



## **Keeping Children Safe in Education Child Protection and Safeguarding Policy**

**“Safeguarding is everyone’s responsibility”**

At CELT we are committed to safeguarding and promoting the welfare of children and we expect all Trustees, Governors, staff and volunteers to share this commitment.

<b>Date of review:</b>	<b>September 2022</b>
<b>Next due for review:</b>	<b>July 2023</b>

This policy is based on the template sent to schools by CAPH (Cornwall Association of Primary Heads) and reflects Keeping Children Safe in Education: Statutory guidance for schools and colleges. September 2022

Amendments and additions from last year to the 21/22 policy are in green.

# Safeguarding Statement 2022/23

"It could happen here"

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to. The purpose of this policy is to provide staff, volunteers and governors with the framework they need in order to keep children safe and secure at CELT. The policy also informs parents and carers how we will safeguard their children whilst they are in our care.

## Key Personnel

Designated Safeguarding Lead (DSL) is: Rachel Clift  
Contact details: [dsl@pon.celtrust.org](mailto:dsl@pon.celtrust.org)

Deputy DSL(s) is/are: Emma Jolliff , Vic Grainger, Sarah Guest

Designated Teacher for children in care and previously in care: Rachel Clift

The Safeguarding Portfolio Governor is: Amy Daniels

The Headteacher is: Rachel Clift

The Chair of the LGB is: Simon Pollard

Trust Designated Safeguarding Lead (DSL) is: Amy Daniels  
Contact details: [adaniels@celtrust.org](mailto:adaniels@celtrust.org)

The Safeguarding Trustee is: John Simeons

This policy is part of the following suite of annually updated safeguarding policies:

1. **Child Protection and Safeguarding**
2. Supporting Children and School with Medical needs/ Managing Medicines
3. Mental Health and Wellbeing
4. Online Safety
5. Child on Child Abuse
6. Attendance
7. Staff Code of Conduct
8. Whistleblowing

# Contents

<b>Safeguarding Statement 2022/23 .....</b>	<b>2</b>
<b>Key Personnel .....</b>	<b>2</b>
<b>1. Introduction and Context .....</b>	<b>6</b>
1.1 Our responsibilities.....	6
1.2 Meeting your communication needs.....	6
1.3 Terminology .....	7
1.4 Acronyms used in this policy .....	7
1.5 Key Documents .....	7
<b>2. Our Principles .....</b>	<b>8</b>
<b>3. Early Help .....</b>	<b>10</b>
<b>4. Child Abuse .....</b>	<b>11</b>
4.1 Physical Abuse.....	11
4.2 Emotional Abuse.....	11
4.3 Sexual Abuse .....	11
4.4 Neglect.....	12
4.5 Bullying.....	12
4.6 Child Mental Health.....	12
<b>5. Reporting your concerns .....</b>	<b>13</b>
5.1 General Principles .....	13
5.2 Managing a Disclosure of Abuse.....	13
5.3 If the DSL/DDSL are not available. ....	15
5.4 Contacting MARU (for advice or when making a referral).....	15
5.5 Making a referral in writing .....	16
5.6 Informing Parents .....	16
5.7 Resolution of Professional Differences .....	16
5.8 If the Child/Family are already known to Social Care .....	16
5.9 Supporting Children .....	16
<b>6. Specific Safeguarding Issues.....</b>	<b>17</b>

6.1	Child Sexual Exploitation (CSE) .....	18
6.2	Child Criminal Exploitation .....	18
6.3	County Lines .....	18
6.4	Extremism/Radicalisation/PREVENT .....	19
6.5	Honour-Based Abuse .....	20
6.6	Female Genital Mutilation (FGM).....	20
6.7	Forced Marriage.....	20
6.8	Child on Child Abuse.....	21
6.9	Sexual Violence and sexual harassment between children in schools and colleges .....	21
6.10	Vulnerable children including children with special educational needs and disabilities and LGBTQ children.....	21
6.11	Online safety (including cyber crime) .....	22
6.11.1	Filtering .....	22
6.12	Domestic Abuse .....	22
6.13	Children Missing Education.....	23
6.13.1	EHE- Elective Home Education .....	23
6.13.2	Exclusion – Temporary and permanent.....	24
6.13.3	Reduced Time Tables .....	24
6.13.4	Online learning.....	24
6.14	Looked after children and previously looked after children .....	24
6.15	Young Carers .....	25
6.16	Private Fostering .....	25
6.17	Modern Slavery and Human Trafficking .....	25
6.18	Contextual Safeguarding .....	26
6.19	Serious Violence.....	26
6.20	Special Circumstances- Work Experience.....	26
6.21	Homestay: Children staying with host families.....	26
6.22	Role of the Appropriate Adult during Police Investigations .....	27
<b>7.</b>	<b>Confidentiality and Information Sharing .....</b>	<b>28</b>
<b>8.</b>	<b>Record Keeping.....</b>	<b>28</b>

<b>9. Allegations against staff .....</b>	<b>29</b>
<b>10. Whistleblowing .....</b>	<b>30</b>
<b>11. Key Safeguarding Roles and Responsibilities.....</b>	<b>30</b>
11.1 All Trust Staff .....	30
11.2 Designated Safeguarding Lead (DSL) .....	31
11.3 Deputy Designated Safeguarding Lead (DDSL).....	33
11.4 The Headteacher.....	33
11.5 Governing Body including the role of the Safeguarding Governor.....	34
<b>12. Safer Recruitment.....</b>	<b>35</b>
<b>13. Attendance at Child Protection Conference .....</b>	<b>35</b>
<b>14. Training .....</b>	<b>36</b>
Safeguarding training assurance from 3 <sup>rd</sup> party providers/ contractors.....	37
<b>15. Extended school and off-site arrangements.....</b>	<b>37</b>
<b>16. Photography and images .....</b>	<b>37</b>
<b>17. Hiring or renting premises .....</b>	<b>38</b>
<b>18. Supporting Our Staff .....</b>	<b>38</b>
<b>Appendix A: Signs and Indicators of Abuse.....</b>	<b>39</b>
<b>Appendix B: Managing a Disclosure of Abuse .....</b>	<b>43</b>
<b>APPENDIX D: Procedures if an allegation is made against a school's staff member (including supply staff, volunteers and governors).....</b>	<b>45</b>

# 1. Introduction and Context

## 1.1 Our responsibilities

Section 175 of the Education Act 2002 places a duty on local authorities in relation to their education functions, the governing bodies of maintained schools and the governing bodies of further education institutions (which include sixth-form colleges) to exercise their functions with a view of safeguarding and promoting the welfare of children who are either pupils at a school or who are students under 18 years of age attending further education institutions.

The same duty applies to independent schools (which include academies and free schools) by virtue of regulations made under Section 157 of this Act.

In order to fulfil their duty under Sections 157 and 175 of the Education Act 2002, all educational settings to whom the duty applies, should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children

All schools should give effect to their duty to safeguard and promote the welfare of their pupils under the Education Act 2002 and, where appropriate, under the Children Act 1989 by:

- Creating and maintaining a safe learning environment for children and young people
- Identifying where there are child welfare concerns and taking action to address them, in partnership with other organisations where appropriate.

These duties are further reinforced within Keeping Children Safe in Education - Statutory Guidance for schools and colleges: Revised guidance September 2022. **This guidance must be adhered to in full by all schools and colleges.** KCSIE now also applies to providers of post 16 education as set out in the Education and Training (Welfare of Children) Act 2021.

This policy develops procedures and good practice within CELT schools, to ensure that there is an understanding of the duty to safeguard and promote the welfare of all children and young people including those who are vulnerable. We endeavor to provide a safe and welcoming environment where children and young people are respected and feel valued. It provides evidence of how this will be implemented within our schools and within multi-agency working arrangements.

This policy has been read by all staff and signed to the effect that they have read and understood it. The policy will be accessible to all visitors to the school, including temporary staff, volunteers, contractors, parents and carers through the school website and a hard copy will be available.

## 1.2 Meeting your communication needs

We want to ensure that your needs are met. If you would like this information in audio type, in Braille, large print, any other format or interpreted in a language other than English please inform the Designated Safeguarding Lead.

### 1.3 Terminology

- **Child/ren** includes everyone under the age of 18 years old.
- **All staff** – refers to all those staff working for or on behalf of the school, full time or part time, permanent or temporary, in either a paid or voluntary capacity.
- **Parent** – refers to birth parents and other adults in a parenting role, for example step parents, foster carers, and adoptive parents, any other person(s) who have legal parental responsibility for a child.
- **Governing Body** – refers to all forms of governance within a multi academy trust, academy, independent or maintained school.
- **Safeguarding and promoting the welfare of children is defined in KCSIE 2022 as:**
  - protecting children from maltreatment;
  - preventing impairment of children’s mental and physical 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 to have the best outcomes.
- **Child protection** refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.
- **Children in Need** refers to a child who is unlikely to achieve or maintain a reasonable level of health and development, or whose health and development is likely to be significantly or further impaired, without the provision of services, or a child who is disabled. Local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare.

### 1.4 Acronyms used in this policy

DSL – Designated Safeguarding Lead

DDSL – Deputy Designated Safeguarding Lead

MARU – Multi Agency Referral Unit

CSE – Child Sexual Exploitation

CCE – Child Criminal Exploitation

FGM – Female Genital Mutilation

KCSIE – Keeping Children Safe in Education (Revised 1<sup>st</sup> September 2022)

OSCP – Safeguarding Children Partnership

LADO – Local Authority Designated Officer

CIC – Children in Care

CIOs – Cornwall and Isles of Scilly

SEND – Special Educational Needs and Disability

### 1.5 Key Documents

This is an overarching policy and should be read in conjunction with the following documents:

- [Keeping Children Safe in Education](#) September 2022, which is the statutory guidance for Schools and Colleges.
- [Working Together to Safeguard Children](#) July 2018, which is statutory guidance to be read and followed by all those providing services for children and families, including those in education. **This guidance applies in its entirety to all schools. (Briefly updated July 2022)**
- [What to do if you are worried a child is being abused- advice for practitioners](#) March 2015  
[Information sharing advice for safeguarding practitioners](#) March 2015. Revised July 2018
- [The Prevent Duty Departmental, advice for Schools and child care providers](#) June 201
- [Multi agency Statutory Guidance on Female Genital Mutilation](#) Updated July 2020

- [Children Missing Education- Statutory guidance for local authorities](#) September 2016
- [Multi agency practice guidelines for dealing with Forced Marriage](#) Updated June 2022
- [Child Sexual Exploitation Definition and a guide for Practitioners](#) February 2017
- [Guidance for Safer Working Practice for those working with Children and Young People in Education settings](#) Revised February 2022
- [Mental Health and Behaviour in school Guidance](#) Updated February 2020
- The [General Data Protection Regulation \(GDPR\) and Data Protection Act 2018](#)
- [Relationships Education, Relationships and Sex Education \(RSE\) and Health Education- statutory guidance](#) Updated September 2021
- Ofsted Education Inspection Framework with [specific reference to Inspecting Safeguarding in early years, education and skills settings](#) Updated July 2022
- [Sharing nudes and semi-nudes: advice for education settings working with children and young people](#) December 2020
- [County Lines: Criminal exploitation of children and vulnerable adults](#). Updated May 2022

Cornwall and Isles of Scilly Multi Agency [Safeguarding Children Partnership Guidance](#) which includes links to relevant policies and procedures as well as training and useful links for children, parents/carers and professionals.

