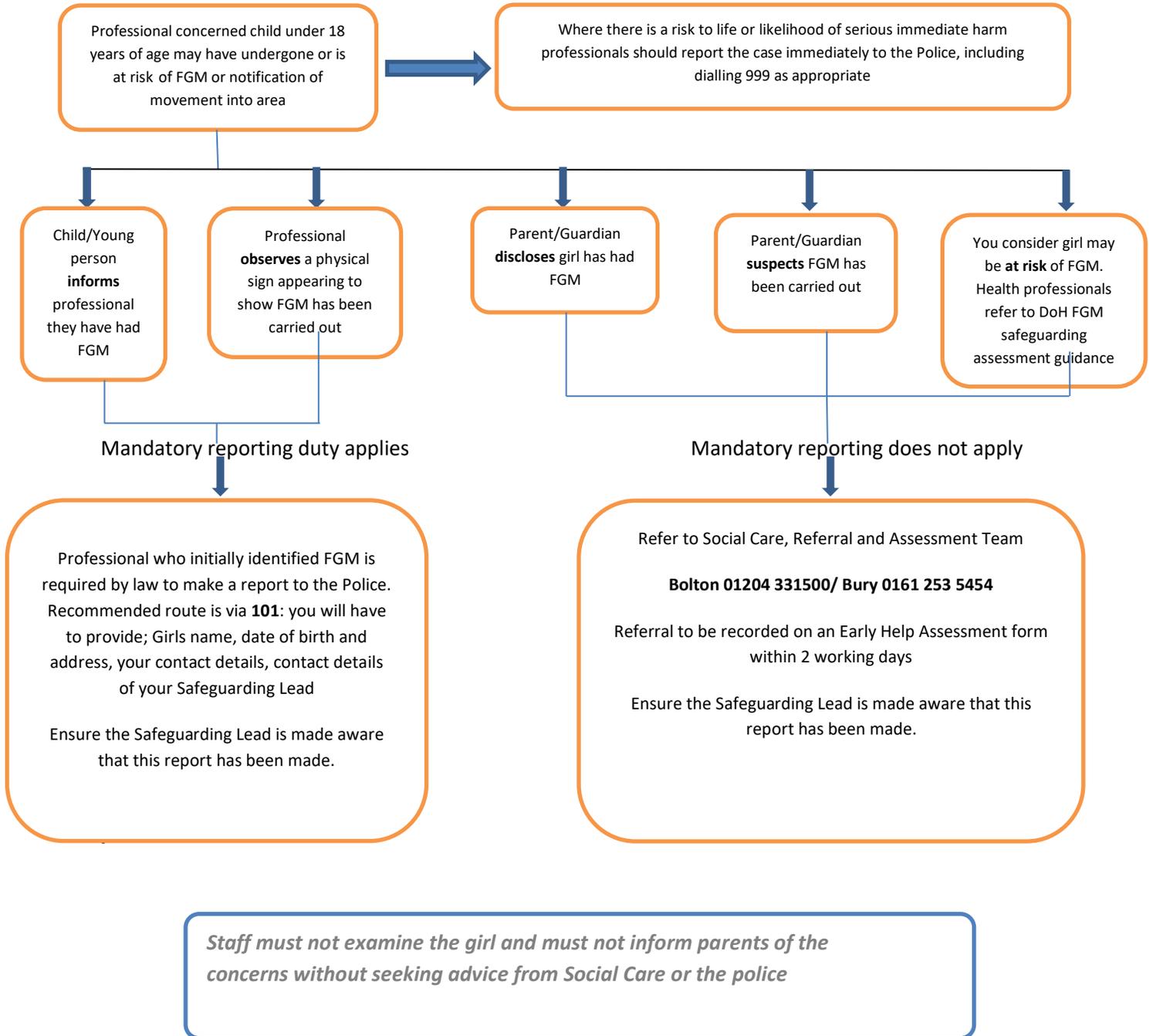
examining pupils, but the same definition of what is meant by “to discover that an act of FGM appears to have been carried out” is used for all professionals to whom this mandatory reporting duty applies.

Teachers **must** personally report to the police cases where they discover that an act of FGM appears to have been carried out, by telephoning 101.

If a teacher has is in any doubt they should discuss any such case with the school’s designated safeguarding lead and contact the Referral and Assessment Team

- More information about FGM is available on the Bolton Safeguarding Children website: which is <http://boltonsafeguardingchildren.org.uk/resources> in the resources section and online training is available for staff see attached link: Female Genital Mutilation (FGM) [E-Learning Package](#) – <http://www.fgmelearning.co.uk>

REPORTING FEMALE GENITAL MUTILATION



HONOUR BASED VIOLENCE

So-called 'honour-based' violence (HBV) encompasses that have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so called HBV are abuse (regardless of the motivation) and should be handled and escalated as such. If in any doubts staff should speak to the designated safeguarding lead. 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.

Indicators

There are a range of potential indicators that a child may be at risk of HBV. Guidance on the warning signs that FGM or forced marriage may be about to take place, or may have already taken place, can be found on pages 38-41 of the Multi Agency Statutory Guidance on FGM (pages 59-61) and pages 13-14 of the Multi-Agency Guidelines: Handling Case of Forced Marriage.

Actions

If staff have a concern regarding a child that might be at risk of HBV they should follow existing procedures for reporting safeguarding concerns.

For further information on Breast Ironing and Honour Based Violence follow the links below:

http://greatermanchesterscb.proceduresonline.com/chapters/p_force_marriage.html

http://greatermanchesterscb.proceduresonline.com/chapters/p_breast_ironing.html

RADICALISATION:

Protecting children from the risk of radicalisation is seen as part of Little Lever School's wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation it is possible to intervene to prevent vulnerable people from being radicalised.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. School staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately which may include making a referral to the Channel programme.

Prevent

From 1 July 2015 all schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 (“the CTSA 2015”), in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism. This duty is known as the Prevent duty. Section 29 of the CTSA 2015 (‘Prevent Guidance’) Paragraphs 57-76 of the Prevent Guidance are concerned specifically with schools.

The statutory Prevent guidance summarises the requirements on schools in terms of four general themes: risk assessment, working in partnership, staff training and IT policies.

Staff at Little Lever School are trained to understand issues relating to Prevent duty and to understand the risks of radicalisation. Staff are able to identify signs that pupils may be becoming at risk of radicalisation and are clear of their duty to report these concerns as a matter of urgency. The Designated Safeguarding Lead understands the school’s statutory responsibility and when it is appropriate to make a referral to the Channel programme.

Schools are expected to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children who may be at risk of radicalisation and what to do to support them. School should have clear procedures in place for protecting children at risk of radicalisation.

The Prevent duty builds on existing local partnership arrangements. For example, governing bodies and proprietors of all schools should ensure that their safeguarding arrangements take into account the policies and procedures of Local Safeguarding Children Boards (LSCBs).

The Prevent guidance refers to the importance of Prevent awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas. Individual schools are best placed to assess the training needs of staff in the light of their assessment of the risk to pupils at the school of being drawn into terrorism. As a minimum, however, schools should ensure that the designated safeguarding lead undertakes Prevent awareness training and is able to provide advice and support to other members of staff on protecting children from the risk of radicalisation. Schools must ensure that children are safe from terrorist and extremist material when accessing the internet in schools. Schools should ensure that suitable filtering is in place. It is also important that schools teach pupils about online safety more generally.

The Department for Education has also published advice for schools on the Prevent duty. The advice is intended to complement the Prevent guidance and signposts other sources of advice and support.

The Government has launched educate against hate, a website designed to equip school leaders, teachers and parents with the information, tools and resources they need to recognise and address extremism and radicalisation in young people. The website provides information on training resources for teachers, staff and school leaders, such as Prevent e-learning, via the Prevent Training catalogue.

Channel

School staff should understand when it is appropriate to make a referral to the Channel programme. Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual’s engagement with the programme is entirely voluntary at all stages.

Section 36 of the CTSA 2015 places a duty on local authorities to ensure Channel panels are in place. The panel must be chaired by the local authority and include the police for the relevant local authority area. Following a referral the panel will assess the extent to which identified individuals are vulnerable to being drawn into terrorism, and, where considered appropriate and necessary consent is obtained, arrange for support to be provided to those individuals. Section 38 of the CTSA 2015 requires partners of Channel panels to co-operate with the panel in the carrying out of its functions and with the police in providing information about a referred individual. Schools and colleges which are required to have regard to Keeping Children Safe in Education are listed in the CTSA 2015 as partners required to co-operate with local Channel panels.

More information can be found on the website of Bolton Safeguarding Children Board. When it is suspected that a pupil is vulnerable to radicalisation or there are concerns regarding a pupil's behaviour, the process is to refer to Bolton's Channel Panel, this generally would be the Safeguarding Lead who would contact Caroline Lynch (Achievement, Cohesion and Integration Service (ACIS) Teacher) on 01204 338055 or DC Keith Galley (12507) North West Counter Terrorism Unit Prevent Engagement Officer Bolton & Bury Divisions Greater Manchester Police HQ, Central Park, Northampton Road, Newton Heath, M405BP. Email: Keith.Galley@gmp.pnn.police.uk Telephone: 0161 856 5662

Prevent/channel online training is available via BSCB see link attached:

<http://boltonsafeguardingchildren.org.uk/working-with-children-and-young-people/multi-agency->
http://course.ncalt.com/Channel_General_Awareness/01/index.html

What happens when a member of staff is concerned that a pupil may be at risk of radicalisation?

