

ST. ANSELM'S CATHOLIC PRIMARY SCHOOL

SAFEGUARDING AND CHILD PROTECTION POLICY

"Learning and growing together through prayer, belief and love"

This policy has been adapted from the HSCB model policy and procedure.

It was approved by the Full Governing Body on 18th October 2023
and will be reviewed **annually**.



Headteacher	Signature <i>Ms. Cleap</i>	Date 18 th October 2023
Chair of Governors	Signature <i>Linda Barnard</i>	Date 18 th October 2023
Review Date	October 2024	

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1. INTRODUCTION

The legislative framework for St Anselm's approach to safeguarding:

St Anselm's School is fully committed to meet its responsibility to protect and safeguard the welfare of children in its care. We recognise the important part we have to play in identifying children at risk of abuse and neglect and in securing appropriate support for them and their families.

Safeguarding and promoting the welfare of children is defined as:

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

'Children' includes everyone under the age of 18.

A child centred and coordinated approach to safeguarding:

The child's best interests will remain our paramount focus and this is best achieved by St Anselm's School working within the context of the following statutory duties and government guidance which require effective inter-agency cooperation:

Section 175 of the ***Education Act 2002*** places a statutory duty on the governing body to have policies and procedures in place that safeguard and promote the welfare of children who are pupils of the school.

Section 11 of the ***Children Act 2004*** sets out the arrangements that schools and other specified settings must make to safeguard and promote the welfare of children. These arrangements are outlined within this policy so that all staff, families and the local community are provided with a clear understanding of our school's processes and commitment to safeguard and promote the welfare of children and young people in our care.

Our policy and procedures are in accordance with government guidance set out in *Keeping Children Safe In Education (DfE September 2023 (KCSIE))* which incorporates a range of related responsibilities for schools and statutory duties introduced to protect children and young people from Female Genital Mutilation and Radicalisation. In particular, this policy incorporates **Part One** of KCSIE to ensure that **all staff** understand how to discharge their roles and responsibilities.

This policy also reflects government advice *What to do if you are worried a child is being abused: guide for practitioners (DfE 2015)* and *Working Together to Safeguard Children (2018)*.

The following policy and procedures apply to all governors, staff and volunteers working in our school. It is expected that all staff will also be made aware of related school policies including the:

- Behaviour Management Policy
- Anti-Bullying Policy
- Staff Code of Conduct
- Low Level Concerns Policy

2. KEY CONTACTS

Key contacts at St Anselm's School:

Role	Name	Telephone
Designated Lead Person for Safeguarding (DSL)	Tania Hunt	020 8422 1600
Deputy DSL	Irene Marotta	020 8422 1600
Deputy DSL Designated Lead for Online Safety	Alison Kelly-Keegan	020 8422 1600
Deputy DSL	Caroline Jackson	020 8422 1600
Designated Lead Governor for Safeguarding	Linda Barnard	
Deputy Lead Governor	Linda Barnard	
Lead for Looked After Children	Alison Kelly-Keegan	020 8422 1600
Headteacher (for concerns/allegations about staff)	Tania Hunt	020 8422 1600

Key local contacts for safeguarding children

Harrow Children's Social Care & Multi-agency Safeguarding Hub (MASH)	'Golden Number': 020 8901 2690 Emergency Duty Team: weekends, bank holidays and between 5pm-9am during the week: 020 8424 0999
Police	101 or for emergency: 999
FGM - Mandatory reporting	Police on 101
Local Authority Designated Officer for Allegations against staff (LADO)	Initial referrals via MASH/Golden Number above. (For on-going cases: 020 8736 6435)
Children and Young People with Disabilities 0-25 years	020 8966 6481
Local multi-agency procedures, guidance and Training: Harrow Safeguarding Children Board	www.harrowlscb.co.uk
NSPCC	0800 800 5000
Childline	0800 1111
Government's Whistle-blowing Service via NSPCC Report Line	0800 028 0285

3. INTENT AND VISION FOR SAFEGUARDING AT ANSELM'S

All staff at St Anselm's School understand that safeguarding children is everyone's responsibility.