**Furthermore, we will follow the procedures set out by:**

The [South West Child Protection Procedures](#) and [Our Safeguarding Children Partnership \(OSCP\) for Cornwall and the Isles of Scilly](#).

In accordance with the above procedures, the School carries out an annual audit of its Safeguarding provision (S175/157 Safeguarding Audit, requirement of the Education Act 2002 & 2006) and sends a copy to the Local Authority from which a report is submitted to OSCP.

This policy is part of the following suite of annually updated safeguarding policies: 2. Supporting Children and School with Medical needs/ Managing Medicines 3. Mental Health and Wellbeing 4. Online Safety 5. Child on Child Abuse 6. Attendance. 7. Staff Code of Conduct 8. Whistleblowing.

This policy should also be read in conjunction with the following policies linked to safeguarding:

- Behaviour management
- Health and Safety
- Intimate Care
- Safer Recruitment
- Bereavement
- Fire and Lockdown/Critical Incident
- Managing Allegations against Staff including low level concerns

## 2. Our Principles

Safeguarding is our number one priority; the purpose of this policy is to provide a secure framework for all staff in safeguarding and promoting the welfare of those pupils who attend our schools. CELT recognises that the safety and welfare of children is paramount and that we have a responsibility to protect children in all of our school activities. We take all reasonable steps to ensure, through appropriate procedures and



training, that all children, irrespective of sex, age, disability, race, religion or belief, sexual identity or social status, are protected from abuse. We will seek to:

- Ensure that all children feel listened to and valued; the welfare of the child is paramount.
- Create a safe and welcoming environment where children can develop their skills and confidence; they cannot learn effectively unless they do so.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that any training or events are managed to the highest possible safety standards.
- Review ways of working to incorporate best practice. Including this policy being regularly reviewed and updated to reflect current best practice and Government expectations.
- We are committed to ensure that we at all times demonstrate anti-discriminatory and anti-oppressive practice throughout the school and with our parents, carers and all those we work with.
- Treat all children with respect regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.
- Recognise the additional needs of children from minority ethnic groups and disabled children and the barriers they may face.
- Understand that children and young people who are LGBTQ+ or those who are perceived to be can be at greater risk.
- Carefully recruit and select all employees, contractors and volunteers.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.
- Work with partner agencies and share information about concerns with agencies who need to know, and involving parents and children appropriately.
- Ensure all staff, Trustees and Governors maintain an attitude of 'it could happen here' at all times.

### **Key elements to this policy**

- Establishing positive, supportive, secure working practices that put children first.
- Ensuring we practice safer recruitment in checking the suitability of all staff who work at CELT.
- Keeping child protection issues at the forefront of our work and know who in the school the DSL and DDSL are.
- Ensuring that all staff implement procedures for identifying and reporting cases, or suspected cases of abuse and regularly reviews them.
- Supporting children and young people in accordance with his/her agreed child protection plan.
- We will follow the procedures set out by the OSCP and take account of all guidance issued by the DfE, OFSTED and other significant bodies.
- Ensure we have a DSL and a DDSL who have received appropriate training and support for their role and that we are adhering to Annex B of KCSIE September 2022 (see training section).
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding early help and child protection matters including attendance at case conferences, if appropriate.
- Keep written records of concerns about "vulnerable" children including chronologies, even where there is no need to refer the matter immediately. This includes the use of any screening tool that aids identification of Neglect, Child Sexual Exploitation (CSE), Radicalisation, Children Missing Education, Female Genital Mutilation (FGM), online use or other such issues and that such records are securely placed.

- Follow procedures where an allegation is made against a member of staff and that such procedures are robust to deal with any allegation and that clear records of investigations and outcomes of allegations are held on staff files.
- Risk-assess any off-site activity, led by us, the school.

### 3. Early Help

There are situations which may occur in a family's life where they may benefit from additional support that cannot be provided solely by universal services. These can include when a child:

- Is disabled and has specific additional needs.
- Has special educational needs (whether or not they have a statutory education, health and care plan).
- Is a young carer.
- Is showing signs of engaging in anti-social or criminal behaviour, including gang involvement and association with organised crime groups.
- Is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health, domestic abuse;
- Is showing early signs of abuse and/or neglect.
- Is showing signs of displaying behaviour or views that are considered to be extreme.
- Is frequently missing/goes missing from care or home.
- Is misusing drugs or alcohol themselves.
- Is at risk of modern slavery, trafficking or exploitation.

These children are therefore more vulnerable; each School identifies who their vulnerable children are, ensuring **ALL** Staff and Governors know the processes to secure advice, help and support where needed. In the first instance a discussion should take place with the DSL and a record kept of this discussion. If further advice is needed or the school wishes to make a referral then they would contact the Early Help Hub.

It is important that we work in conjunction with our parents and carers. They will be aware of a referral being made to early help and that they give their consent. In the event that a staff member feels the child would be unsafe if you discussed it with the parents first then you should be seeking advice from MARU. Please see section 5 for further clarification.

We will support other agencies and professionals if an early help assessment is considered appropriate and may act as the lead professional in certain circumstances. Additional guidance can also be accessed by using the [OSCP multi-agency threshold document](#).

Within Cornwall, the Early Help Hub is the first point of contact when considering additional support for children and their families

- Support is provided: from pre-birth to the age of 18 (or 25 when the young person has additional needs) when the child, young person or family has needs that are not met solely by universal services.
- It is single point of access for professionals, families and young people to access Early Help Services in Cornwall.
- The triage team decides which Early Help service best meets the needs identified in the request for help. It is then allocated to the appropriate service within 72 hrs.

**Early Help Contact details:**

- **Telephone:** 01872 322277
- **Email:** [earlyhelphub@cornwall.gov.uk](mailto:earlyhelphub@cornwall.gov.uk)
- [www.cornwall.gov.uk/earlyhelphub](http://www.cornwall.gov.uk/earlyhelphub)

For any children who attend school and do not live in Cornwall then we will refer to the County that the child lives in. Contact details for other southwest local authorities are on the [South West Child Protection Procedures website](#).

**If staff have any concerns about a child's welfare they must act immediately.**

## **4. Child Abuse**

There are four main types of child abuse as defined in Working Together to Safeguard Children (2018). Signs and Indicators which may assist in the identification of some forms of abuse can be found in Appendix A.

### **4.1 Physical Abuse**

May involve hitting, shaking, throwing, poisoning, burning/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.

### **4.2 Emotional Abuse**

Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

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

### **4.3 Sexual Abuse**

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

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

#### **4.4 Neglect**

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

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

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

If you are to refer a child or young person because of possible neglect, always check back to see if there have been any previous concerns. The Children Act 1989 talks about how the persistent neglect of very basic needs is likely to cause impairment in the child or young person's development.

#### **4.5 Bullying**

At CELT we take bullying incidents very seriously. Children should be helped to understand what constitutes bullying and understand what actions will be taken if such incidents were to occur. All forms of bullying are emotionally harmful to children. As a trust we have a zero tolerance to bullying. Our schools behaviour policy outlines the differing aspects of bullying and the school's response to this. All incidents of bullying must be reported and clearly recorded. Please see the school behaviour policy for more details.

#### **4.6 Child Mental Health**

All staff should be aware that in some cases mental health problems can be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Only appropriately trained professionals should attempt to diagnose a mental health problem. Staff however are well placed to notice any changes in a child's behaviour that may indicate they are developing or are experiencing a mental health problem.

Where children have experienced abuse or neglect or other traumatic adverse childhood experiences (ACE's), this can have a lasting impact throughout their childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences can impact on their mental health, behaviour, and education. If staff have a mental health concern about a child that they think may be a safeguarding concern they should talk to the DSL/DDSL immediately.

Given the level of concern currently relating to children's mental health, CELT have a mental health and well-being policy outlining how to identify and support children who may be at risk or self-harming.

KCSIE 2022 highlights the importance of having a Mental Health Lead in school. Their role is to ensure with the governors that there are clear systems and processes in school for identifying possible mental health problems, including routes to escalate and clear referral and accountability systems. The Mental Health Lead is also responsible for overseeing the in-house mental health support and school's well-being offer, as well as supporting staff to ensure they are adequately trained and raising mental health awareness across the school.

## 5. Reporting your concerns

### 5.1 General Principles

In the first instance if a member of staff has a concern about a child they should report this immediately to the DSL. The DSL may well have information that others members of staff do not know about a child and their family. Staff should be told on a 'need to know basis' (see confidentiality Section 7).

However insignificant you think your concern might be pass it on to your DSL. It may only be a small piece of information but it helps to form a bigger picture. If the DSL is not available then speak to the DDSL or a member of the safeguarding team. Early information sharing is vital for effective identification, assessment and support.

### 5.2 Managing a Disclosure of Abuse

It is extremely important that if a child discloses that you know what to do. This will be explained by the DSL/DDSL during induction and will form a key part of any safeguarding training undertaken within school.

A member of staff who is approached by a child should listen positively and try to reassure them. They cannot promise complete confidentiality and should explain that they may need to pass information to other professionals to help keep the child or other children safe. The degree of confidentiality should always be governed by the need to protect the child.

Additional consideration needs to be given to children with communication difficulties and for those whose preferred language is not English. It is important to communicate with them in a way that is appropriate to their age, understanding and preference.

All staff should understand that children are not always ready or able to talk about their experiences of abuse and/or may not always recognise that they are being abused.

All staff should know who the DSL is and who to approach if the DSL is unavailable. All staff have the right to make a referral to the MARU or Police directly and should do this if, for whatever reason, there are difficulties following the agreed protocol, for example, they are the only adult on the school premises at the time and have concerns about sending a child home

These are the key principles **if:**

- A child or young person discloses abuse, or
- You suspect a child may have been abused, or
- You witness an abusive situation involving another professional.

You **RECORD AND REPORT:**

- Respond without showing any signs of disquiet, anxiety or shock.
- Enquire casually about how an injury was sustained or why a child appears upset.
- Confidentiality must never be promised to children, young people, or adults in this situation.
- Observe carefully the demeanor or behaviour of the child.
- Record in detail what has been seen and heard in the child's own words (after you have spoken to them, not during a disclosure). **This must be reported on CPOMS within 24 hours.**
- Do not interrogate or enter into detailed investigations: rather, encourage the child to say what she/he wants until enough information is gained to decide whether or not a referral is appropriate.
- Ensure if the child is complaining of being hurt/unwell this is reported immediately

Asking questions is fine to help understand what the issue is BUT you must ensure the questions are open and give the child the ability to clarify.