A member of staff has a concern that a pupil may be at risk of radicalisation.

This may be the result of:

- Something the pupil has said
- Concerns expressed by friends of a pupil
- A change in a pupil's appearance
- A pupil may begin to display a new, or unusual, level interest in issues relating to radicalisation or extreme political groups
- Information a pupil may be looking at online

Staff are in a very good position to notice changes in a pupil that may indicate they are at risk of radicalisation

Member of staff makes a safeguarding referral to the Designated Safeguarding Lead

The Designated Safeguarding Lead will thoroughly investigate the concern raised.

This will involve:

- Investigation relating to the circumstances surrounding the referral
- Discussion with the pupil concerned
- Discussion with other relevant pupils and staff
- Discussion with the pupil's parents/carers and family
- Discussion with other relevant individuals
- Advice may be taken from relevant agencies and/or Channel

Is the pupil vulnerable to radicalisation?

Yes

The Designated Safeguarding Lead refers the case to Channel

Is the pupil vulnerable to radicalisation?

No

The concerns are placed on record. A period of formal to be agreed with parents/carers

Electronic Communication

Staff need to be fully aware of the dangers and risks associated with electronic communications. Consequently, they **MUST** ensure that they do **NOT** engage in inappropriate electronic communication of any kind with a child.

CHILDREN AND THE COURT SYSTEM

Children are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. There are two age appropriate guides to support children 5-11-year olds and 12-17 year olds.

The guides explain each step of the process and support and special measures that are available. There are diagrams illustrating the courtroom structure and the use of video links is explained.

Making child arrangements via the family courts following separation can be stressful and entrench conflict in families. This can be stressful for children. The Ministry of Justice has launched an online child arrangements information tool with clear and concise information on the dispute resolution service. This may be useful for some parents and carers.

CHILDREN WITH FAMILY MEMBERS IN PRISON

Approximately 200,000 children have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. NICCO provides information designed to support professionals working with offenders and their children, to help mitigate negative consequences for those children.

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 to the National Referral Mechanism should be considered. Like other forms of abuse and exploitation, county lines exploitation:

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

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.

The Homelessness Reduction Act 2017 places a new legal duty on English councils so that everyone who is homeless or at risk of homelessness will have access to meaningful help including an assessment of their needs and circumstances, the development of a personalised housing plan, and work to help them retain their accommodation or find a new place to live. The new duties shift focus to early intervention and encourage those at risk to seek support as soon as possible, before they are facing a homelessness crisis.

In most cases school and college staff will be considering homelessness in the context of children who live with their families, and intervention will be on that basis. However, it should also be recognised in some cases 16 and 17 year olds could be living independently from their parents or guardians, for example through their exclusion from the family home, and will require a different level of intervention and support. Children's services will be the lead agency for these young people and the designated safeguarding lead (or a deputy) should ensure appropriate referrals are made based on the child's circumstances. The department and the Ministry of Housing, Communities and Local Government have published joint statutory guidance on the provision of accommodation for 16 and 17 year olds who may be homeless and/ or require accommodation.

SEXUAL VIOLENCE AND SEXUAL HARASSMENT BETWEEN CHILDREN IN SCHOOLS

Context

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.

What is Sexual violence and sexual harassment?

Sexual violence

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

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

Assault by Penetration: A person (A) commits an offence if: s/he intentionally penetrates the vagina or anus of another person (B) with a part of her/his body or anything else, the penetration is sexual, B does not consent to the penetration and A does not reasonably believe that B consents.

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

What is consent?

Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another, e.g. to vaginal but not anal sex or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity and each time activity occurs. Someone consents to vaginal, anal or oral penetration only if s/he agrees by choice to that penetration and has the freedom and capacity to make that choice.

Sexual harassment

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

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- sexual "jokes" or taunting;
- physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes (schools and colleges should be considering when any of this crosses a line into sexual violence - it is important to talk to and consider the experience of the victim) and displaying pictures, photos or drawings of a sexual nature; and
- online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:
 - non-consensual sharing of sexual images and videos;
 - sexualised online bullying;
 - unwanted sexual comments and messages, including, on social media; and

- sexual exploitation; coercion and threats

The response to a report of sexual violence or sexual harassment

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

If staff have a concern about a child or a child makes a report to them, they should follow the school's safeguarding procedures. As is always the case, if in doubt staff should speak to the designated safeguarding lead (or a deputy).

INDICATORS OF ABUSE AND NEGELCT

The school acknowledges that members of staff will not be experts at recognising where abuse may occur, or has already taken place, however staff will be expected to look out for any of the following indicators and take the appropriate action. The child may:

- Show unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- Have an injury for which the explanation seems inconsistent
- Describe what appears to be an abusive act in which they were involved – verbally or in written form such as an essay or drawing
- Show unexplained changes in behaviour - e.g. becoming very quiet, withdrawn, or displaying sudden outbursts of temper or hysteria. Academic work may suddenly deteriorate at this time
- Demonstrate age inappropriate sexual awareness
- Engage in sexually explicit behaviour in games/PE or other areas of the school
- Be distrustful of adults, particularly those with whom a close relationship will normally be expected
- Have difficulty in making friends
- Be prevented from socialising with other children
- Showing signs of depression, self-injury, suicidal tendencies
- Display variations in eating patterns including overeating or loss of appetite

- Lose weight for no apparent reason
- Become increasingly dirty or unkempt, with inadequate or damaged clothing

The above list is not exhaustive and the presence of one or more of the indicators will not be proof that abuse is actually taking place. It is **not** the responsibility of members of staff to decide that child abuse is occurring, but it is their responsibility to act on any concerns.

WHAT LITTLE LEVER SCHOOL STAFF SHOULD DO IF THEY HAVE CONCERNS ABOUT A CHILD:

Little Lever School staff who have concerns about a child will raise these with the school's designated safeguarding lead.

Designated Safeguarding Lead (DSL); Mr A Cook
Deputy DSL: Mr P Davies

It will be the responsibility of the designated safeguarding lead to ensure that appropriate advice is obtained from the Children's Social Care and that the relevant paperwork is completed.

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. Any member of staff can make a referral to children's social care. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point.

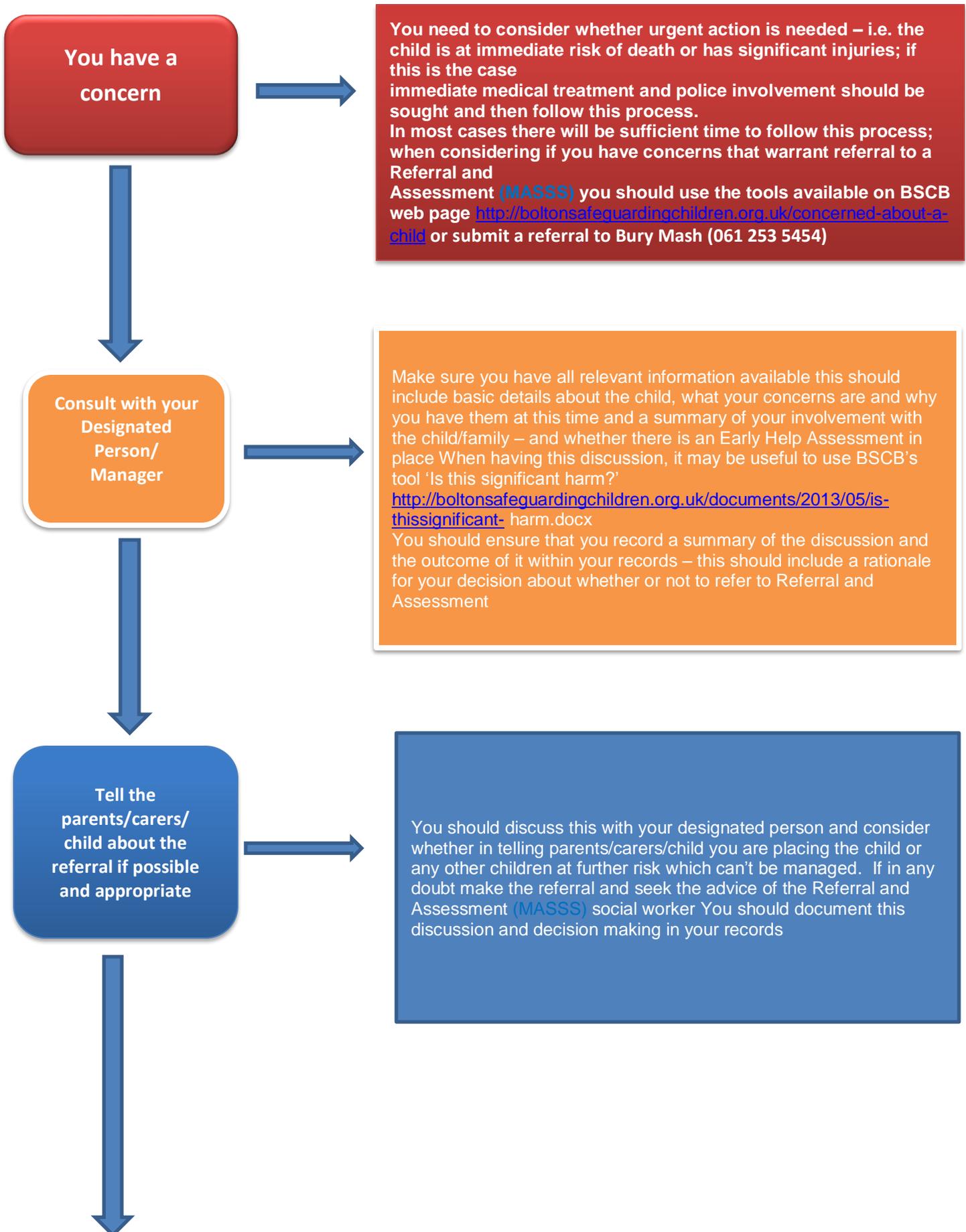
It is important for children to receive the right help at the right time to address risks and prevent issues escalating. Research and Serious Case Reviews have repeatedly shown the dangers of failing to take effective action. Poor practice includes: failing to act on and refer the early signs of abuse and neglect, poor record keeping, failing to listen to the views of the child, failing to re-assess concerns when situations do not improve, sharing information too slowly and a lack of challenge to those who appear not to be taking action.