Therefore, we will:

- Provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.
- Always act in the best interests of the child, taking their wishes and feelings into account and ensure that a **child-centred and co-ordinated approach is taken**. '*Safeguarding and promoting the welfare of children is everybody's responsibility and everyone who comes into contact with children and their families has a role to play. As such, all professionals should ensure their approach is child-centred*'. This means that they should always consider at all times what is in the **best interest** of the child.' (**KCSIE 2023 p6 paragraph 2**)
- Ensure that all staff and volunteers are recruited using robust 'Safer Recruitment' processes (See St Anselm's School's Safer Recruitment Policy).
- Aim to identify concerns early and prevent concerns from escalating. This includes identifying emerging problems, liaising with the Designated Safeguarding Lead (DSL), sharing information with other professionals to support early identification and assessment and, in some cases, providing the lead professional in undertaking an early help assessment. See [Appendix 1](#) and [Harrow's Early Support offer](#).
- Establish and maintain an environment where children feel respected, safe, and are encouraged to talk and be listened to when they have a worry or concern.
- Require any member of staff who has a concern about a child's welfare to follow the referral process set out in this document.
- Where there is a safeguarding concern, take the child's wishes and feelings into account at all stages of the process of intervention.
- Ensure that children who have been abused or neglected will be supported in line with a child protection plan.
- Work with parents/carers to build a supportive relationship and be clear about our safeguarding and child protection procedures and in particular, when we may need to refer concerns to other agencies.
- Include opportunities across the curriculum, including PSHE and Computing for children to be taught about safeguarding and to develop the skills they need to recognise danger and know where to seek help.
- Maintain an attitude of "it could happen here" where safeguarding is concerned.
- Ensure that all staff working directly with children at least read Part 1 of KCSIE 2023 and staff not working directly with children read Part 1 or Annexe A (a condensed version of Part 1)

Why is this important to our school?

It is important for children to receive the right help at the right time to address risks and prevent issues escalating. Research and serious case reviews have repeatedly shown the dangers of failing to take effective action. Examples of poor practice include:

- failing to act on and refer the early signs of abuse and neglect
- poor record keeping
- failing to listen to the views of the child

- failing to re-assess concerns when situations do not improve
- not sharing information or sharing information too slowly and
- a lack of challenge to those who appear not to be taking action

Contextual Safeguarding:

We recognise that some safeguarding incidents or behaviours are associated with wider environmental factors which relate to children and young peoples' neighbourhoods and/or online communications.

4. RESPONSIBILITIES

Duty of the Governing Body:

It is the responsibility of our Governing Body to ensure that our school complies with its legislative duties and has regard to Government guidance ***Keeping Children Safe in Education 2023*** to ensure that our school's policies, procedures and training are effective and comply with the law. This responsibility includes understanding the local criteria for action and assessment and supplying information as requested by the three safeguarding partners (Local Authority, Police and Clinical Commissioning Group).

Our Governing Body will:

- Designate a lead governor for child protection and safeguarding who will oversee the school's policy and practice and champion safeguarding issues.
- Nominate a member of the governing body (usually the Chair) to be responsible in the event of an allegation of abuse made against the Headteacher.
- Ensure that the school has a Designated Safeguarding Lead (DSL) within the Senior Leadership team.
- Ensure that policies and procedures are in place, which are compliant with government guidance and local Safeguarding Partnership Arrangements. These should be reviewed annually and staff should be encouraged to contribute to their development. These should be made available publicly via the website or other means.
- Ensure that all staff and volunteers access appropriate levels of child protection and safeguarding induction and training, including online safety, which amongst other things includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring. In addition, all staff should receive regular safeguarding and child protection updates (e.g. via email, staff meetings) as required, and at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.
- Liaise closely with the Designated Safeguarding Lead and receive regular reports to monitor procedures and practice and ensure compliance.
- Ensure that staff understand the process and principles for sharing information, including the Data Protection Act 2018 and the General Data Protection Regulations (GDPR) 2016.
- Ensure that safe recruitment procedures are in place and are applied for all staff and volunteers to ensure suitability to work with children, including the requirement for at least one person conducting an interview to have completed safer recruitment training. See school's Safer Recruitment Policy.
- Ensure that **Allegations Management procedures** are in place and embedded across the school.
- Ensure that other related procedures are in place and embedded e.g. the Staff Code of Conduct, Acceptable Use Policy.