- It is important NOT to ask leading questions e.g. Did ----- Was it -----?
- It is important to know when to stop asking questions and listen.
- It is important not to interrogate.

### **Types of Questions you can ask: TED**

Can you **tell** me?

Can you **explain**?

Can you **describe**?

Remember you are only clarifying with the child if something concerning did happen or could have happened from the information they give you.

Reassure the pupil/young person, but only so far as is honest and reliable for example, you could say: 'I believe you', 'I am glad you came to me', 'I am sorry this has happened', 'We are going to do something together to get help'

Then report to your DSL or DDSL immediately.

### **Staff MUST NOT**

- Investigate suspected/alleged abuse themselves
- Evaluate the grounds for concern
- Seek or wait for proof
- Discuss the matter with anyone other than the designated staff or MARU
- Speak to the parents until you have had a conversation with your DSL/MARU
- Ask the child to repeat the information to anyone including the DSL/DDSL
- Don't make promises you may not be able to keep e.g. 'I'll stay with you' or 'Everything will be alright now' or 'I'll keep this a secret'

### **Remember**

- Support the child: listen, reassure and be available.
- Complete confidentiality is essential. Share your knowledge only with appropriate professional colleagues.
- Get some support for yourself if you need it.

### **Review (led by DSL)**

- Has the action taken provided good outcomes for the child?
- Did the procedure work?
- Were any deficiencies or weaknesses identified in the procedure? Have these been remedied?
- Is further training required?

### **What happens next?**

It is important that concerns are followed up and it is everyone's responsibility to ensure that they are. The member of staff should be informed by the DSL what has happened following a report being made. If they do not receive this information they should seek it out.

If they have concerns that the disclosure has not been acted upon appropriately, they might inform the Headteacher or Trust Safeguarding Lead and/or may contact the MARU.

Receiving a disclosure can be upsetting for the member of staff and at CELT we have procedures for supporting colleagues after the disclosure. This might include reassurance that they have followed procedure correctly and that their swift actions will enable the allegations to be handled appropriately.

In some cases, additional support might be needed, and staff should be encouraged to recognise that disclosures can have an impact on their own emotions. We regularly remind our staff of the Employee Assistance Programme contact details – 0800 030 5182.

See Appendix B for a flow chart of what to do when a pupil/young person makes a disclosure and contact details.

### **5.3 If the DSL/DDSL are not available.**

If there is an immediate concern about a child or their family **any member** of staff can phone the MARU for advice and guidance if the DSL/DDSL are not available.

**Contact details: MARU 0300 1231 116**

**If the concerns arise out of office hours contact 01208 251300**

**If the risk of significant harm to the child is imminent then you must call the police on 999**

### **5.4 Contacting MARU (for advice or when making a referral)**

Ensure that you have as much factual information about the child as possible when you phone include:

- Full name
- D.O.B
- Address
- Family composition details (including names of parent(s) and siblings)
- Any key professionals working with the school
- Factual information about the concerns you have – including access to any chronologies the school has on the child

**NSPCC - what you can do to report abuse** [dedicated helpline](https://www.nspcc.org.uk/help-and-support/helpline/) is available as an alternative route for staff who do not feel able to raise concerns regarding child protection failures internally or are concerned about how a safeguarding issue is being handled within school. Staff can call 0800 800 5000 8am - 10pm Monday – Friday and 9am – 6pm at weekends, or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Details of MARU are available on our website to anyone in the school community if they need to report concerns out of school time; i.e. weekend or holidays.

## **5.5 Making a referral in writing**

You will need to back any phone call up in writing by completing the multi-agency referral form. This is available from the [OSCP website](#). You must then send it in by secure email which is clearly highlighted on the referral form:

**MARU Secure email:** [multiagencyreferralunit@cornwall.gov.uk](mailto:multiagencyreferralunit@cornwall.gov.uk)

## **5.6 Informing Parents**

We will ensure we have spoken to the family about the concerns and proposed actions unless to do so would place the child at risk or when in exceptional circumstances; the decision not to inform parents/carers must be justified and the details recorded. If a child makes a disclosure or presents with an injury, it is imperative that advice is sought immediately prior to the child returning home and as soon as the school become aware of this.

## **5.7 Resolution of Professional Differences**

In the event that the school disagrees with the actions or decisions of another agency we will consider using the [Resolution of Professional Differences policy](#), formerly referred to as the escalation policy.

## **5.8 If the Child/Family are already known to Social Care**

When a member of Staff, parent, practitioner, or another person has concerns for a child, and if the school are aware that the case is already open to social care then they should contact the allocated worker. If they do not know the name of the worker they can contact MARU who will provide contact details of the worker and/or their manager.

The DSL has responsibility for promoting the educational outcomes of children with a social worker. The DSL will ensure staff know who these children are, understand their academic progress and attainment, and maintain a culture of high aspirations for this cohort.

## **5.9 Supporting Children**

We recognise that CELT schools may provide a safe place and the only stability in the lives of children who have been abused or who are at risk of harm. CELT staff recognise that CELT schools play a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection.

We recognise that a child who is abused or witnesses abuse and/or violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth.

We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

### **CELT will support all children; all CELT staff will;**

- Promote a caring, safe and positive environment within CELT schools.
- Encourage self-esteem and self-assertiveness, through the curriculum and through positive relationships within the school community.
- Ensure children are taught to understand and manage risk through personal, social, health and economic (PSHE) education and Relationship and Sex Education (RSE) and through all aspects of school life. This includes online safety.



- Provide preventative education by creating a culture of zero tolerance for sexism, misogyny/misandry, homophobia, biphobia and sexual violence and sexual harassment.
- Maintain a “zero-tolerance” approach to sexual violence and sexual harassment.
- Respond sympathetically to any requests for time out to deal with distress and anxiety.
- Offer details of helplines or other avenues of external support.
- Liaise and work in partnership with other support services and agencies involved in Early Help and the safeguarding of children.
- Understand that working in partnership with other agencies protects children and reduces risk and so we will engage in partnership working to protect and safeguard children
- Provide continuing support to a child about whom there have been concerns who leaves a CELT school by ensuring that information is shared under confidential cover to the child’s new setting and ensure the school records are forwarded as a matter of priority and within statutory timescales.
- Include regular consultation with children e.g. through questionnaires, participation in anti-bullying activities, asking children to report how their lunchtimes/playtimes have been.
- Ensure that all children know there is and can access an adult in the school whom they can approach if they are worried or in difficulty.
- Ensure all staff are aware of the Trust guidance for their use of mobile technology and have discussed safeguarding issues around the use of mobile technologies and their associated risks (please see Staff Code of Conduct and the acceptable IT use policy).

## 6. Specific Safeguarding Issues

There are specific issues that have become critical issues in Safeguarding that Schools will endeavour to ensure **ALL** their Staff and Governors are familiar with; having processes in place to identify, report, monitor and which are included within teaching:

- Bullying including cyber bullying
- Child Sexual Exploitation (CSE)
- Child criminal exploitation (CCE)
- Children missing from Education
- County lines
- Domestic Abuse
- Substance abuse
- Fabricated or induced illness
- Children with family members in prison
- Faith abuse
- Female Genital Mutilation (FGM)
- Forced Marriage
- Gangs and Youth Violence
- Gender based violence/Violence against women and girls (VAWG)
- Hate
- Mental Health of parents and children
- Homelessness
- So called ‘Honour-based’ abuse
- Child on child abuse (previously known as peer on peer abuse)
- Sexual violence and sexual harassment between children in schools
- Private Fostering
- Preventing Radicalisation
- Online abuse including nude or semi-nude images
- Teenage Relationship abuse

- Trafficking
- Missing children and vulnerable adults
- Child sexual abuse within the family
- Poor parenting, particularly in relation to babies and young children
- Serious violence
- Cyber crime

CELT schools will incorporate signs of abuse and specific safeguarding issues into briefings, staff induction training, and ongoing development training to all Staff and Governors. Annex B of KCSIE (September 2022) provides more detail on the following:

## 6.1 Child Sexual Exploitation (CSE)

Child Sexual Exploitation is a form of child sexual abuse. It occurs where an individual or group take 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 Child Sexual Exploitation February 2017).

CSE can occur over time but could also be a one off occurrence and may happen without the child's immediate knowledge; e.g. through others sharing images or videos of them on social media.

CSE can affect any child who was coerced into engaging in sexual activities including 16/17 year olds who can consent to sex. Some children may not realise that they are being exploited and may believe they are in a genuine romantic relationship.

All suspected or actual cases of CSE are a safeguarding concern in which Child Protection procedures **must** be followed; this will include a referral to MARU and where the risk is immediate to the police. If any staff are concerned about a pupil, they will refer to the Designated Safeguarding Lead/s and the CSE lead within the School.

Potential indicators of CSE are contained within Appendix A.

## 6.2 Child Criminal Exploitation

Activities such as county lines, shoplifting, pickpocketing, vehicle theft/damage can all be forms of CCE. Children can get trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence and entrap and coerce them into debt. They may be forced to carry weapons such as knives or as a form of protection for themselves. Children involved in CCE often commit the crime themselves so are not easily seen as victims and are therefore very vulnerable. They may still have been criminally exploited even if they appear to have agreed or consented to the activity. It can be very specific e.g. County Lines, shoplifting, vehicle theft, pick pocketing.

All professionals should be aware that girls can also be involved in CCE. Although the indicators may not be the same. It is important to note that those involved with CCE may be at higher risk of sexual exploitation.

## 6.3 County Lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more areas within the UK, using dedicated mobile

phone lines or other forms or 'deal line'. This activity can happen locally as well as cross the UK. Children and vulnerable adults are exploited to move, store and sell drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into County Lines in a number of locations including schools and other education settings.

Children are increasingly being targeted via social media. Children can be easily trapped by this type of exploitation as county lines can manufacture drug debts which need to be worked off or threaten serious violence towards victim and their families if they attempt to leave the county lines network

Any concerns about county lines should be referred to the DSL immediately and they should then contact MARU for guidance and advice.

## **6.4 Extremism/Radicalisation/PREVENT**

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young- by seeking to sow division between communities on the basis of race, faith or denomination: justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in society (Working Together July 2018)

CELT will ensure **ALL** staff including governors adhere to their duties in the Prevent guidance 2015 to prevent radicalization

The Headteacher and Chair of Governors will:

- Establish or use existing mechanisms for understanding the risk of extremism
- Ensure staff understand the risk and build capabilities to deal with issues arising
- Communicate the importance of the duty
- Ensure **All** Staff and Governors implement the duty.

School staff receive training to help to identify signs of extremism. Opportunities are provided in the curriculum to enable pupils to discuss issues of religion, ethnicity and culture and the school follows the DfE advice Promoting fundamental British Values as part of SMCS (spiritual, moral, social and cultural education) in Schools (2014).