The Department for Education has produced advice *'What to do if you are worried a child is being abused'* (2015) – *Advice for practitioners* to help practitioners identify child abuse and neglect and take appropriate action in response

Knowing what to look for is vital to the early identification of abuse and neglect. If staff members are unsure they should always speak to the designated safeguarding lead. In exceptional circumstances, such as in emergency or a genuine concern that appropriate action has not been taken, staff members can speak directly to children's social care.

If an incident happens outside normal school time or during an out of school activity, and neither the designated safeguarding lead, nor the Head, nor any other senior staff member is available, then the member of staff will contact the Police or the Children's Social Care within the Children's Services Department of the relevant Local Authority as soon as possible. The member of staff will inform the Designated Person, Head, Deputy Head or other senior member of staff as soon as possible.

PRACTITIONERS QUICK GUIDE TO MAKING A REFERRAL ABOUT THE SAFETY OR WELFARE OF A CHILD



Refer to the Referral and Assessment (MASS) Duty Social Worker

Contact the social worker by telephone and clearly state you are making a referral this will avoid confusion
Bolton 01204 331500 / Bury 0161 253 5454

Make sure you record who you are talking to, make sure you provide a clear account of your concerns and why you are contacting the social worker now.

At the end of the call you should know what is going to happen next, the timescales for action and what your role in this will be. When making a referral use BSCB's tool 'Useful Information when making a referral'

<http://boltonsafeguardingchildren.org.uk/documents/2013/05/usefulinformation-when-making-a-child-protection-referral.docx>

If the duty worker does not agree that social work involvement is needed you should listen to their reasoning for this and their advice about alternative action – including recommendations to use early help processes; if at the end of this you still do not agree then you should use BSCB's resolving professional differences process http://greatermanchesterscb.proceduresonline.com/chapters/p_resolve_prof_dis.html You should ensure that the child and their family continues to be supported and kept safe while awaiting resolution

Follow up in writing using Early Help Assessment Form within 2 working days

After you make a telephone referral to a social worker you should follow this up, securely, in writing using the Early Help form to confirm your concerns and to share any additional information you know about the child and their family R&A@bolton.gcsx.gov.uk

You override consent as you are taking action to safeguard a child – Early Help Assessment can be found

<http://boltonsafeguardingchildren.org.uk/documents/2015/11/earlyhelp-ssessment-form.doc> If you have had no acknowledgment that the written information has been received, you should re-contact the social worker and request an update.

If you know there is an Early Help Assessment and Plan open but you are not the Lead Professional, you should tell the Lead Professional about the action you have taken and why as soon as possible; if you are not sure if there is an Early Help Assessment you can check with the Integrated Working Team on 01204 331394 who will let you know and share details of the

Lead Professional where one is identified – it would be good practice to share this information with the Lead Professional If you are the current Lead Professional making the referral and there is an Early Help Assessment and Plan in place, this should be updated to include the referral information and used to follow up your referral in writing to the social worker - this helps to avoid duplication and gives the social worker the best possible information from which to start their assessment. **Remember** to also send a secure copy to the Integrated Working Team at boltonISA@bolton.gov.uk

If the referral is being made to Bury Children's Services a completed referral form should be sent to childwellbeing@bury.gcsx.gov.uk

What school staff should do if they have concerns about safeguarding practices within the school:

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school's safeguarding regime. Appropriate whistleblowing procedures, which are suitably reflected in staff training and staff behaviour policies, are in place for such concerns to be raised with the school's management team.

Where a staff member feels unable to raise the issue with their employer or feels that their genuine concerns are not being addressed, other whistleblowing channels are open to them.

The school's whistleblowing policy enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place.

Staff with concerns about the safety of a child in school should raise this with the Principal or designated safeguarding lead in the first instance.

The NSPCC Whistleblowing Advice Line is available if:

- Your organisation doesn't have clear safeguarding procedures to follow
- A member of staff is concerned an issue won't be dealt with properly or may be covered-up
- A member of staff has raised a concern they believe hasn't been acted upon
- A member of staff is worried about being treated unfairly.

Staff can call about an incident that happened in the past, is happening now or you believe may happen in the future.

Contact details: Contact the Whistleblowing Advice Line

Call [0800 028 0285](tel:08000280285)

Email help@nspcc.org.uk

<https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/>

RESPONDING TO A CHILD MAKING A DISCLOSURE

It is recognised that a child may seek out an individual teacher/adult to share information specifically about abuse or neglect, or a child may talk spontaneously, individually or in a group when School staff or volunteers are present.

In these situations staff are required to:

- Listen to the child, and allow the child to freely recall significant events, keeping questions to the absolute minimum necessary to ensure a clear and accurate understanding of what has been said.

- Reassure the child but tell them that a record of the information given will be made. This will be done, including a record of time, setting and others present. A note should be made of the child's demeanour, as well as what is said.
- Explain that they cannot promise to keep confidential anything the child says if the matter is related to the child's safety, child protection or abuse.
- Explain that help may be required to keep them safe, but do not ask the child to repeat their account of events to anyone else.

The individual who receives the information will be expected to pass it on as a matter of urgency to the relevant Designated Safeguarding Lead (see Appendix 3) to record the information. Staff should use CPOMS to record and send details of the disclosure. If they are unable to use CPOMS they should write the details on paper and enclose in a sealed envelope. This should be passed to the designated safeguarding lead as a matter of urgency.

PROVIDING EARLY HELP - FLOWCHART

A member of staff has a concern that a pupil may be at risk of harm.

This may be the result of:

- Information the pupil has disclosed, or something you have heard them say to others
- Concerns expressed by friends of a pupil
- A change in a pupil's appearance or behaviour (e.g. uniform may appear dirty, pupil may be uncharacteristically aggressive, withdrawn or tired)
- Changes in patterns of attendance
- Physical injuries (e.g. bruises, cuts, burns, grip marks)

Staff are in the best position to spot early signs of abuse, neglect or self-injury

Member of staff makes a safeguarding referral on CPOMS to the Designated Safeguarding Lead

The Designated Safeguarding Lead will investigate the concern raised.

This will involve:

- Investigation relating to the circumstances surrounding the referral
- Discussion with the pupil concerned
- Discussion with other relevant pupils and staff
- Discussion with the pupil's parents/carers and family
- Advice may be taken from children's services or relevant agencies

The pupil is deemed at risk of serious harm requiring a referral to Children's Services

The pupil is deemed at risk of harm but a referral to Children's Services is not required

The pupil is not deemed at risk of harm

The Designated Safeguarding Lead refers the pupil to Children's Services

This may lead to:

- Child being placed on a Child Protection Plan
- Child being subject to a Child in Need Plan
- Advice given on how the child can be supported

Child is not referred to Children's Services. Reason for this decision is recorded

The school may decide to:

- Complete an Early Help Assessment to access additional support
- Convene a Child in Need meeting to construct an appropriate support plan
- Provide 'in school' support for the child
- Advise parents / carers on the support they should provide to the child

No further action required

There may be a period of monitoring to ensure the child's situation or circumstances do not deteriorate

MANAGING ALLEGATIONS AGAINST THOSE WHO WORK WITH CHILDREN

If you have concerns about a colleague

Staff who are concerned about the conduct of a colleague towards a child must remember that the welfare of the child is paramount. Staff should follow Bolton Safeguarding Children's Board's 'First Five Minutes' flow chart (appendix 9). Staff must not question the child or the alleged perpetrator. Allegations against staff should be reported to the Principal. Allegations against the Principal should be reported to the chair of governors.

Staff who are the subject of an allegation

When an allegation is made against a member of staff, set procedures must be followed. It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events can and do happen. A child may also make an allegation against an innocent party because they are too afraid to name the real perpetrator. Even so, we must accept that some adults do pose a serious risk to children's welfare and safety and we must act on every allegation made. Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. Suspension is not mandatory, nor is it automatic but, in some cases, staff may be suspended where this is deemed to be the best way to ensure that children are protected.

There is a tracking form that has been devised for schools to record allegations of professional abuse (appendix 10). The form also allows for the recording of outcomes and lessons learned, keeps all the information in one place and allows reflection as to how a case has progressed.