- Ensure that appropriate responses to children who are absent from education, particularly on repeat occasions are in place to help identify the risk of abuse and neglect, including sexual abuse or exploitation, and to help prevent the risks of their continued absence in future.
- Ensure that other related procedures e.g. FGM, Anti-bullying, Child-on-Child Abuse, Preventing Radicalisation, Trafficking and Modern-Day Slavery are in place and embedded (see [Appendix 1: Further Information – Safeguarding Children in Specific Circumstances](#)).
- Ensure any deficiencies in safeguarding arrangements are remedied without delay.
- Ensure that staff are equipped to respond to the needs of vulnerable children including those with disabilities and those who are Looked After by the Local Authority.
- Ensure that the curriculum supports children in recognising and responding to risks, including in the use of digital technologies.
- Take a proportionate risk-based approach to the level of information that is provided to temporary staff and volunteers.

Duty of the Designated Safeguarding Lead: (DSL)

Our DSL is a member of the Senior Leadership team and takes lead responsibility for safeguarding and child protection. This is explicit in the role-holder's job description ([Appendix 3](#)) Our Deputy DSL's are trained to the same standard as the DSL.

N.B. Whilst the activities of a DSL can be delegated to appropriately trained deputy DSLs, the ultimate lead responsibility for safeguarding and child protection remains with the DSL. This responsibility should not be delegated.

During term time our DSL or Deputy DSLs will always be available (during school hours) for staff to discuss any safeguarding concerns. We will ensure appropriate cover arrangements for any out of hours/ offsite activities (During out of hours/ offsite activities, the lead teacher will have responsibility for reporting safeguarding concerns to the DSL or deputy DSLs either of whom will follow the school's safeguarding procedures as defined in this safeguarding policy for child protection.

Our DSL and Deputy DSLs will liaise with the three safeguarding partners (Local Authority, Police and Clinical Commissioning Group) and work with other agencies in line with *Working Together to Safeguard Children (2018)*.

Our DSL will:

- Take lead responsibility for safeguarding and child protection, including online safety and filtering and monitoring systems.
- Undergo training to provide them with the knowledge and skills required to carry out the role. Training should be updated every two years with regular updates (at least annually) on developments in between, e.g. via e-bulletins, Forums for DSLs, and reading time, to keep up with any developments relevant to their role.
- Act as focal point for staff concerns and liaise with the Local Authority and other agencies in accordance with *Working Together to Safeguard Children 2018*.
- Refer all cases of suspected abuse to Harrow Children's Social Care via the Multi-agency Safeguarding Hub (MASH).
- Refer all cases to the police where a crime has been committed.

For the full Role Description for the DSL see [Appendix 3](#)

Duty of staff to look out for:

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

- is disabled and has specific additional needs
- has a mental health need
- has special educational needs (whether or not they have a statutory Education, Health and Care Plan)
- is a young carer
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines
- is frequently missing/goes missing from care or from home
- is at risk of modern slavery, trafficking or sexual or criminal exploitation
- is at risk of being radicalised or exploited
- has a family member in prison, or is affected by parental offending
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- is misusing drugs or alcohol themselves
- has returned home to their family from care
- Is at risk of ‘honour’-based abuse such as female genital mutilation (FGM) or forced marriage
- is a privately fostered child
- is persistently absent from education, including persistent absences for part of the school day.