Ensure the risks of Radicalisation are referred to within all relevant policies including visitors anti bullying and e-safety.

Each school will respond to any concern about Extremism/Radicalisation/Prevent as a safeguarding concern and will report in the usual way using local safeguarding procedures. We will seek to work in partnership, undertaking risk assessments where appropriate and proportionate to risk, building our children's resilience to radicalisation.

When reviewing our PREVENT duties we would consider the guidance contained on the [Safer Cornwall website](#).

What can we do to help our children understand these issues and help protect them?

- Provide a safe space for them to debate controversial issues.
- Help them to build resilience and the critical thinking they need to be able to challenge extremist arguments.
- Give them confidence to explore different perspectives, question, and challenge.

At CELT we are committed to provide effective filtering systems and this will include monitoring the activities of children when on-line in the school. Please refer to the online safety policy.

All staff in the first instance should contact the Designated Safeguarding Lead (DSL) with any concerns.

**Additional contact details:**

- **Concerns can be discussed with the Prevent Lead for Cornwall: Steve Rowell email: [prevent@cornwall.gov.uk](mailto:prevent@cornwall.gov.uk)**
- **MARU can also be contacted for advice: 0300 1231 116**
- **Emergency Out of Hours: Tel No: 01208 251300**
- **If immediate and serious concerns call the police on 999**

## **6.5 Honour-Based Abuse**

So called honour-based violence (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, it includes female genital mutilation, forced marriage, and practices such as 'breast ironing'.

## **6.6 Female Genital Mutilation (FGM)**

CELT recognises and understands that there is now a mandatory reporting duty for all teachers to report to the police where it is believed an act of FGM has been carried out on a girl under 18 in the UK. Failure to do so may result in legal/disciplinary action being taken.

All suspected or actual cases of FGM are a safeguarding concern in which safeguarding procedures will be followed; this will include a referral to the police and to Children's Social Care via MARU. If any staff are concerned about a pupil, they will refer to the Safeguarding Designated Lead/s within the School unless there is a good reason not to do so.

Potential indicators of FGM are contained within Appendix A.

## **6.7 Forced Marriage**

The UK Government describe this as taking someone, usually overseas, to force them to marry (whether or not the forced marriage takes place) or marrying someone who lacks the mental capacity to consent to the marriage (Coercion may include physical, psychological, financial, sexual and emotional pressure). It may also involve physical or sexual violence and abuse.

Arranged marriage is common in some cultures. The families of both spouses take a leading role in arranging the marriage, however the choice of whether or not to accept the arrangement remains with the prospective spouses. Children may be married at a very young age and well below the age of consent in England. **ALL** Staff should be particularly alert to suspicions or concerns raised by a pupil. Since June 2014 forcing someone to marry has become a criminal offence in England and Wales under the Anti-Social Behaviour, Crime and Policing Act 2014.

If at any time the school had a concern regarding a child who this may apply too immediate contact will be made with MARU for guidance and advice.

## **6.8 Child on Child Abuse**

**Children can abuse other children.** All staff should be aware that safeguarding issues can manifest themselves via [child on child](#) abuse. The reasons for this are complex and are often multi-faceted. We understand that as a Trust we need to have clear mechanisms and procedures in place to identify and report incidents or concerns. We aim to reduce this behaviour and any related incidents with an expectation to eliminate this conduct in the school.

Please refer to the Child on Child Abuse policy,

## **6.9 Sexual Violence and sexual harassment between children in schools and colleges**

CELT has a zero tolerance to sexual harassment and sexual violence. It is never acceptable and will never be tolerated. 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.

All victims must be taken seriously, supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting the abuse.

Reports of sexual assault and harassment are extremely complex to manage. It is essential that victims are protected, and every effort is made to minimise the disruption to their education. Part 5 of KCSIE (September 2022) clearly outlines the response that should be taken. Please refer to our [child on child policy](#).

If anyone has any concerns that a child or children may be at risk they must report them to the DSL immediately. They should then liaise with MARU and follow guidance laid out in KCSIE (September 2022)

## **6.10 Vulnerable children including children with special educational needs and disabilities and LGBTQ children**

Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. A school may need to devise a care plan that meets the individual needs of a child. This should be written in conjunction with the parent(s) and staff working with the child. The child where they are of sufficient understanding should have the plan discussed with them. All staff need to be confident in its use.

The School recognises that additional barriers can exist when identifying abuse and neglect in this group of children. These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- The potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs and being more prone to being isolated from their peers than other children; and
- Communication barriers and difficulties in overcoming these barriers.

The individual needs of every special educational needs or disabled child will be reviewed regularly and consideration given to any additional vulnerabilities they may have which could lead to safety and welfare concerns arising. In addition we will keep under review the potential need for additional pastoral support.

Any reports of abuse will require close liaison with the DSL and the SENCO. The setting will consider extra pastoral support and attention for these children, along with ensuring any appropriate support for communication is in place.

### **LGBTQ Children or young person**

A child who may be LGBTQ is not in itself an inherent risk factor for harm. However, it may increase their vulnerability to being targeted by other children whether they are identifying themselves as LGBTQ or whether they are perceived by others to be LGBTQ.

All staff need to be able to minimise any additional barriers they may face and provide a safe place for them to share their concerns.

Should any concerns arise in relation to any child in relation to their safety and welfare the school will follow the same procedures as outlined within this policy and liaise with the DSL initially.

## **6.11 Online safety (including cyber crime)**

CELT takes online safety very seriously both in terms of our pupils and all of our staff. Please refer to CELT online safety policy and the acceptable user policy for staff.

Cyber Crime: This is a criminal activity committed using computers and/or the internet.

### **6.11.1 Filtering**

CELT is adhering to the guidance within the revised [KCSIE \(September 2022\) Paragraph 140- 142](#) and this is reflected within our online safety policy.

## **6.12 Domestic Abuse**

Domestic abuse [is an indicator of abuse and neglect and it](#) can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. Domestic abuse is not limited to physical acts of violence or threatening behaviour, and can include emotional, psychological, controlling or coercive behaviour, sexual and/or economic abuse. Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and adolescent to parent violence. Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home. (Working Together July 2018, [updated July 2022](#)). [Under the Domestic Abuse Act 2021 any child if they see or hear domestic abuse and are related to any adult involved should be considered a victim.](#)

Domestic abuse may take many forms. Witnessing the physical and emotional suffering of a parent may cause considerable distress to children and both the physical assaults and psychological abuse suffered by adult victims who experience domestic abuse can have a negative impact on their ability to look after their children. Children can still suffer the effects of domestic abuse, even if they do not witness the incidents directly. However, in up to 90% of incidents involving domestic abuse where children reside in the home, the children are in the same or the next room. Children's exposure to parental conflict, even where violence is not present, can lead to serious anxiety and distress among children. Children can see school as a safe retreat from problems at home or alternatively not attend school through a perceived need to be at home to protect abused parents or siblings.

Domestic abuse can therefore have a **long term** damaging effect on a child's health, educational attainment and emotional well-being and development. The potential scale of the impact on children is not always easy to assess but may manifest itself as behavioural, emotional or social difficulties, including poor self-esteem, withdrawal, absenteeism, adult-child conflict. Children sometimes disclose what is happening or may be reluctant to do so hoping that someone will realise something is wrong.

### **Operation Encompass**

All CELT schools are an Operation Encompass school. This means that when there has been a domestic abuse incident at an address where children from our school live and the police have been called and attend the incident then the school will be informed by 9am the next school day. This enables us to support the child(ren), and where appropriate the family, within school. Parents are advised by the police that the school will be informed.

Social care also receive reports from the police when they have been involved with children, not just in relation to domestic abuse incidents. These are called ViSTs (Vulnerable incident Screening Tools). This information will also be passed to the school if the information is considered appropriate and proportionate. Staff in school will be informed on a 'need to know basis' by the DSL.

### **Operation Encompass Helpline**

The [Operation Encompass Teachers Helpline](#), funded by Home Office and the Department for Education, is available Monday to Friday from 8am to 1pm throughout term-time.

The Helpline allows staff to speak in confidence with an educational psychologist about how best to support children experiencing domestic abuse.

DSL's would be the most likely people to contact the helpline and should be consulted if a member of staff is contacting them.

## **6.13 Children Missing Education**

Attendance, absence and exclusions are closely monitored. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and criminal exploitation including involvement in County Lines. The DSL will monitor absence and take appropriate action including notifying the local authority and following local procedures, particularly where children go missing on repeated occasions and/or are missing for periods during the school day.

### **6.13.1 EHE- Elective Home Education**

We will always advise the Local Authority at the earliest opportunity when children are withdrawn from the school to be electively home educated, completing the required Elective Home Education Form (as in link below) and returning it with a copy of a letter from the parents/carers confirming that they are withdrawing the child from the school to home educate. Further guidance is available via:

[www.cornwall.gov.uk/education-and-learning/schools-and-colleges/education-welfare/elective-home-education/](http://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/education-welfare/elective-home-education/)

KCSIE 2022 recommends where ever possible that a multi-agency meeting is convened with the parents to ensure the best interests of the child are being met. Each school DSL/DDSL will always alert the Local Authority where there are concerns regarding the safety and welfare of the child in question and/or there is an allocated social worker. Further details are in CELT Attendance policy.

### **6.13.2 Exclusion – Temporary and permanent**

All children who are at risk of temporary or permanent exclusion must be risk assessed and this formerly recorded. If it is not deemed appropriate or safe to continue with the exclusion then the school will work with the local authority to find a more suitable alternative.

If any child at risk of temporary or permanent exclusion has an allocated social worker they must be consulted ahead of any decision to exclude.

### **6.13.3 Reduced Time Tables**

Should a reduced time table be instigated or be necessary, guidance will be reviewed with the aim the child returns to school full time at the earliest moment or other provision sought to ensure the child/ young person has their full entitlement. Guidance is available at

[www.cornwall.gov.uk/schools-and-education/schools-and-colleges/reduced-timetables-part-time-attendance/](http://www.cornwall.gov.uk/schools-and-education/schools-and-colleges/reduced-timetables-part-time-attendance/)

The use of a reduced timetable should be an exceptional measure in this school. It is illegal for a school to impose a reduced timetable, but it is accepted that a reduced timetable may be appropriate provided that the setting can demonstrate that the Local Authority's best practice guidance has been followed. [Guidance for schools and educational settings](#) details further the actions and procedures that need to be followed.