The full policy can be accessed at:

<http://boltonsafeguardingchildren.org.uk/documents/2017/08/managing-allegations-procedure.pdf>
(right click to open hyperlink)

For further information on managing allegations against staff contact your Local Authority Designated Officer (LADO)

Paula Williams – 01204 337474 Paula.williams@bolton.gov.uk

CHILDREN MISSING FROM EDUCATION

All children, regardless of their circumstances, are entitled to a full-time education that is suitable to their age, ability, aptitude and any special educational needs they may have.

A child going missing from education is a potential indicator of abuse or neglect. School staff should follow the school's or college's procedures for dealing with children that 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 their going missing in future.

Schools should put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions.

All staff must be alert to the signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns, such as travelling to conflict zones, FGM and forced marriage.

Little Lever School will inform the local authority of any pupil who is going to be deleted from the admission register where they:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded.

Little Lever School will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority.

Notification and Referral Route

When the school becomes aware of a child missing from education (CME), in whatever capacity, they should notify the CME Officer 01204 332139.

All cases of children and young people missing education or at risk of doing so should be reported to the CME Officer to ensure that comprehensive data on the issues is recorded. Even if school is ensuring that the child or young person moves swiftly into appropriate provision they should still make a referral.

Process within Bolton

- Complete the [CME referral form](#)
- Email to CME Officer at childrenmissingeducation@bolton.gov.uk
- Telephone CME Officer, Jane Roscoe on 01204 332193

The CME Officer will make necessary enquiries and create a referral to the Early Intervention Team Service, if appropriate, so that further investigations can be undertaken.

For further information and guidance please refer to the Children Missing from Education on the Bolton Schools Extranet <http://mossextranet.bolton.gov.uk/website/pages/ChildrenMissingEducation.aspx>

LOOKED AFTER CHILDREN

The most common reason for children becoming looked after is as a result of abuse and/or neglect. Governing body should ensure that staff have the skills, knowledge and understanding necessary to keeping looked after children safe. In particular, they should ensure that appropriate staff have the information they need in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility. They should also have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her.

The designated safeguarding lead, through the designated teacher for looked after children, will have details of the child's social worker and the name of the virtual school head in the authority that looks after the child. (See appendix 11 for more information on designated teacher for looked after children).

Virtual school heads receive pupil premium plus additional funding based on the latest published numbers of children looked after in the authority. In maintained schools and academies, the designated teacher should work with the virtual school head to discuss how that funding can be best used to support the progress of looked after children in the school and meet the needs identified in the child's personal education plan. In other school, an appropriately trained teacher should take the lead.

Having a looked after student in your school in Bolton we have a guide for Bolton Schools and their teachers There may already be looked after children on roll in your school, but even if there isn't, the chances are there will be in the future. The guidance is designed to help schools ensure that their policies and practices are fully inclusive of the needs of looked after children. Bolton (Looked After Children) Virtual Schools

Bolton (Looked After Children) Virtual Schools guidance and process -

<http://boltonsafeguardingchildren.org.uk/documents/2016/03/having-a-looked-after-child-in-your-school.pdf>

- Looked After Children Virtual School – Education
- Bob Horrocks contact details: 07887634065 bob.horrocks@bolton.gov.uk

Private Fostering – Looking after someone else's child

Little lever School will notify the local authority when parents make arrangements for their child to be cared for by friends, neighbours or extended family for more than 28 days. When parents make plans for their child to be cared for like this it is called a Private Fostering Arrangement. Private Fostering happens for lots of different reasons some of which include:-

- Children living with a friend's family as a result of separation, divorce or problems at home
- Children sent to this country for education or health care by birth parents living overseas
- Teenagers living with the family of a boyfriend or girlfriend

- Teenagers who have broken ties with their parents and are staying with friends or non-relatives
- Those living with host families whilst pursuing courses of study

What do you need to do?

If a member of staff believes a child may be privately fostered they must inform the designated safeguarding lead, who must inform the Local Authority.

Telephone - 01204 337479

Email – boltonsafeguardingchildren@bolton.gov.uk

Children with special educational needs and disabilities:

Little Lever School recognises that children with special educational needs (SEND) and disabilities can face additional safeguarding challenges. The SEND co-ordinator will make staff aware of children who are additionally vulnerable to safeguarding challenges.

- All staff will understand that children with SEND may be disproportionately impacted by behaviours such as abuse and bullying without displaying any signs
- The most vulnerable SEND children will have key staff who are able to closely monitor a child's welfare in school and with whom the child can communicate their concerns

EQUALITY AND DIVERSITY

TRANSGENDER

Little Lever School understands that promoting equality and diversity and tackling discrimination is essential in safeguarding the pupils. The school is committed to equal rights for all pupils and believes that all children have the right to be safe, happy and learn effectively regardless of race, class, religion or sexuality. The school also has an anti-bullying policy that covers harassment and discrimination.

ONLINE SAFETY

Most of our children will use mobile phones and computers at some time. They are a source of fun, entertainment, communication and education. However, we know that some men, women and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings. The school's online safety policy explains how we try to keep children safe in school. Cyber-bullying by children, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures.

Chat rooms and social networking sites are the more obvious sources of inappropriate and harmful behaviour and children are not allowed to access these sites whilst in school. Some children will undoubtedly be 'chatting' on mobiles or social networking sites at home and we have produced a short factsheet to help parents and children understand the possible risks.

As schools and colleges increasingly work online it is essential that children are safeguarded from potentially harmful and inappropriate online material. As such, governing bodies and proprietors should ensure appropriate filters and appropriate monitoring systems are in place. XXXX school ensures that children are taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum. This may include covering relevant issues through

personal, social, health and economic education (PSHE), tutorials (in FE colleges) and/or – for maintained schools and colleges – through sex and relationship education (SRE)”.

Although appropriate blocking is essential, there should not be so much that it restricts children’s learning.

Link to online policy and flowchart – append this

[http://mossextranet.bolton.gov.uk/website/pages/view.aspx?f=School OnlineSafety Policy FULL Overview July16 ExtraNet-SAF.docx](http://mossextranet.bolton.gov.uk/website/pages/view.aspx?f=School_OnlineSafety_Policy_FULL_Overview_July16_ExtraNet-SAF.docx)

THE CHILD’S WISHES

Little Lever school has systems in place to ascertain the wishes and feelings of the children. Where there is a safeguarding concern the school will seek the wishes of the child. All systems within the school operate with the children’s best interests at heart.

USEFUL TELEPHONE CONTACT NUMBERS

- Children’s Social Care: Child Protection Unit: 01204 337479
- Referral and Assessment Team (Bolton);
(Bury); 01204 331500
0161 253 5454
- Paula Williams - Local Authority Designated Officer (LADO): 01204 337474
- Jacqui Parkinson - Safeguarding in Education Team: 01204 337472
- Natalie France – Safeguarding in Education Team: 01204 331314
- Karen Presto – Early Help Integrated working Team Manager: 01204 331392
- Shona Green – Bolton Safeguarding Children Board
<http://boltonsafeguardingchildren.org.uk/> 01204 332139
- Jane Roscoe – Missing from Education 01204 337964
- Emergency Duty Team – Out of Hours: 01204 337777
- Police – Safeguarding Vulnerable Persons Unit: 0161 8566583
- Police Public Protection Investigation Unit (Child protection): 0161 8567949

APPENDIX 1

Little Lever School – Summary of the Child Protection and Safeguarding Children Policy. These procedures are for Teaching, Non-Teaching, Contractors, Supply Staff and Volunteers

The summary of this policy and procedures is shown below and a copy of this, including the Categories of Abuse (from Working Together to Safeguard Children 2015 & Keeping Children Safe in Education September 2016) will be issued to **all** school staff both permanent and temporary, and also to any volunteers or contractors who work with the children.

All teaching, non-teaching, volunteers, contractors and staff engaged or employed by Name of school have a duty to report and refer any concerns they may have to the Designated Safeguarding Lead who has overall responsibility for child protection matters. The relevant members of staff are:

Andrew Cook (DSL)

Phil Davies (Deputy DSL)

Definitions/categories of abuse are shown below, teaching, non-teaching volunteers, contractors and staff engaged or employed by Name of school are expected to familiarise themselves with them.

Physical Abuse

- Physical attack of any form
- Giving of drugs including alcohol
- Excessive training in sport

Sexual Abuse

- Penetrative or non-penetrative acts by males or females
- Showing of pornographic material

Emotional Abuse

- Persistent lack of affection
- Constant threatening behaviour
- Constant overprotection
- Unrealistic pressure to perform to high expectations
- Exposure to violence to other(s) within the child's household

Neglect

- Persistent failure to meet a child's basic needs
- Failure to protect from harm
- Failure in ensuring access to medical treatment
- Leaving a child without supervision

Other

- Any actions that single out a pupil for special attention and could therefore be interpreted as 'grooming' a pupil (or a child who is linked to the school in some way)
- Staff need to be fully aware of the dangers and risks associated with electronic communications. Consequently, they **MUST** ensure that they do **NOT** engage in inappropriate electronic communication of any kind with a child.

A child may seek out an individual teacher/adult to share information specifically about abuse or neglect, or a child may talk spontaneously, individually or in a group when school staff or volunteers are present.

Any member of school staff, or any volunteer hearing an allegation from a child that abuse has, or may have, occurred should:

Receive

- What is said
- Accept what you are told – you do not need to decide whether or not it is true
- Listen without displaying shock or disbelief.