(KCSIE 2023, p. 9, paragraph.20)

Thresholds for Intervention:

The DSL will decide upon the most appropriate course of action and whether the concerns should be referred to Children’s Social Care – refer to Harrow Thresholds Guidance. If it is decided to make a referral to Children’s Social Care the parent will be informed, unless to do so would place the child at further risk or undermine the collection of evidence e.g. obtaining forensic evidence. All concerns, discussion and decisions will be recorded in writing.

N.B. Informing parents does not require seeking their consent to share the information with professionals who need to know.

The DSL will provide guidance on the appropriate action. Options will include:

- Managing any support for the child internally via the school’s own pastoral support processes;
- An early help assessment;
- A referral for statutory services e.g. the child is or might be in need or suffering or likely to suffer harm.

Early Help:

If early help is appropriate, the DSL will generally lead on liaising with other agencies and setting up an inter-agency assessment as appropriate. Staff may be required to support other agencies and professionals in an early help assessment, in some cases acting as the lead practitioner. Any such cases should be kept under constant review and consideration given to a referral to Children’s Social Care for

assessment for statutory services if the child's situation does not appear to be improving or is getting worse. Staff should be alert to the potential need for early help for children who:

- Are disabled, have certain health conditions or have specific additional needs
- Have SEND
- Have mental health needs
- Are young carers
- Show signs of being drawn into anti-social behaviour including gang involvement or association with county lines
- Are frequently absent from education.

Children in Need:

A child in need is defined under the *Children Act 1989* as a child who is unlikely to achieve or maintain a reasonable level of health or 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. The Local Authority is required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the *Children Act 1989*.

Children suffering or likely to suffer significant harm:

Local authorities, with the help of other organisations as appropriate, have a duty to make enquiries under section 47 of the *Children Act 1989* if they have reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. Such enquiries enable them to decide whether they should take any action to safeguard and promote the child's welfare and must be initiated where there are concerns about maltreatment, including all forms of abuse and neglect, female genital mutilation or other so-called honour-based violence, and extra-familial threats like radicalisation and sexual exploitation.

5. SCHOOL PROCEDURES

General:

- It is the responsibility of every member of staff and volunteer at **St Anselm's School** to know, understand and follow our Child Protection and Safeguarding Policy and Procedure. They should maintain an attitude of '**it could happen here**' where safeguarding is concerned and know what to look for.
- If any member of staff or volunteer is concerned about a child s/he must inform the DSL or one of the deputy DSLs immediately. They must record information on CPOMS regarding the concerns on the same day, and provide the DSL with a completed 'Record of Concern' ([Appendix 4](#)) The written record must be a clear, precise, factual account of the observations or what has been said. The Record of Concern is then scanned and uploaded to CPOMS by the DSL or deputy DSL.
- Where there is a child protection concern, allegation or disclosure the DSL will make an immediate call to Children's Social Care to alert or to consult with them. The Multi Agency online Referral Form will be sent by the DSL or deputy DSL.
- If in exceptional circumstance the DSL (or one of the deputies) is not available, this should not delay appropriate action being taken. Staff should consider speaking to a member of the senior leadership team and/or take advice from Children's Social Care. In these circumstances, any action taken should be shared with the DSL as soon as is practically possible.

- If a member of staff disagrees about the level of concern and feels that a child has not been protected, then any member of staff can make a direct referral to Children's Social Care – refer to HSCB guidance on multi-agency resolution of professional disagreements
- Within one working day of a referral being made, Children's Social Care should acknowledge receipt to the referrer and decide about the next steps and the type of response that is required. The referrer should follow up if this information is not forthcoming.
- If social workers decide to carry out a statutory assessment, staff should do everything they can to support that assessment (supported by the DSL as required).
- If, after a referral, the child's situation does not appear to be improving, the referrer should consider following the HSCB guidance on multi-agency resolution of professional disagreements to ensure that their concerns are addressed and, most importantly, that the child's situation improves.