### **6.13.4 Online learning**

If the use of live streaming for lessons is to be used as an important part of a home learning offer, this decision must be suitably risk assessed. The outcome of this risk assessment must be approved by the SLT/DSL. The following protocols must be adhered to;

- Any safeguarding concerns arising from a live lesson/contact must be reported to the DSL
- All live lessons will be recorded
- If sharing the desktop, ensure that any confidential information (e.g. emails) are not visible to pupils/young people. Teachers should use the 'blur background' function on Teams.
- The teacher must consider where they are running the lesson from e.g. minimising the risk of interruption from household members and considering what is visible on screen. Do not stream lessons from bedrooms.
- The teacher must log which pupils/young people take part in the lesson and retain this information
- The teacher must avoid 1-1 unless pre-approved by the Headteacher and DSL
- Any issues or concerns about the lesson or pupils/young people participating must be reported to the Headteacher /DSL immediately

## **6.14 Looked after children and previously looked after children**

A previously looked after child potentially remains vulnerable. The most common reason for children becoming looked after is as a result of abuse and/or neglect. Governing bodies should ensure that staff have the skills, knowledge and understanding necessary to keep looked after children safe. KCSIE (revised September 2022)

A designated children in care lead has been appointed from the senior leadership team. The designated child in care lead will 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 are also responsible for ensuring that they also have information about the



child's care arrangements and the levels of authority delegated to the carer by the local authority looking after him/her. The designated children in care lead will have details of the child's social worker. They will have drawn up an individual education plan in consultation with the Virtual School for Children in Care. Designated teachers also have responsibility for promoting the educational achievement of children who have left care through adoption, special guardianship or child arrangement orders. The designated child in care lead will have appropriate training and the relevant qualifications and experience.

The [training for this role is provided by Cornwall Council](#). They must attend this training regardless of whether there are currently children within the school who are in care or previously looked after children.

All designated children in care staff should read the statutory guidance on '[Promoting the education of looked after children](#)'.

## **6.15 Young Carers**

At CELT we recognise the needs of young carers in that they can be more vulnerable or placed at risk.

We aim to be able to identify young carers and ensure they are supported to help reach their potential with an understanding that staff and volunteers may need to refer into early help services for an assessment of their needs via the Early Help Hub.

## **6.16 Private Fostering**

A private fostering arrangement is when a child (up to the age of 16 years) is cared for consecutively for 28 days or longer by someone who is not a member of that child's immediate family. In such a case the local authority should be informed.

If the school are aware of such an arrangement being in place they must advise the family that the school have a responsibility to inform the local authority and encourage the family to advise the local authority themselves.

Advice or a referral can be made via MARU.

## **6.17 Modern Slavery and Human Trafficking**

The above are offences under the Modern Slavery Act 2015. These offences include holding a person in a position of slavery, servitude forced or compulsory labour, or facilitating their travel with the intention of exploiting them soon after.

Although human trafficking often involves an international cross-border element, it is also possible to be a victim of modern slavery within your own country. It is possible to be a victim even if consent has been given to be moved.

Children cannot give consent to being exploited therefore the element of coercion or deception does not need to be present to prove an offence.

If you hold information that could lead to the identification, discovery and recovery of victims in the UK, you can contact the Modern Slavery Helpline 08000 121 700. **All members of staff must also inform the DSL/DDSL of any concerns.** Advice or referral can be made via MARU (0300 1231 116) or for Vulnerable Adults (0300 1234 131).

## 6.18 Contextual Safeguarding

Safeguarding incidents can be associated with factors outside of school. All staff should be considering the context within which such incidents and or/behaviours occur. This is known as contextual safeguarding which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare. It can include child sexual exploitation, child criminal exploitation, serious violence, county lines, domestic abuse and gang culture. It can also involve links to anti-social behaviour, identifying local 'hot-spots' in the community.

Always have a discussion with your DSL/DDSL if you have concerns or if you have been told information that concerns you about a family.

It is important to verify as much as possible the accuracy of the information but this should not get in the way of you having a discussion with your DSL.

If making a referral to social care the school should provide as much information as possible.

### Local contextual information

This policy sets out the Trust principles and approaches to safeguarding and child protection. In addition to this, schools within CELT recognise that their locality and the communities' served can provide specific and localised safeguarding issues, each schools policy will identify their community's context.

Local Contextual factors potentially impacting on our pupil's safety:

- XXXXX
- XXXXX
- XXXXX

Additional actions or strategies in place to mitigate the threat to children:

- XXXXX
- XXXXX
- XXXXX

## 16.9 Serious Violence

All staff should be aware of indicators which may suggest that children are at risk from or are involved with serious violent crime. Indicators may include increased absence from school, a change in friendships, relationships with older people or groups, a significant change in their academic ability or general wellbeing, signs of self-harm, or unexplained injury. Unexplained gifts/money may also indicate that children are involved/associated with individuals linked to gangs or criminal networks.

## 6.20 Special Circumstances- Work Experience

CELТ has detailed procedures to safeguard pupils undertaking work experience, including arrangements for checking people who provide placements and supervise pupils on work experience.

## 6.21 Homestay: Children staying with host families

The schools may make arrangements for pupils to stay with a host family during a foreign exchange trip or sports tour. Some overseas pupils may reside with host families during school terms and we will work with the local authority to check that such arrangements are safe and suitable. In such circumstances the schools follow the guidance in [Annex D of KCSIE \(September 2022\)](#) to ensure that hosting arrangements are as safe

as possible.

## 6.22 Role of the Appropriate Adult during Police Investigations

In the event that the police request to interview or meet with a child in school the PACE Code C 2019 needs to be considered. Any child under investigation by the police should have access to an appropriate adult to *"support, advise and assist" the young person. They should also "observe whether the police are acting properly and fairly to respect the young persons rights and entitlements, and inform an officer of rank if they are not"*

### The appropriate adult' means, in the case of a child:

1. the parent, guardian or, if the juvenile is in the care of a local authority or voluntary organisation, a person representing that authority or organisation
2. a social worker of a local authority
3. failing these, some other responsible adult aged 18 or over who is not:
  - a. a police officer;
  - b. employed by the police;
  - c. under the direction or control of the chief officer of a police force; or
  - d. a person who provides services under contractual arrangements (but without being employed by the chief officer of a police force), to assist that force in relation to the discharge of its chief officer's functions,

Further information can be found in the Statutory guidance - [PACE Code C 2019](https://www.gov.uk/government/publications/pace-code-c-2019/pace-code-c-2019accessible).

<https://www.gov.uk/government/publications/pace-code-c-2019/pace-code-c-2019accessible>

### Working in partnership with the police

The Police may arrive at school for a variety of reasons. Sometimes, these are pre-arranged to meet with staff, or with a member of staff and a children/young person. Regardless of the reason **it is important that the Safeguarding needs of the child are identified and met** first before any criminal investigation.

If the Police arrive, please follow the below guidelines:

- The Police must sign in as a visitor, stating who they are intending to meet.
- If the Police ask to meet a child/young person, please ask which member of staff they will also be meeting.
- The Police must not meet a child/young person without another adult present.
- The Police may meet a child/young person with a social worker, please make sure a member of the safeguarding team is alerted prior to this meeting taking place as they will confirm this can go ahead – do not assume.
- If you are uncertain, please seek information from DSL/DDSL. If they are not available, please speak to another member of SLT.
- A child/young person must not be left alone with the Police even for a short period of time unless, we have parental permission – in writing or a member of staff has spoken to the parent or the child/young person and parent do not want a member of staff present
- A member of staff is present to meet and depart the Police officer and is present outside the meeting room.
- The police should not be allowed to search a child/young person without their parent present

## 7. Confidentiality and Information Sharing

Confidentiality needs to be discussed and fully understood by all those working with children, particularly in the context of safeguarding and child protection. No adult must ever guarantee confidentiality to any individual including parents, children, colleagues or other professionals. This includes having an 'off the record discussion'. Staff should make children aware that if they disclose information that may be harmful to themselves or others, then certain actions will need to be taken.

Wherever possible, consent should be obtained before sharing personal information with third parties. In some circumstances, obtaining consent may not be possible or in the best interest of the child or young person, e.g., where safety and welfare of that child or young person necessitates that the information should be shared. The law permits the disclosure of confidential information necessary to safeguard a child or children. Disclosure should be justifiable in each case, according to the particular facts of the case, and legal advice should be sought if in doubt. GDPR provides a number of bases for sharing personal information. It is not necessary to seek consent to share information for the purposes of safeguarding and promoting the welfare of a child provided that there is lawful basis to process any personal information required. (Working Together July 2018, [updated July 2022](#))

If the information given relates directly to the safety and welfare of a child then the DSL must be informed immediately. They should then contact MARU.

The school adheres to the revised Information sharing – [Advice for practitioners providing safeguarding services to children, young people, parents and carers](#) (July 2018)

## 8. Record Keeping

Well-kept records are **essential** to good safeguarding and child protection practice. We are clear about the need to record any concerns held about children or young people, the status of such records and when these records should be passed over to other agencies.

In our work with children and their families, we recognise the importance of:

- Keeping clear detailed up to date written records of concerns about children and young people. This includes a chronology.
- Ensuring all records are kept on CPOMS and if there are any historic paper records they are secure and in a locked location.
- Ensuring records are passed on to the receiving school if a child or young person transfers. In line with current guidance.
- Ensuring all records are clear, factual and jargon free.

The records must be recorded on CPOMS within 24 hours of the occurrence, of all that has happened, including details of:

- Dates and times of their observations
- Dates and times of any discussions in which they were involved
- Any injuries
- Explanations given by the child / adult
- Rationale for decision making and action taken
- Any actual words or phrases used by the child.

## 9. Allegations against staff

Allegations against staff are covered in all basic training and induction training that takes place within CELT.

We follow the mandatory guidance in KCSIE 2022 Part Four which includes the management of 'Low Level Concerns'. Please refer to the CELT managing allegations against staff including Low Level Concerns policy.

Staff need to be mindful that it is not only their behaviour in school which may lead to concerns being raised. Where a member of staff or volunteer is involved in an incident outside of school which may/may not have involved children but could impact on their suitability to work with children this should be discussed with the LADO. Usually referred to as 'Transferrable risk'.

Never let allegations by a child or young person go unrecorded or unreported, including any made against you. If you receive a disclosure, about an adult colleague, it is important to reassure the child that what they say will be taken very seriously and everything possible done to help.

In all instances the Headteacher must be informed. If the Headteacher is not available then the DSL should be advised.

If the allegation concerns the Headteacher then the Trust Lead and Chair of the Trust must be informed.

In all situations regarding an allegation of abuse against a member of staff (including supply staff/volunteers/governors/contractors) the school must not act alone and must seek advice and make a referral where necessary.

In such circumstances our Headteacher, or Chair of Governors (if the allegation is against the Headteacher) will contact the LADO for advice.

As part of our safeguarding duties, the LADO Service has a statutory responsibility to manage and oversee allegations made against professionals and volunteers who work with children. All allegations and concerns should be referred to the LADO within 24 hours where advice and guidance can be provided in respect of balancing the responsibility to safeguard with the need to support staff in difficult situations.

The following issues need to be considered – should this be in here or in our allegation policy?