Reassure

- The child
- Acknowledge their courage in telling you
- Do not promise confidentiality
- Remind them they are not to blame – avoid criticising the alleged perpetrator
- Do not promise that “everything will be alright now” (it might not be).

React

- React calmly, respond to the pupil but do not interrogate
- Avoid leading questions but ask open ended ones
- Clarify anything you do not understand
- Explain what you will do next i.e. inform the Designated Person for Child Protection.

Record

- Make notes as soon as possible – during the interview if you can
- Include:
 - Time
 - Date
 - Place
 - The pupil’s own words – do NOT assume: Ask “Please tell me what means”.
- Describe observable behaviour
- Do not destroy your original notes – they may be needed later on.

Support

- Consider what support is needed for the child – you may need to give them a lot of your time
- Ensure you are supported – such interviews can be extremely stressful and time consuming
- Talk to your Designated Safeguarding Lead/Head teacher/Line Manager

Little Lever School is committed to safeguarding and promoting the welfare of children

APPENDIX 2 Information for parents and carers

At Little Lever Academy the safety and wellbeing of all pupils has the highest priority.

The Academy has clear and robust policies and procedures to safeguard pupils. All staff are clear about their responsibilities in safeguarding all pupils.

Communication and Partnership

Little Lever Academy understands that the most effective way to support pupils is through a positive and open relationship with parents/carers. The academy will discuss with parents/carers any concerns about their child.

Parents/carers are encouraged to contact the school if they have safeguarding concerns that may impact on their child in school.

Prevention

All pupils are encouraged to take their own safety seriously. They are educated about identifying, and avoiding, potential dangers they may face in their day to day activities and online. Pupils are encouraged to report any concerns they may have about their own safety or the safety of others. Pupils should report their concerns to any member of staff or trusted adult. If they are unable or unwilling to talk to a member they can send an email to:

stayingsafe@littlelever.bolton.sch.uk

Safeguarding Procedures

When the academy becomes aware that there are safeguarding issues relating to a pupil there are procedures that have to be followed. This may involve a referral being made to Children's Services. Unless directed otherwise, the academy will share information with parents/carers and encourage participation in any safeguarding and child protection procedures that may be put in place.

Confidentiality

Parents/carers should be aware that the academy cannot keep information about possible child abuse confidential. This includes information provided by parents/carers. The academy will ensure that information will only be shared with those people who need it.

Accidental Injury

The academy has a duty to investigate any injuries suffered by a pupil as a possible indicator of abuse or neglect. To avoid misunderstanding parents/carers are requested to inform the

academy without delay if their child suffers accidental injury out of school resulting in cuts, bruises, burns or fractures.

Information about accidental injuries can be sent by telephone, email or in a note to your child's Year leader or Form Tutor.

Contacting the Academy

If you have any concerns about the safety or wellbeing of your child you should contact one of the following;

Mr A Cook	Designated Safeguarding Lead
Mr P Davies	Deputy Principal
Mrs S Leigh	Year 7 Leader
Miss M Whittle-Darrrock	Year 9 Leader
Mrs S Guy	Year 10 Leader
Miss T Hills	Year 11 Leader
Mr M Beaumont	Year 8 Leader

Declaration

I have read and understood the safeguarding and child protection information for parents and carers.

Name of Child: _____ **Form Group** _____

Signature (Parent/Carer): _____

Printed Name (Parent/Carer): _____

Date: _____

APPENDIX 3

Role of the Designated Safeguarding Lead

Governing bodies, proprietors and management committees should appoint an appropriate senior member of staff, from the school or college leadership team, to the role of designated safeguarding lead. The designated safeguarding lead should take lead responsibility for safeguarding and child protection. This should be explicit in the role-holder's job description. This person should have the appropriate status and authority within the school to carry out the duties of the post. They should be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so – and to contribute to the assessment of children.

Deputy designated safeguarding leads

It is a matter for individual school as to whether they choose to have one or more deputy designated safeguarding lead(s). Any deputies should be trained to the same standard as the designated safeguarding lead.

Whilst the activities of the designated safeguarding lead can be delegated to appropriately trained deputies, the ultimate **lead responsibility** for child protection, as set out above, remains with the designated safeguarding lead; this **lead responsibility** should not be delegated.

Manage referrals

The designated safeguarding lead is expected to:

- refer cases of suspected abuse to the local authority children's social care as required;
- support staff who make referrals to local authority children's social care;
- refer cases to the Channel programme where there is a radicalisation concern as required;
- support staff who make referrals to the Channel programme;
- refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- refer cases where a crime may have been committed to the Police as required.

Work with others

The designated safeguarding lead is expected to:

- liaise with the headteacher or principal to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- as required, liaise with the "case manager" and the designated officer(s) at the local authority for child protection concerns (all cases which concern a staff member); and
- liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.

Training

The designated safeguarding lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years. Both the DSL and the Deputy DSL completed DSL training in January, 2017.

The designated safeguarding lead should undertake Prevent awareness training.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments;
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- ensure each member of staff has access to and understands the school or college's child protection policy and procedures, especially new and part time staff;
- are alert to the specific needs of children in need, those with special educational needs and young carers;
- are able to keep detailed, accurate, secure written records of concerns and referrals;
- understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- obtain access to resources and attend any relevant or refresher training courses; and
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

Raise Awareness

The designated safeguarding lead should:

- ensure the school or college's child protection policies are known, understood and used appropriately;
- ensure the school or college's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;

- ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this; and
- link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

Child protection file

Where children leave the school ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

Availability

During term time the designated safeguarding lead (or a deputy) should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. Whilst generally speaking the designated safeguarding lead (or deputy) would be expected to be available in person, it is a matter for individual school, working with the designated safeguarding lead, to define what “available” means and whether in exceptional circumstances availability via phone and or Skype or other such media is acceptable.

It is a matter for individual school and the designated safeguarding lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.

APPENDIX 4

REPORTING AND RECORDING A SAFEGUARDING CONCERN

A WELFARE CONCERN

If any member of staff has a SAFEGUARDING concern about a pupil they should record it and pass it to the Designated Safeguarding Lead as soon as possible

A SAFEGUARDING concern may include:

- Changes in a child's behaviour
- The child has a physical injury
- The child makes a disclosure or allegation
- Concern about the child's appearance or physical appearance
- Information received from a third party (e.g. another pupil or parent)
- Concern about the wellbeing, presentation or behaviour of a parent

HOW STAFF SHOULD REPORT A SAFEGUARDING CONCERN

Staff should use CPOMS to record and report on a safeguarding concern. (See Appendix 5 for guidance on using CPOMS)

The safeguarding concern report should:

- Clearly indicate the date and time the incident happened
- Clearly indicate where the incident took place
- Clearly indicate the date and time the concern was raised
- Details of any other person involved
- Details of any witnesses to the incident
- Details of the welfare concern
 - If recording a disclosure from a child use their words. Do not ask questions other than to clarify factual information
 - If recording a physical injury use the body map function on CPOMS
- Make a note of the child's perspective of the situation (e.g. are they fearful about the information being shared?)
- Note your own professional opinion (i.e. why you have flagged it up as a welfare concern)

If staff are unable to access CPOMS the safeguarding concern should be recorded on paper, placed in a sealed envelope and passed to the Designated Safeguarding Lead as soon as possible.

ACTIONS OF DESIGNATED SAFEGUARDING LEAD WHEN RECEIVING A SAFEGUARDING CONCERN

Using the 'actions' tab on CPOMS:

- Record the time and date the safeguarding concern was received
- Record details of any advice sought (Date, time, name, role, organisation, advice given)
- Details of action taken
- Where parents informed? (If no – what was the reason)
- Details of the outcome of any referral made

WHEN AND HOW TO START SAFEGUARDING/CHILD PROTECTION RECORDS

Once a safeguarding concern has been passed to you and you have made a record of the action you have taken in response to this, these documents require storage in a separate child protection / safeguarding filing system. **This is regardless of whether formal child protection procedures have been initiated.** For some children this single record will be the only concern you hold for them over their time in school. For others, further information will be brought to you often from a variety of sources over time.

Single or infrequent records of concerns will be stored on the school's CPOMS system.

A stand-alone individual file for a child must be started when:

- Concerns for the child and consequently records of these and actions in school are increasing
- The child has been referred to Staying Safe Services
- You have been made aware of the involvement Staying Safe Services with the child / family and are contributing to multi agency assessments

Where concerns relate to more than one child from the same family at the school a separate file for each child will be created. Common records e.g.

child protection conference minutes should be duplicated for each file where appropriate.