When concerned about a child:

All staff and volunteers should be aware that the main categories of abuse include, Physical, Emotional, Sexual Abuse and Neglect ([Appendix 5](#)). Training should equip staff to help identify the indicators of harm, but in general in an abusive relationship a child may:

- Appear frightened of a parent or others in the household e.g. siblings;
- Appear frightened of someone outside of the home, including a peer. This includes within the school setting;
- Act in a way that is inappropriate to her/his age and development (full account needs to be taken of different patterns of development and cultural backgrounds);
- Display insufficient sense of boundaries or lack stranger awareness;
- Appear wary of adults and display a 'frozen watchfulness' or appear noticeably withdrawn.

Dealing with a disclosure:

If a child discloses that he or she has been abused or neglected, the member of staff or volunteer should:

- Listen to what is being said without displaying shock or disbelief, allowing the child to talk freely and at their own pace;
- Take what the child says seriously;
- Listen and only ask questions when it is necessary to obtain clarification;
- Ask only open questions such as 'How did that happen?' 'What was happening at the time?' 'Anything else you want to tell me?'
- Not ask leading questions which may be considered as suggesting what might have happened, or who has perpetrated the abuse, as this can later be interpreted as putting ideas into the child's mind;
- Reassure the child, but do not make promises, particularly about maintaining confidentiality – it might be necessary to refer to other agencies. It is better to say that you might have to tell someone who will ensure the correct action is taken;
- Reassure the child that they are not at fault and they were right to tell someone;
- Remain objective and not prejudge an alleged perpetrator;
- Make a written record as soon as possible, using the child's language when relaying what they said (do not include the personal opinion of the note taker);
- Pass the information to the DSL without delay.

Confidentiality and Communicating with Parent:

- All staff in schools have a responsibility to share relevant information about the protection of children with other specified professionals, particularly investigative agencies (Children's Social Care and the Police).
- If a child confides in you and requests that the information is kept secret, it is important to tell the child in a sensitive manner and appropriate to their development that you cannot promise complete confidentiality, but explain what you will do next and that information will only be shared with those who need to know in order to help.
- Staff/volunteers who receive sensitive information about children and their families should therefore only share information with appropriate professionals.
- Parents should be made aware of the school's Safeguarding and Child Protection Policy and Procedures and that these are available on our school's website.
- Parents should be informed prior to referrals being made to other agencies, unless to do so might place the child at further risk or cause evidence to be removed or destroyed. The DSL will ensure that our school's information sharing arrangements comply with the DfE's Information Sharing: Guidance for Practitioners (see Section 6).
- Any written communications containing sensitive information must only be sent to other professionals on a need to know basis using secure mail processes e.g. Egress.

Record Keeping:

When a child protection concern has been identified, reported or disclosed, the member of staff receiving this information should:

- Enter on CPOMS as early as possible after the concern has been reported. If unable to access CPMS, make brief notes as soon as possible using the school's Record of Concern ([Appendix 4](#)), a copy of which will be uploaded to CPOMs at the earliest opportunity.
- If the concern is urgent and meets the threshold of harm, this must be reported immediately to a DSL, preferably in person/on the phone rather than over email.
- Not destroy any original notes – these are sometimes required by a court.
- Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child.
- Draw a diagram to indicate the position of any visible injuries.
- Record statements and observations rather than interpretations or assumptions.
- Make a record of all concerns, discussions and decisions made, and the reasons for those decisions. If in doubt about recording requirements, staff should discuss with the DSL.
- Sign and date your notes if not reporting straight to CPOMS.
- All notes and records must be given to the DSL promptly.

The DSL will ensure that all safeguarding records are managed in accordance with the Education Pupil Information - England) Regulation 2005.

Single Central Record (SCR):

The school keeps a SCR which records all staff, including supply staff and teacher trainees on salaried routes, who work at the school.