- What are the safeguarding arrangements of the child or young person to ensure they are not in contact with the alleged abuser?
- contact the parents or carers of the child/young person **if** advised to do so by the LADO;
- consider the rights of the staff member for a fair and equal process of investigation;
- ensure that the appropriate disciplinary procedure is followed, including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary;
- act on any decision made in any strategy meeting; and
- advise the Disclosure and Barring Service (DBS) and any other appropriate regulatory or professional body where a member of staff has been disciplined or dismissed as a result of the allegations founded, or would have been if they have resigned.
- Ensure low level concerns are also carefully recorded and stored securely and confidentially

**Contact details LADO: 01872 326536; [lado@cornwall.gov.uk](mailto:lado@cornwall.gov.uk)**

If a referral needs to be made then this must go through MARU who will then pass it on to the LADO team. The referral form can be found on the [OSCP website](#).

## 10. Whistleblowing

Please adhere to CELT's whistleblowing policy. The whistleblowing governor is: **XXXXXX**

In the event that you do not feel able to follow the schools whistle blowing policy but remain concerned you must discuss your concerns with an appropriate independent body. In this situation you could contact:

NSPCC Whistleblowing helpline: 0800 028 0285

## 11. Key Safeguarding Roles and Responsibilities

### 11.1 All Trust Staff

Have a key role to play in identifying concerns early and in providing help for children. To achieve this, they will:

- Provide a safe environment in which children can learn.
  - For schools with Early Years provision, this will take specific note of the expectations set out within the Statutory Framework for the Early Years Foundation Stage (section 3)
- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to whilst understanding that children are not always ready or able to talk about their experiences of abuse and/or may not always recognise that they are being abused
- Take immediate action if they have a mental health concern about a child that is also a safeguarding concern, following our Safeguarding and Child Protection Policy and procedures.
- Ensure children know that there are adults in the school who they can approach if they are worried or have concerns.
- Plan opportunities within the curriculum for children to develop the skills they need to assess and manage risk appropriately and keep themselves safe.
- Attend training in order to be aware of and alert to the signs of abuse.
- Maintain an attitude of "it could happen here" with regards to safeguarding
- Know how to respond to a pupil who discloses harm or abuse following training of 'Working together to Safeguard Children'(2018), and 'What to do if you are worried a child is being abused' (2015).
- Record concerns via CPOMS if worried that a child is being abused and report these to the DSL immediately that day. If the DSL is not contactable immediately a Deputy DSL should be informed.
- Be prepared to refer directly to the Multi Agency Referral Unit (MARU), and the police if appropriate if there is a risk of significant harm and the DSL or their Deputy is not available.
- Follow the allegations procedures if the disclosure is an allegation against a member of staff.
  - This information will be documented confidentially on Staff Safe
- Provide support for children subject to Early Help, Child in Need or Child Protection that is in keeping with their plan.
- Treat information with confidentiality but never promising to "keep a secret".

- Notify the DSL or their Deputy of any child on a Child Protection Plan or Child in Need Plan who has unexplained absence.
- Be vigilant about children's mental health and understand the potential links to their safety and wellbeing
- Identify children who may benefit from Early Help, liaising with the DSL in the first instance. (Options may include managing support for the child internally via the school's pastoral support process or an Early Help assessment). In some circumstances it may be appropriate for a member of school staff to act as the lead professional in Early Help cases.
- Know who the DSL and Deputy DSL are and know how to contact them.
- Have an awareness of the role of the DSL, the CELT safeguarding suite of policies and procedures relating to the safeguarding response for children who go missing from education.
- Be mindful that the Teacher Standards states that teachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.
- Assist the Trustees, Governors, Headteachers and DSLs in fulfilling their safeguarding responsibilities set out in legislation and statutory guidance.

## **11.2 Designated Safeguarding Lead (DSL)**

In addition to the role and responsibilities of all Trust staff the DSL will:

- Work in partnership with the Trust Safeguarding Lead and CELT DSL network
- Hold the lead responsibility for safeguarding and child protection (including online safety) in the school; this responsibility is not able to be delegated.
- Have an "it could happen here" approach to safeguarding.
- Liaise with the local authority and work in partnership with other agencies in line with Working Together to Safeguard Children
- Being a central point of contact for all staff
- Confident in knowing what to do and where to go if you have concerns
- Ensure records are kept up to date, safely and securely
- That all staff are aware of their safeguarding responsibilities
- Be the initial point of contact for external agencies in relation to safeguarding issues
- Promote awareness of safeguarding in relation to the children, all staff, the governing body and parents
- Be available during term time (during school hours) for staff in school to discuss any safeguarding concerns. Appropriate and adequate cover arrangements will be arranged by the DSL and the school leadership for any out of hours/term activities.
- Working with the Trust Safeguarding Lead, act as a source of support and expertise in carrying out safeguarding duties for the whole school community.
- Encourage and promote a culture of listening to children and taking account of their wishes and feelings, amongst all staff.
- Access training and support to ensure they have the knowledge and skills required to carry out the role. DSL training should be updated at least every two years and their knowledge and skills refreshed at regular intervals but at least annually.

- Have a secure working knowledge of procedures and understand the assessment process for providing Early Help and statutory intervention, including the local authority levels of need criteria and referral arrangements.
- Have a clear understanding of access and referral to the local Early Help offer and will support and advise members of staff where Early Help intervention is appropriate.
- Understand and support the school delivery with regards to the requirements of the Prevent duty and provide advice and guidance to staff on protecting children from radicalisation.
- Liaise with school staff (especially pastoral support, behaviour leads, school health colleagues and the SENDCO) on matters of safety and safeguarding and consult the Levels of Need document to inform decision making and liaison with relevant agencies.
- Be alert to the specific needs of children in need, those with SEND and young carers.
- Understand the risks associated with online activity and be confident that they have the up-to-date knowledge and capability to keep children safe whilst they are online at school; in particular, understand the additional risks that children with SEND face online and the associated and appropriate support they require.
- Keep detailed, accurate records (using appropriate secure online software – CPOMS), that include all concerns about a child even if there is no need to make an immediate referral and record the rationale for decisions made and action taken.
- Ensure that when a pupil/young person transfers school (including in-year), their Child Protection file is passed to the new school as soon as possible, and within statutory timescales (separately from the main pupil/young person file and ensuring secure transit) and that confirmation of receipt is received.
- Ensure that where a pupil/young person transfers school (including in-year) and is on a Child Protection Plan or is a child looked after, their information is passed to the new school immediately and that the child's social worker is informed. In addition, consideration should be given to a multi-agency schools transition meeting if the case is complex or on-going.
- If the transit method requires that a copy of the Child Protection file is retained until such a time that the new school acknowledges receipt of the original file, the copy should be securely destroyed on confirmation of receipt
- Ensure that all appropriate staff members have a working knowledge and understanding of their role in case conferences, core groups and other multi-agency planning meetings, to ensure that they attend and are able to effectively contribute when required to do so; where a report is required, this should be shared with the parents prior to the meeting.
- Ensure that all staff sign to say they have read, understood and agree to work within CELT's safeguarding suite of policies and Keeping Children Safe in Education (KCSIE 22) Part 1 and annex B and ensure that the policies are used effectively.
- Organise child protection and safeguarding induction, regularly updated training and a minimum of annual updates (including online safety) for all school staff, keep a record of attendance and address any absences.
- Ensure that in collaboration with the school leadership, Trustees and Governors, the Child Protection Policy is reviewed annually, and the procedures and implementation are updated and reviewed regularly.
- Ensure that the Child Protection Policy is available publicly and that parents are aware of the role of the school in making referrals about suspected harm and abuse.
- Establish and maintain links with the Local Authority safeguarding partners to make sure staff are aware of training opportunities and the latest policies on local safeguarding arrangements.



- Ensure that the names of the Designated Safeguarding and Child Protection Lead and deputies, are clearly advertised, with a statement explaining the school's role in referring and monitoring cases of suspected abuse.
- Meet all other responsibilities as set out for DSLs in Keeping Children Safe in Education [2022](#).

### **11.3 Deputy Designated Safeguarding Lead (DDSL)**

- Be trained to the same standard as the Designated Safeguarding Lead and the role is explicit in their job description
- Provide support and capacity to the DSL in carrying out delegated activities of the DSL; however, the lead responsibility of the DSL cannot be delegated.
- In the absence of the DSL, carries out the activities necessary to ensure the ongoing safety and protection of children. In the event of the long-term absence of the DSL the deputy will assume all of the functions above.

### **11.4 The Headteacher**

In addition to the roles and responsibilities of all staff the Headteacher will ensure that:

- The school fully contributes to inter-agency working in line with Working Together to Safeguard Children 2018 guidance.
- The Child Protection and Safeguarding Policy and procedures are implemented and followed by all staff.
- All staff are aware of the role of the Designated Safeguarding Lead (DSL), including the identity of the DSL and any deputies.
- Provide sufficient time, training, support, funding, resources, including cover arrangements where necessary, is allocated to the DSL to carry out their role effectively, including the provision of advice and support to school staff on child welfare and child protection matters, to take part in strategy discussions/meetings and other inter-agency meetings and/or support other staff to do so; and to contribute to the assessment of children.
- That opportunities are provided for a co-ordinated offer of Early Help when additional needs of children are identified.
- Deputy DSLs are trained to the same standard as the DSL and they are clear about their role as set out in this policy and related national guidance. DSLs and Deputy DSLs will receive annual written confirmation of their appointment to/continuation of their role.
- Adequate and appropriate DSL cover arrangements are in place for any out-of-hours/out-of term activities.
- Where there is a safeguarding concern that the child's wishes and feelings are taken into account when determining what action to take and which services to provide.
- Child-centred systems and processes are in place for children to express their views and give feedback.
- All staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the whistleblowing procedures.
- Pupils are provided with opportunities throughout the curriculum to learn about safeguarding, including keeping themselves safe online.
- That allegations or concerns against staff are dealt with in accordance with guidance from the Department for Education (DfE).

- That statutory requirements are met to make a referral to the Disclosure and Barring Service and additionally in the case of teaching staff the Teacher Regulation Agency where they think an individual has engaged in conduct that harmed (or is likely to harm) a child; or if the person otherwise poses a risk of harm to a child.