Stand alone files will be stored in a locked file in the Designated Safeguarding Lead's Office

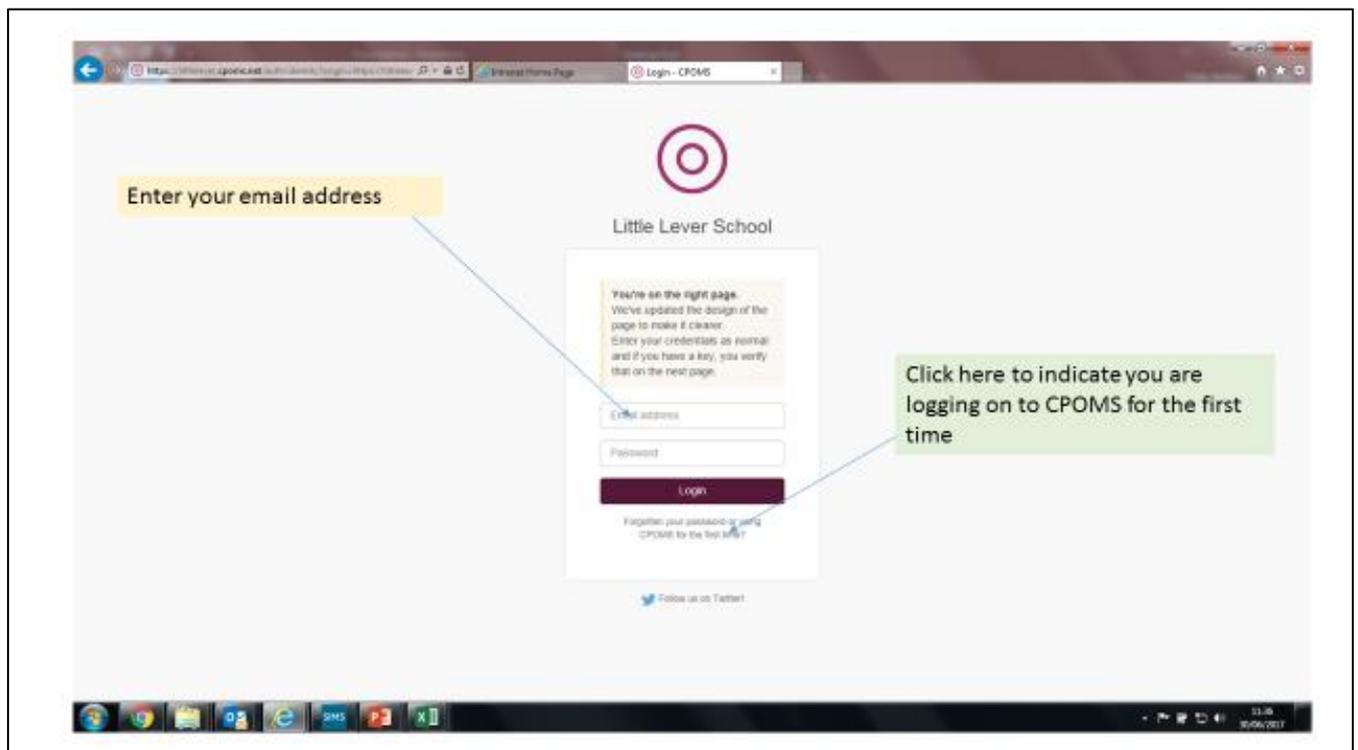
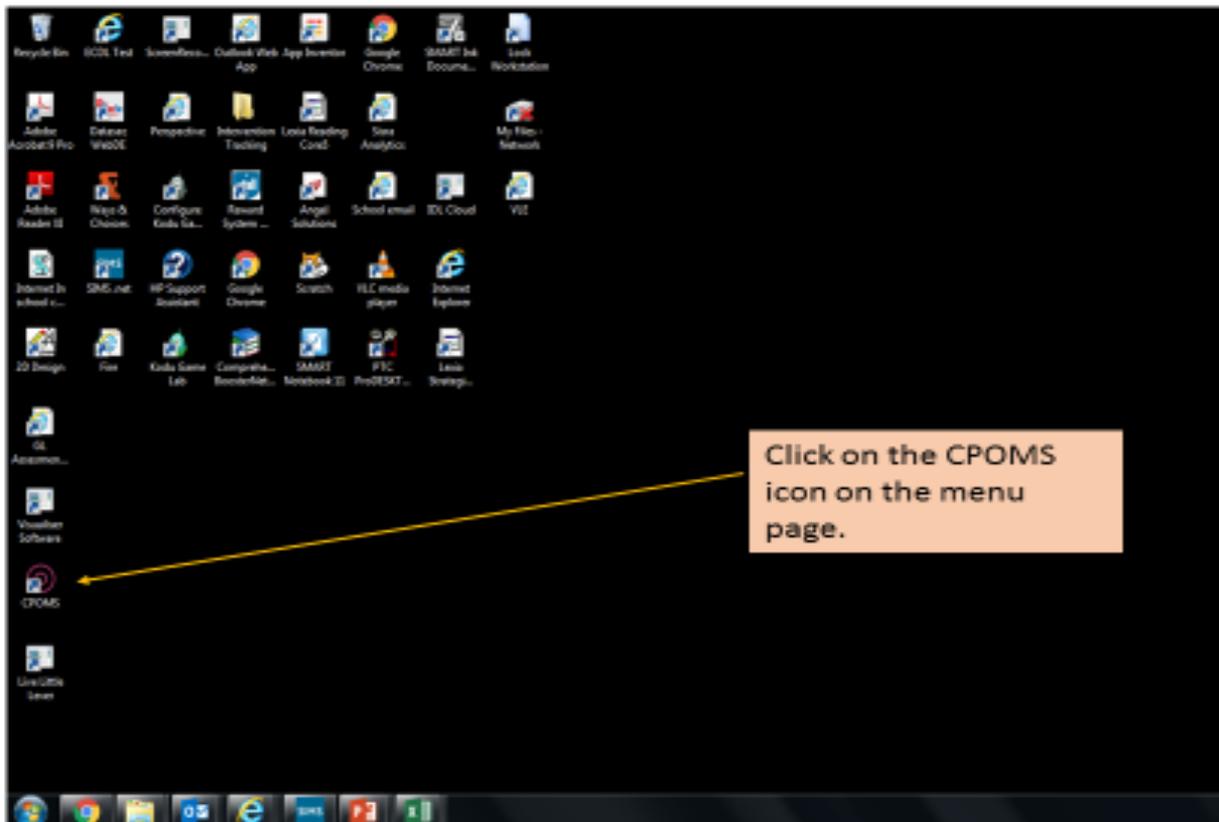
When an individual file is started it is helpful to use a front sheet to enable key information to be easily accessed.

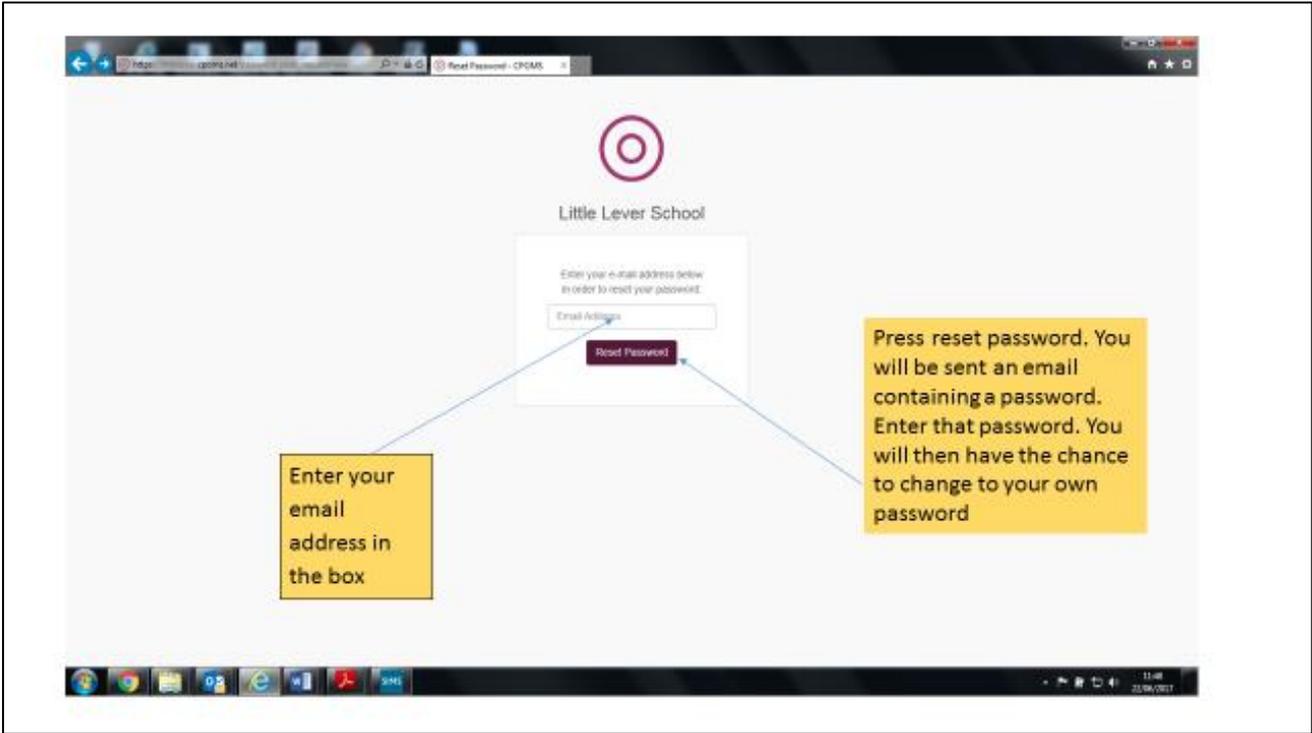
CPOMS records will be used to record the chronology of key events relating to the child.

When a child moves school the original file is transferred to the new school and no copies are kept: Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This is transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained and the 'Transferring of Safeguarding Information' completed (Appendix 8)

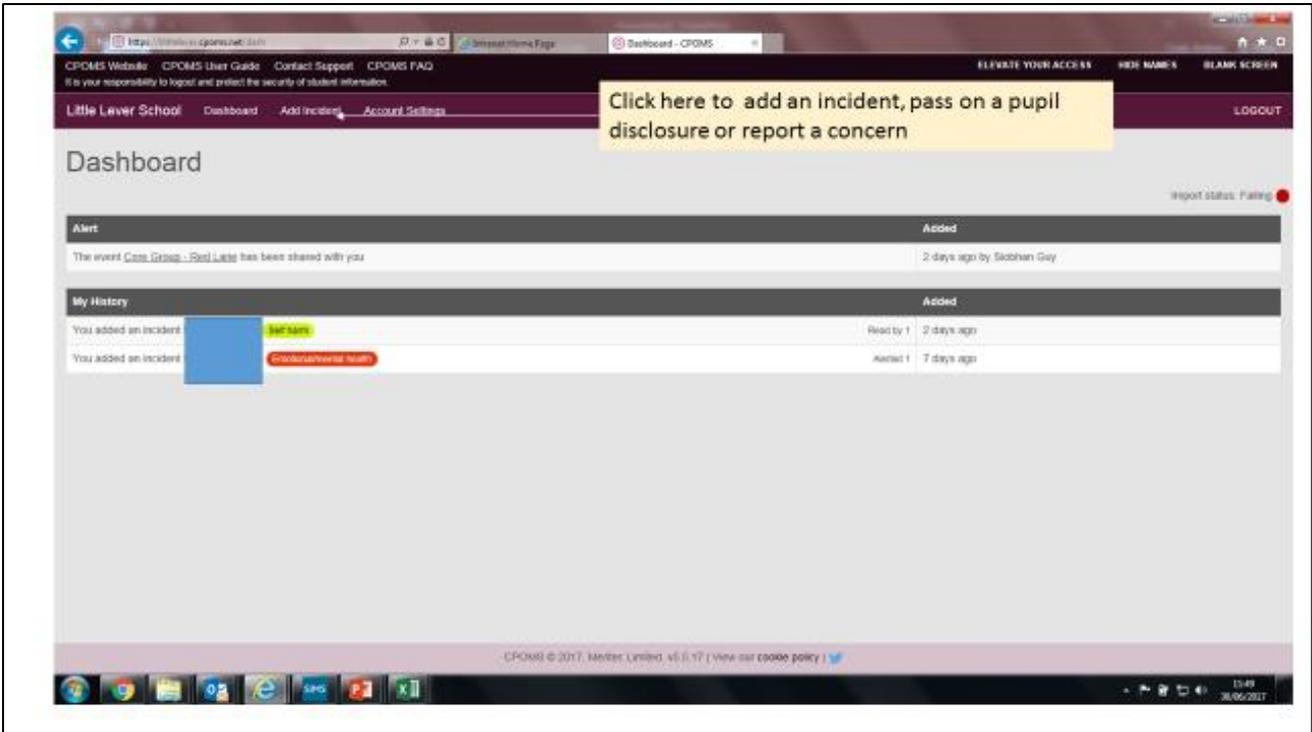
APPENDIX 5 – A GUIDE TO USING CPOMS

GETTING ACCESS TO CPOMS





RECORDING A WELFARE CONCERN ON CPOMS



Little Lever School Dashboard Add Incident Account Settings LOGOUT

Add Incident

Student

Incident

Add your information in this box

Categories

A general child protection/safeguarding concern Alternative Curriculum Attendance Bereavement CAF Child in Need Child Protection Plan CSE Disabled Domestic Violence E-safety Early Help Form Emotional Abuse Emotional/mental health FGM GLST Home Issues INA Looked After Medical Issues Neglect Persistent Absence Physical Abuse Police Involvement PP Prevent Safety Plan Self harm SEND Sexual Abuse Social Worker Involvement Strategy Meeting TAC Young Carer

Linked student(s)
Type a student's name to link them to this incident

Body map

Date/Time

Alert Staff Members
Teachers Child Protection Team Pastoral Team 8 Pastoral
Type a colleague's name or select an alert group to alert them to this incident

or drag a file to upload

Agency Involved

Annotations:

- Type the name of the pupil
- When finished log out. This will remove confidential information from your screen
- Click on the first category only.
- If more than one pupil is involved type the additional names here. You do not have to write the incident out for each pupil. The information will be logged automatically on the records of each pupil listed here.
- Type Andrew Cook and the name of the year leader here. This will automatically send an email informing them that an incident has been logged.
- Click here when you have included all the information. This incident will then be stored on the pupil's CPOMS log.

REPORTING A PHYSICAL INJURY

Little Lever School Dashboard Add Incident Account Settings LOGOUT

Add Incident

Student

Incident

Categories

A general child protection/safeguarding concern Alternative Curriculum Attendance Bereavement CAF Child in Need Child Protection Plan CSE Disabled Domestic Violence E-safety Early Help Form Emotional Abuse Emotional/mental health FGM GLST Home Issues INA Looked After Medical Issues Neglect Persistent Absence Physical Abuse Police Involvement PP Prevent Safety Plan Self harm SEND Sexual Abuse Social Worker Involvement Strategy Meeting TAC Young Carer

Linked student(s)
Type a student's name to link them to this incident

Body map

Date/Time

Alert Staff Members
Teachers Child Protection Team Pastoral Team 8 Pastoral Team 9 Pastoral Team 10 Pastoral Team 11
Type a colleague's name or select an alert group to alert them to this incident. Colleagues highlighted in red would not normally be able to view this incident.

Click to browse or drag a file to upload

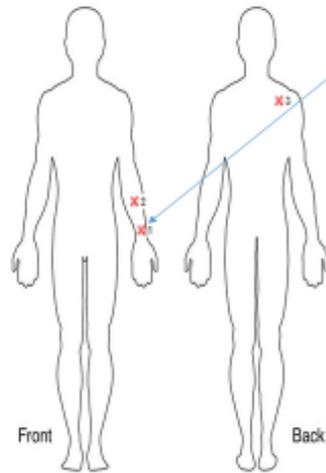
Agency Involved

Annotation:

- If reporting a physical injury click here to open a body map

Body map

Right of children's name to be used in this incident.



Click on the body to indicate the position of the injuries.

In the incident box:

- Record the size, shape and colour of the injury
- Note if the skin is broken
- Note evidence of any swelling
- Note if there is scabbing, blistering or bleeding
- Note if the injury is clean or if there is dirt/grit present
- Note if the child's mobility is restricted
- Note if the injury feels hot
- Note if the child is hot
- Note if the child feels pain
- Note if the child's shape has changed (Are they holding themselves differently?)
- Record if First Aid has been provided

APPENDIX 6

HOME ACCIDENT OR INJURY FORM

This form should be completed when a parent/carer informs school that a child has sustained an injury or had an accident outside of school

Date Accident/Injury Reported:	
---------------------------------------	--

Name of Child:	
Class/Year Group:	

Person Reporting Incident:	
Relationship to Child:	

Date Accident Occurred:	
Place of Accident:	

Description of injury (complete body map if needed):

Brief detail of how the accident occurred:

Witnessed by:	
----------------------	--

First Aid Treatment given:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-----------------------------------	------------------------------	-----------------------------

Was Medical advice sought?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, when and where?		

Signed by parent/carer:	
--------------------------------	--

Member of staff accident reported to:	
--	--

APPENDIX 7

INFORMATION FOR THE FRONT OF AN INDIVIDUAL CHILD FILE / CHILD PROTECTION FILE

Personal and family details will be printed from the child's SIMS record and placed at the front of the file

Status of file and dates:					
OPEN					
CLOSED					
TRANSFER (include details of school transferred to)					
Details of records held in school relating to this child or a child closely connected?					
Agency Involvement					
Name of officer/person	Role and Agency	Status of Child	Contact Details	Date	

APPENDIX 8

TRANSFER OF SAFEGUARDING RECORDS FROM LITTLE LEVER ACADEMY

Note: Parental consent is required to transfer Early Help Assessments

Personal Details

Child's Name:	Date of Birth:
Previous surnames or aliases:	
Names of those with Parental Responsibility:	
Name of social worker / lead professional:	

Receiving School or College

Receiving School:	Person Receiving the Records:
Date of first entry in file:	Date of final entry in file:

Child Status (Please tick)