### **11.5 Governing Body including the role of the Safeguarding Governor**

- Taking leadership responsibility for the school's Safeguarding and Child Protection arrangements; this includes assisting the DSL with the S157 safeguarding self- assessment on an annual basis.
- That they are up to date with emerging issues in Safeguarding and recognise the strategies by the Local Authority in trying to keep children safe in Cornwall.
- Ensuring that we have a nominated link Governor for Child Protection and Safeguarding and this person has received appropriate training for their role. They should not be a member of staff within the school as this could lead to a possible conflict of interest and they need to act as the schools 'critical friend'.
- Safeguarding Governors should not act in the role of DSL or DDSL. No member of the governing body should be given confidential information about any child or family in school unless the permission of the family has been given to share the information or it is on the advice of the LADO. All reports involving any information about children for governor meetings and briefings should be anonymised.
- The designated safeguarding governor visits the school termly to review safeguarding within the school and includes within visits regular discussions with children.
- Ensuring that we have a DSL for Child Protection, appointed from the Senior Leadership Team and one who oversees and line manages the activities and the activities of all other leads in the school. The number of DDSL's needs to be sufficient in number depending upon the size and demands of the school.
- That the DSL/DDSL are fully equipped to undertake the Safeguarding role and that they have access to the appropriate training and that this is updated with certified training every two years.
- That a DSL is on the premises and available during school hours, where this is not available there is cover in place. Therefore, ensuring there is cover at all times.
- That we have a nominated link Governor for CIC (Children in Care) and SEND alongside other nominated leads in the School on these issues;
- We have an appointed teacher who is responsible for Children in Care who understands his/her Safeguarding responsibilities and is fully aware of the Local Safeguarding procedures and attends regular training and briefings in relation to children in care.
- Safeguarding is an agenda item at every full governing body meeting
- That there are procedures in place in handling allegations against Staff, Supply Staff, Volunteers and Governors and any concerns staff and volunteers have (including concerns about the school) are brought to the attention of the Local Authority Designated Lead (LADO) in every case.
- The governing body have appointed a whistleblowing governor.
- That all Staff, (including volunteers and frequent visitors) who will be working in the school are given a mandatory safeguarding induction including online safety, which includes knowledge regarding abuse, neglect, staff code of conduct specific safeguarding issues and familiarisation with Child Protection responsibilities. The induction will also include procedures to be followed if anyone

has any concerns about a Child's Safety or welfare, and knowledge about the School's policies and procedures.

- That all Staff have regular reviews of their own practice to ensure ongoing personal/professional development.
- That all Staff receives the appropriate training which is regularly updated. Safeguarding briefings and updates are given to all staff including governors a minimum of yearly.
- To ensure that children are taught about Safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum including RSE.
- We have in place an Online Safety Policy equipped to deal with a widening range of issues associated with technology.
- That as a Governing Body, we have an overview of children who are at risk of being excluded and EHE (no identifying details).
- That as a school we are making the link between mental health and safeguarding
- That we understand the need to identify trends and patterns regarding Children Missing from Education (CME) and to respond to / refer where required.
- That we notify Children's Social Care if there is an unexplained absence of a pupil who is the subject of a Child Protection Plan.
- That we notify Children's Social Care if it is thought or known that a child or young person may be privately Fostered.
- Making sure that the Safeguarding and child protection Policy is available to parents and carers as appropriate including displaying on the school's website.
- That all relevant safeguarding policies are reviewed on a regular basis and that all legislative changes as well as changes to mandatory national guidance and local processes are reflected within the relevant policies and procedures within school.
- Meet all other responsibilities as set out for Governors in Part 2 in Keeping Children Safe in Education [2022](#).

## **12. Safer Recruitment**

CELT operates safer recruitment procedures including making sure that:

- statutory duties to undertake required checks on staff who work with children are complied with in line with the Disclosure and Barring Service requirements for Regulated Activity; Teachers' Prohibition Orders; the Child Care Act 2006.
- statutory guidance relating to volunteers is followed
- at least one member of the recruitment panel members has undertaken safer recruitment training through an accredited training programme.

We hold a Single Central Record (SCR) which demonstrates we have carried out the range of checks required by law on our staff. CELT complies with the requirements of KCSIE, (September [2022](#)) - Part 3.

## **13. Attendance at Child Protection Conference**

If a child or young person becomes the subject in a Child Protection Conference as a school we may be asked to share information about the child or young person and his/her family. Usually this will be in the form of a written report, the contents of which will be shared with parents/carers prior to the meeting preferably by the school.

Child protection conferences will be attended by the DSL or DDSL. In exceptional circumstances another member of staff may attend with them. The reason this responsibility is not delegated is because the DSL has the overall training and accountability to act on behalf of the school including agreeing their role in any child protection plan as well as the possible allocation of resources.

Occasionally, there may be information which is confidential and which will be shared in a closed meeting prior to the conference. If this is necessary, the chair of the conference will discuss the matter with parents/carers beforehand.

When any child becomes the subject of a conference, local procedures require all other children in the family are considered. It may well be that staff will be required to provide information on children with whom there appear to be no direct concerns.

Staff may contribute to the process of risk assessment and the decision about the child being in receipt of a child protection plan. This will be undertaken using the signs of safety model. For more information about signs of safety discuss with the allocated social worker or the independent chair prior to the meeting.

## 14. Training

All members of our workforce have been provided with, and signed to say that they have read and understood CELT Safeguarding Suite of policies, Part 1 and Annex B of KCSIE, (September 2022) and understand their responsibilities and governors have been provided with and signed to say they have read and understood Part 2 of KCSIE (September 2022).

All staff members will receive appropriate safeguarding and child protection training (including online safety) which will be regularly updated (minimum of yearly). In addition, all staff members will receive safeguarding and child protection updates. These will be done as part of staff meetings where safeguarding will be a standing item on the agenda of every staff meeting and full governors meetings.

All staff will also, as part of our induction, be issued with information in relation to our CELT safeguarding suite of policies, key designated staff, Part 1 of KCSIE (September 2022), Key contacts, what to do if a child discloses abuse, and how to record concerns using CPOMS.

All staff need to understand the unique risks associated with online safety and be confident they have the skills to keep children safe whilst they are online in school.

In addition all staff must recognise the additional risks that SEND children can face especially with regard to their online activities.

Our DSL and DDSL(s) will undertake multi-agency safeguarding training in addition to the whole school training. Once this training is completed they have a duty to update their training by attending safeguarding briefings and training every year with a full update every two years. It will support both the DSL and DDSL to be able to better undertake their role and support the school in ensuring our safeguarding arrangements are robust and achieving better outcomes for the pupils at CELT.

Our Governing Body will have access to basic safeguarding training within the school. KCSIE 2022 Part Two is clear about the expectation that all governors also have an understanding of their **strategic responsibilities** in relation to safeguarding. All CELT Governors and Trustees will undertake training

specifically on the safeguarding responsibilities of the governing body in particular the role of the Safeguarding Governor.

At least one member of our recruitment panel will have undertaken safer recruitment training. Best practice is that this is updated every 2 years to ensure that the school are keeping up with changes made to recruitment processes and changes in safeguarding requirements when recruiting staff. All those involved in Safer Recruitment must read KCSIE Part 3.

### **Safeguarding training assurance from 3<sup>rd</sup> party providers/ contractors**

It is the responsibility of the School to seek assurance from the 3<sup>rd</sup> party supplier/contractor as to the level of safeguarding training they provide to their staff (it is perfectly acceptable to ask and challenge for this information so that the School has the assurance needed). In addition to this, the School will ensure that contractors/3<sup>rd</sup> party suppliers receive local safeguarding information (the School safeguarding leaflet and code of conduct) so that they understand what is expected of them, how to raise any concerns and how to deal with any difficult situations they may find themselves in. The safeguarding information for contractors/3<sup>rd</sup> party suppliers is also about them protecting themselves as much as it is about protecting the children and young people in school.

For audit purposes and our own assurance, the School will keep a record of responses from contractors/3<sup>rd</sup> party suppliers.

If there are concerns as to the level of training provided, especially in the case of small independent businesses who may not have access to training, we may consider including or inviting them to attend staff training.

## **15. Extended school and off-site arrangements**

All extended and off-site activities are subject to a risk assessment to satisfy health and safety and safeguarding requirements. Where extended school activities are provided by and managed by the school, our own safeguarding and child protection policy and procedures apply. If other organisations provide services or activities on our site we will check that they have appropriate procedures in place, including safer recruitment procedures.

When our pupils attend off-site activities, including day and residential visits, we will check that effective safeguarding/child protection arrangements are in place.

## **16. Photography and images**

Our staff are aware at no times should their own personal cameras/smart phones be used in recording children or young people in this school.

The school will ensure that they get parental permission to take photographs of children for media, website and other school purposes.

Any person taking images of the children should be challenged by staff unless they are absolutely confident they have the relevant permissions.

## **17. Hiring or renting premises**

The lettings policy will seek to ensure the suitability of adults working with children on Trust school sites at any time and ensure that appropriate safeguarding arrangements are in place.

## **18. Supporting Our Staff**

CELT recognises that all staff may find dealing with safeguarding and child protection concerns very difficult and upsetting. It may trigger memories of their own difficult childhood, or be an experience they have had as an adult, or a member of their family, or close friendship group has experienced.

CELT hopes in such situations that the individual staff member would be able to talk to a member of the senior leadership team in school who can make enquiries into what support may be available for the individual member of staff.

There are many organisations within Cornwall who offer support services to individuals on a range of very sensitive issues e.g. Domestic Abuse, Sexual Abuse (current and historic) drug and alcohol misuse, mental health. More information can be accessed via MARU or the Early Help Hub.

In addition the member of staff should be able to access support through:

- [Employee Assistant Programme](#)
- Their own GP
- The Samaritans Telephone: 116 123
- NSPCC HELPLINE Telephone: 0808 800 5000 (not just there for children)

The DSL and Safeguarding Governor will take responsibility for updating this policy and informing all staff and the Governing Body of key changes.

## **Appendix A: Signs and Indicators of Abuse**

A more comprehensive list will be considered within staff training however this will give staff some indication of what to look out for.

Although these signs do not necessarily indicate that a child has been abused, they may help staff recognise that something is wrong.

If you have any concerns you must pass these to your DSL immediately.

### **Physical Abuse**

Most children will collect cuts and bruises and injuries, and these should always be interpreted in the context of the child's medical/social history, developmental stage and the explanation given. Most accidental bruises are seen over bony parts of the body, e.g. elbows, knees, shins, and are often on the front of the body. Some children, however, will have bruising that is more than likely inflicted rather than accidental.

Important indicators of physical abuse are bruises or injuries that are either unexplained or inconsistent with the explanation given; these can often be visible on the 'soft' parts of the body where accidental injuries are unlikely, e.g. cheeks, abdomen, back and buttocks. Occasionally a 'pattern' may be seen e.g. fingertip or hand mark. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern.

#### **The physical signs of abuse may include:**

- Unexplained bruising, marks or injuries on any part of the body.
- Multiple bruises- in clusters, often on the upper arm, outside of the thigh.
- Cigarette burns.
- Human bite marks.
- Broken bones.
- Burns- shape of burn, uncommon sites, friction burn

#### **Changes in behaviour that can also indicate physical abuse:**

- Fear of parents being approached for an explanation.
- Aggressive behaviour or severe temper outbursts.
- Flinching when approached or touched.
- Reluctance to get changed, for example in hot weather.
- Depression.
- Withdrawn behaviour.
- Running away from home.

### **Neglect**

It can be difficult to recognise neglect, however its effects can be long term and damaging for children.

It is also impossible to recognize that aspects of neglect can be very subjective. We may need to challenge ourselves and others and remember that people can have different values and that there will be differences in how children are cared for which may be based on faith or cultural issues that are different to ours.

In respecting these differences, we must not be afraid to raise our concerns if we believe the care being given to the child may be impacting on its safety and welfare.