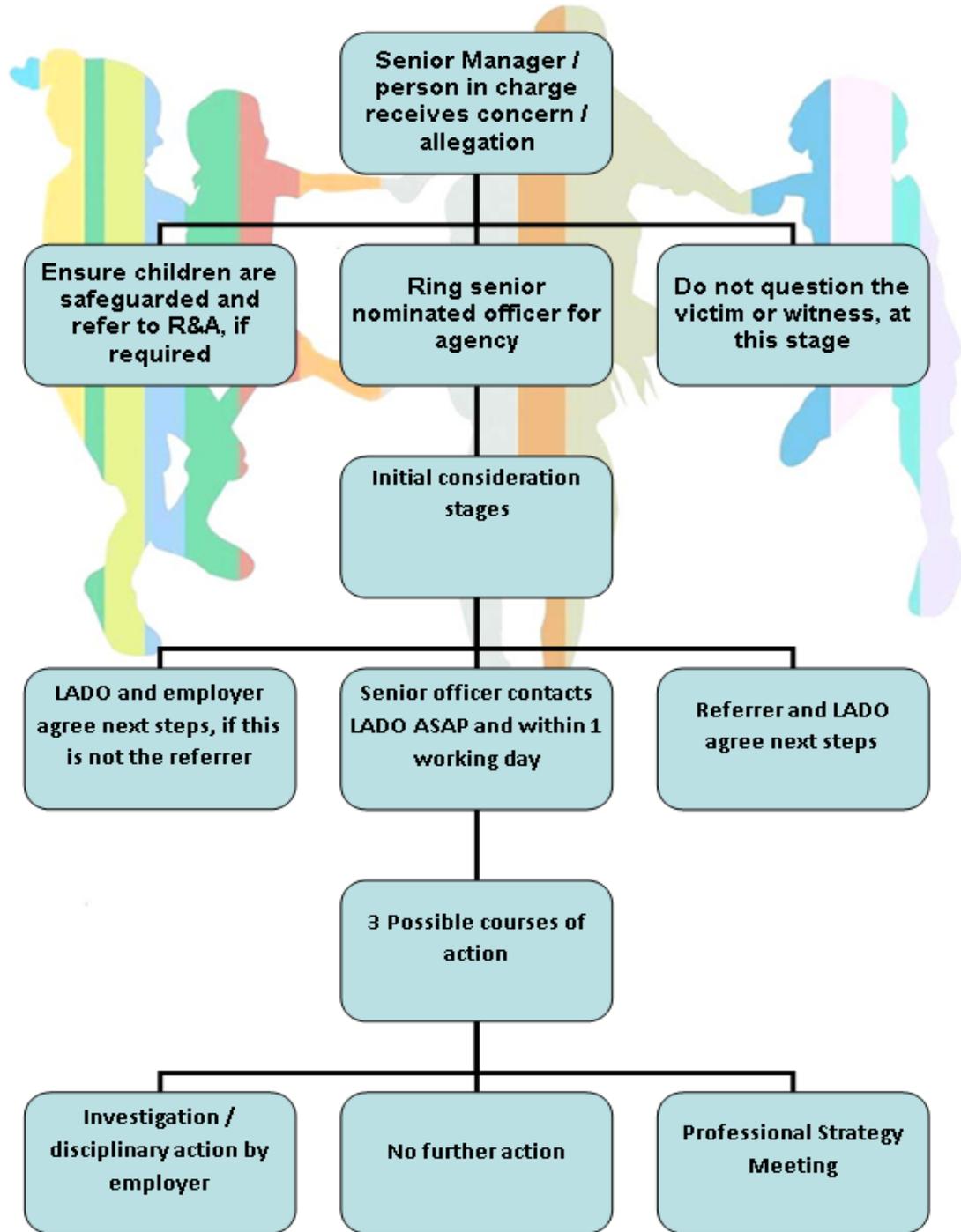
Single Agency Support	Early Help Assessment	Child in Need / Team Around Child	Child Protection	Looked After Child	Privately Fostered

Signatures

Transferred by:	Received by:
Name:	Name:
Position:	Position:
Signed:	Signed:
Date:	Date:

APPENDIX 9

**Managing allegations against those who work with children
'The First Five Minutes'**



APPENDIX 10

Tracking Form
Allegation/concern raised against Staff

1. When an allegation / concern is received brief details should be obtained and passed to SLT as soon as possible.

Date:		Time	
Allegation made by:			
Who the allegation is made against:			
<i>NB: The subject of the allegation should not be informed without first seeking advice</i>			
Allegation first received by:			
Brief details of the allegation:			
Date of alleged incident:			
Does this allegation involve a restraint?	YES / NO / NYK		
Case manager appointed and to complete tracking form			

2. Allegations which appear to meet the criteria should be referred to LADO within 24 hours (see Note 1)

Does this appear to meet the criteria for managing allegations?	YES / NO
Referred to LADO:	YES / NO Date:
Advice given:	
Date:	
Action to be taken:	
<i>Suspension should never be automatic but should be considered and rationale given for decisions made. See Appendix B</i>	Decision to suspend YES / NO

3. Information gathered about the allegation

Staff witnesses	Account taken	Copy forwarded to LADO
1.		
2.		
3.		
Pupil witnesses		
1.		
2.		
3.		
4.		
Plan of setting/classroom etc		
Chronology of event begun		
1 st Aid log		

4. Full details gathered

Pupil name:	
Date of Birth	
Address:	
Is the pupil known to Social Care?	YES / NO
Does the pupil have Special Educational Needs?	YES / NO If yes - details
Has the pupil raised previous concerns?	YES / NO If yes - details

Staff full name:	
Date of Birth:	
Address:	
Has this person raised concerns before?	

5. Informing others

Have parents of the pupil been informed?	
Details of response	

Staff members should be informed of the allegation ASAP - on advice from LADO

Has the staff member been informed?	YES / NO
Name of Key person nominated to feedback to them:	

6. Outcome of LADO consultation

Does this meet LADO criteria:	YES / NO		
Further action required:			
Professional Strategy Meeting to be held:	YES / NO		
Professional Strategy Meeting date:			
Attended by Case Manager:	YES / NO		
Minutes received:	YES / NO		
Outcome: – <i>please circle</i>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Unfounded False Malicious</td> <td style="width: 50%; border: none;">Unsubstantiated Substantiated</td> </tr> </table>	Unfounded False Malicious	Unsubstantiated Substantiated
Unfounded False Malicious	Unsubstantiated Substantiated		
Disciplinary investigation to be held:	YES / NO		
Staff member informed of outcome:	YES / NO		
Parents informed of outcome:	YES / NO		
Chair of governors informed:	YES / NO		
Details added to overview table:	YES / NO		
Outcome:			

Lessons learned:

Note 1 - Criteria for managing allegations

An allegation may relate to a person who works with children who has:

- Behaved in a way that has harmed, 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 they may pose a risk of harm to children

APPENDIX 11

The Role of the Designated Teacher for Looked After Children within the school

The designated teacher has a leadership role in promoting the educational achievement of every looked after child on the school's roll. The role should make a positive difference by promoting a whole school culture where the personalised learning needs of every looked after child matters and their personal, emotional and academic needs are prioritised.

The designated teacher should have lead responsibility for helping school staff to understand the things which can affect how looked after children learn and achieve. Everyone involved in helping looked after children achieve should:

- Have high expectations of looked after children's involvement in learning and educational progress
- Be aware of the emotional, psychological and social effects of loss and separation from birth families, the reasons for that separation and that some children may find it difficult to build relationships of trust with adults because of their experiences
- Understand the reasons which may be behind a looked after child's behaviour, and why they may need more support than other children but the teacher should not allow this to be an excuse for lowering expectations of what a child is capable of achieving
- Understand how important it is to see looked after children as individuals rather than as a homogeneous group and to not publicly treat them differently from their peers
- Appreciate the importance of showing sensitivity about who else knows about a child's looked after status
- Appreciate the central importance of the child's PEP in helping to create a shared understanding between teachers, carers, social workers and most importantly, depending on age and understanding, the child him or herself of what everyone needs to do to help them to achieve their potential
- Have the level of understanding they need of the role of social workers, virtual school heads (or equivalent) in local authorities and how education – and the function of the PEP – fits into the wider care planning duties of the authority which looks after the child

In promoting the educational achievement of looked after pupils the designated teacher should:

- Contribute to the development and review of whole school policies to ensure that they do not unintentionally put looked after children at a disadvantage
- Make sure, in partnership with other staff, that there are effective and well understood school procedures in place to support a looked after child's learning. Particular account should be taken of the child's needs when joining the school and of the importance of promoting an ethos of high expectations about what he or she can achieve
- Promote a culture in which looked after children believe they can succeed and aspire to further and higher education
- Promote a culture in which looked after children are able to discuss their progress and be involved in setting their own targets, have their views taken seriously and are supported to take responsibility for their own learning
- Be a source of advice for teachers at school about differentiated teaching strategies appropriate for individual pupils who are looked after
- Make sure the school makes full use of Assessment for Learning (AfL) approaches to improve the short and medium term progress of looked after children and help them and their

teachers understand where they are in their learning, where they need to go and how to get there

- Make sure that looked after children are prioritised in any selection of pupils who would benefit from one-to-one tuition and that they have access to academic focused study support
- Promote good home-school links through contact with the child's carer about how they can support his or her progress by paying particular attention to effective communication with carers. In particular, they should make sure that carers understand the potential value of one-to-one tuition and are equipped to engage with it at home
- Have lead responsibility for the development and implementation of the child's PEP within school in partnership with others as necessary

APPENDIX 12

Statement of Staff Commitment to the School's Safeguarding & Child Protection Policy

To be completed annually BY ALL STAFF and kept in Personnel Files

Staff Member:.....Post:.....

I have read and understood the standards and guidelines outlined in the Little Lever School Safeguarding & Child Protection Policy.

I agree with the principles contained therein and accept the importance of implementing the policies and practices whilst working at Little Lever School.

I confirm that I have:

- Received a copy of Safeguarding & Child Protection Policy
- Had the opportunity to read the Safeguarding & Child Protection Policy and I understand its contents

Signed (Staff).....

Date