**The physical signs of neglect may include:**

- Being constantly dirty or 'smelly'.
- Constant hunger, sometimes stealing food from other children.
- Losing weight, or being constantly underweight (obesity may be a neglect issue as well).
- Inappropriate or dirty clothing.

**Neglect may be indicated by changes in behaviour which may include:**

- Mentioning being left alone or unsupervised.
- Not having many friends.
- Complaining of being tired all the time.
- Not requesting medical assistance and/or failing to attend appointments

**Emotional Abuse**

Emotional abuse can be difficult to identify as there are often no outward physical signs. Indications may be a developmental delay due to a failure to thrive (also known as faltering growth) and grow, however, children who appear well-cared for may nevertheless be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix or play with other children.

**Changes in behaviour which can indicate emotional abuse include:**

- Neurotic/anxious behaviour e.g. sulking, hair twisting, rocking.
- Being unable to play.
- Fear of making mistakes.
- Sudden speech disorders.
- Self-harm.
- Fear of parent being approached regarding their behaviour.
- Development delay in terms of emotional progress.
- Overreaction to mistakes.

**Sexual Abuse**

It is recognised that there is underreporting of sexual abuse within the family. All Staff and Governors should play a crucial role in identifying/reporting any concerns that they may have through, for example, the observation and play of younger children and understanding the indicators of behaviour in older children which may be underlining of such abuse.

All Staff and Governors should be aware that adults, who may be men, women or other children, who use children to meet their own sexual needs abuse both girls and boys of all ages. Indications of sexual abuse may be physical or from the child's behaviour. In all cases, children who tell about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

**The physical signs of sexual abuse may include:**

- Pain or itching in the genital area.
- Bruising or bleeding near genital area.
- Sexually transmitted disease.



- Stomach pains.
- Discomfort when walking or sitting down.

**Changes in behaviour which can also indicate sexual abuse include:**

- Sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn.
- Fear of being left with a specific person or group of people.
- Sexual knowledge which is beyond their age, or developmental level.
- Sexual drawings or language.
- Eating problems such as overeating or anorexia.
- Self-harm or mutilation, sometimes leading to suicide attempts.
- Saying they have secrets they cannot tell anyone about.
- Acting in a sexually explicit way towards adults.

**Note:** A child may be subjected to a combination of different kinds of abuse. It is also possible that a child may show no outward signs and hide what is happening from everyone.

**Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)**

Different forms of abuse can often overlap and perpetrators may subject children to many forms of abuse

Many aspects of CSE take place online so it may be difficult to identify this within school. The behaviours also need to be considered within the context of the child's age and stage of development. As they get older this may be more difficult to identify. However, abuse indicators may include:

- Children talking about having lots of 'friends' online whom when asked they do not know personally
- Associate with other children involved in exploitation
- Disengagement from education
- Using drugs or alcohol
- Unexplained gifts/money
- Repeat concerns about sexual health
- Children who suffer from sexually transmitted disease or are pregnant
- Suffer from changes in emotional wellbeing
- Talking about physically meeting up with someone they met online
- Posting lots of images of themselves online
- Going missing or regularly coming home late
- Talking about friendships with older young people/adults
- Children who have older girlfriends/boyfriends
- Engagement with offending
- Exclusion or unexplained absences from school
- Isolation from peers/social network
- Frequently in the company of older people – association with 'risky' adults
- Accepting lifts or being picked up in vehicles
- Physical injury without plausible explanation
- No parental supervision/monitoring of online activity
- Poor school attendance

- Secretive behaviour
- Self-harm or significant changes in emotional well-being
- Concerning use of internet or other social media
- Returning home late
- Chronic tiredness.

**Reference:** Child sexual Exploitation - guide for practitioners February 2017

### **County Lines**

Indicators may include:

- Go missing and are subsequently found in areas away from their home
- Have been the victim or perpetrator of serious violence (e.g knife crime)
- Are involved in receiving request for drugs via phone line, moving drugs, handing over and collecting money for drugs
- Are exposed to techniques such as 'plugging' where drugs are concealed internally to avoid detection
- Are found in accommodation they have no connection with, often called a 'trap house' or 'cuckooing' or hotel room where there is drug activity
- Owe a 'debt bond' to their exploiters

### **Female Genital Mutilation (FGM)**

Although situations of FGM may be unusual it is important that you do not assume it could not happen here. 8-15 year old girls are the most vulnerable.

**Indicators may include:**

- Days absent from school
- Not participating in physical education
- In pain/has restricted movement/frequent and long visits to the toilet/broken limbs
- Confides that she is having a special procedure, cut or celebration
- Unauthorised and or extended leave, vague explanations or plans for removal of a female in a high risk category especially over the summer period
- Plans to take a holiday which may be unauthorised, unexplained or extended in a country known to practice FGM
- Parents from a country who are known to practice FGM.

### **Children who may not be ready to disclose.**

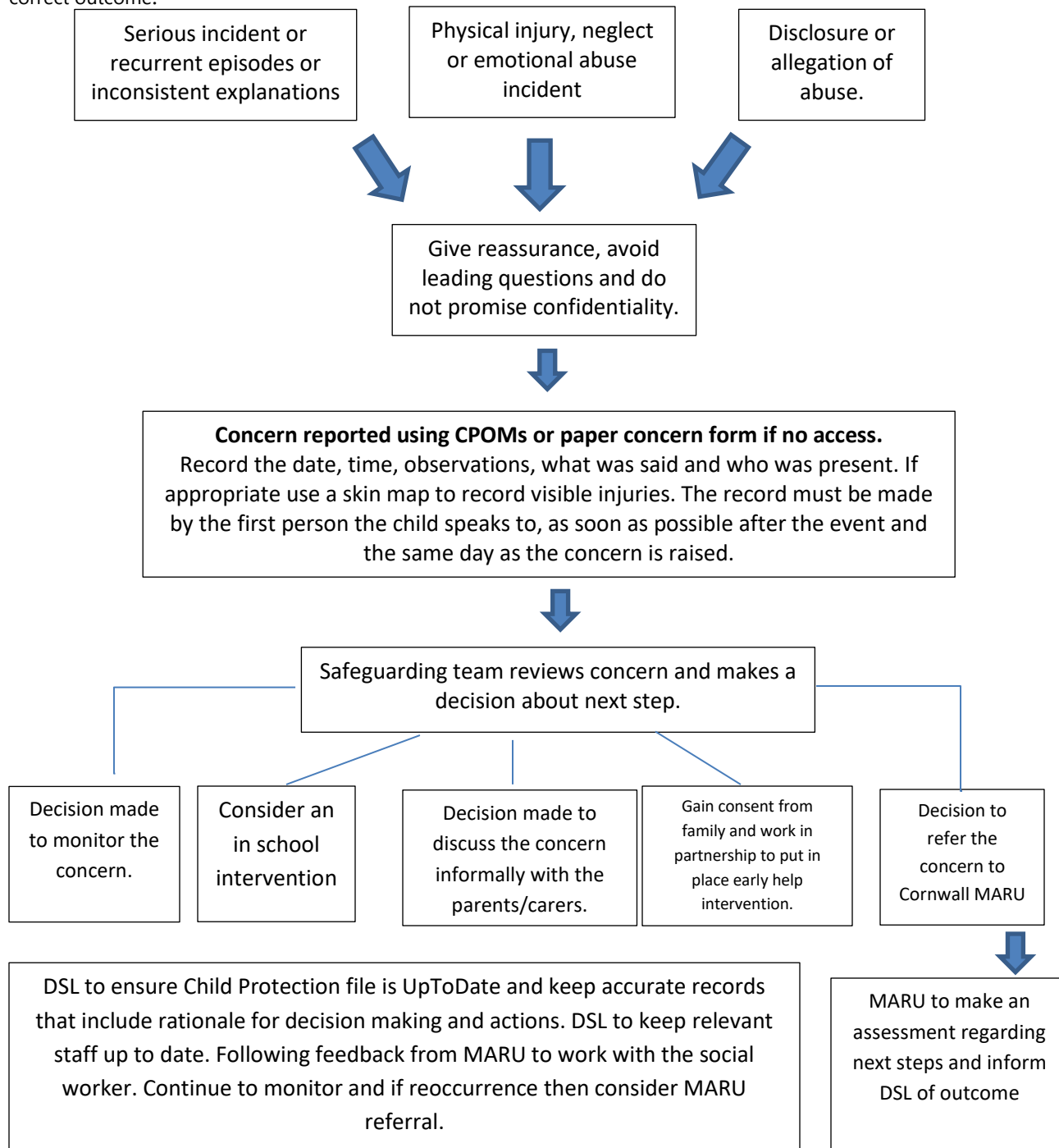
All staff should be aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. They might feel embarrassed, have misguided feelings guilt, humiliated or be being threatened. This could be due to their vulnerability, disability, sexual orientation or language barriers. None of this should prevent staff from having 'professional curiosity' and speaking to the DSL.

## **Appendix B: Managing a Disclosure of Abuse**



## **Flow chart for raising safeguarding concerns about a child**

Purpose: To ensure correct procedure is followed with concerns and that concerns are escalated appropriately and to a correct outcome.



**Note: if, at any point, there is risk of immediate harm to a pupil you must inform DSL immediately.**

Designated Safeguarding Lead: XXXX Deputy Safeguarding Lead/s: XXXXXXXX

Safeguarding Link Governor: XXXXXX Trust Safeguarding Lead: Amy Daniels

MARU number: 0300 123 1116

Concerns regarding staff should be raised with the school Headteacher: XXXX

Concerns regarding the Headteacher should be raised with the Chair of governors: XXX

LADO: 01872326536

In the case of known FGM, the teacher who was made aware will also make contact with the police.

## **APPENDIX D: Procedures if an allegation is made against a school's staff member (including supply staff, volunteers and governors).**

Please refer to KCSIE 2022 Part 4 for all details.

Never let allegations by a child or young person go unrecorded or unreported, including any made against you. There are very clear procedures that are there to protect children but also to ensure as much protection as possible against a potential false allegation involving a member of staff.

Any allegations should be reported to the head teacher regardless as to whether they are the designated safeguarding lead as they are ultimately responsible for all staff within the school.

If the allegation concerns the head teacher, then the Trust Lead or the Chair of the Trust should be informed immediately.

In KCSIE 2022 Part Four they outline the two levels of allegation/concern. 1. allegations that meet the harm threshold and 2. allegations/concerns that do not meet the harm threshold and are referred to as low level concerns. These will still be recorded internally but not passed on if the member of staff leaves the school.

In any situation where the head teacher or COG is unclear or the allegation is of a potentially serious nature then there must be a discussion with the [Local Authority Designated Officer](#) (LADO) or if they are not available then MARU can be contacted for advice and guidance. If they feel a referral should be made then they will advise you to [complete the appropriate referral form](#).

This should then be sent in via MARU

If you receive a disclosure, about an adult colleague, it is important to reassure the child that what she/he says will be taken very seriously and everything possible done to help.