The following information is recorded on the SCR:

- An identity check
- A barred list check
- An enhanced DBS check
- A prohibition from teaching check
- A check of professional qualifications
- A check to determine the individual's right to work in the UK
- Additional checks for those who have lived or worked outside of the UK

For agency and third-party supply staff, the school will also record whether written confirmation from the employment business supplying the member of staff has been received which indicates that all the necessary checks have been conducted and the date that confirmation was received.

If any checks have been conducted for volunteers, this will also be recorded on the SCR. If risk assessments are conducted to assess whether a volunteer should be subject to an enhanced DBS check, the risk assessment will be recorded.

Transfer of files/records:

When a child leaves our school, our DSL will ensure that their child protection file, if they have one, is transferred securely to the new school or college as soon as possible and ensure that the relevant member of staff in the new establishment is made aware. For further guidance see [HSCB Guidance on the transfer of a CP or Safeguarding file to another educational setting](#).

6. INFORMATION SHARING

Information sharing is vital in identifying and tackling all forms of abuse and neglect. *The Data Protection Act 2018* and GDPR do not prevent or limit the sharing of information for the purposes of keeping children safe. Fears about sharing information **must not** be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

Further advice can be found on the Information Commissioner's Website and in particular the [ICO Guide to Data Protection](#) which includes guidance on the GDPR.

The DfE has also published [Information Sharing Advice for Safeguarding Practitioners](#) and [Data protection: a toolkit for schools](#)

This document includes the seven golden rules to information sharing:

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any

- doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where there is a lawful basis to share information e.g. S47 or S17 enquiries it is good practice to inform parents that the information will be shared.
 5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
 6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).
 7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

All staff should be proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children, whether this is when problems are first emerging, or where a child is already known to Children's Social Care.

7. SAFER WORKFORCE

Safer Recruitment:

St Anselm's School has a separate *Safer Recruitment Policy* which specifies how all staff and volunteers must be recruited, following robust recruitment and selection process, including DBS and thorough reference checks.

The aims of the *Safer Recruitment Policy* are to help appoint the most suitable people to work with our pupils and to deter, reject or identify people who might harm pupils or are otherwise unsuitable to work or volunteer in our school. (See Safer Recruitment Policy).

An enhanced DBS check with barred list information will be undertaken for all staff members engaged in regular activity. A person will be considered in regulated activity if, they, as a result of their work are:

- Regularly working in school at times when children are on the premises
- Regularly come into contact with children under 18 years of age

The governing board will conduct the appropriate pre-employment checks for all prospective employees including internal candidates and candidates who have lived or worked outside the UK, including online searches as part of due diligence checks.

The appropriate DBS and suitability checks will be carried out for all governors, volunteers and contractors.

Safer working practice:

All school staff and volunteers should take care not to place themselves in a vulnerable position with a child. St Anselm's School's Code of Conduct and Guidance for Safer Working Practice forms part of our School's compulsory training for all staff and volunteers. Click here for further information <https://www.saferrecruitmentconsortium.org/GSWP%20Oct%202015.pdf>.

Managing allegations against staff and volunteers:

Any allegation against a member of staff or volunteer, as described below, must be reported to the **headteacher** without delay, unless the headteacher is the subject of the allegation - when the **Chair of Governors** must be informed immediately.

Where a member of staff or volunteer may have:

- Behaved in a way that has or may have harmed a child;
- Possibly committed a criminal offence against/relating to a child;
- Behaved towards a child or children in a way which indicates s/he would pose a risk of harm if they work regularly or closely with children.

In addition, we ensure that staff and volunteers are aware that sexual relationships with pupils aged under 18 are unlawful and could result in legal proceedings taken against them under the *Sexual Offences Act 2003*.

Our school will also ensure that any staff facing an allegation will be provided with support, including a named contact if they are suspended. We will work effectively with the Local Authority's Designated Officer (LADO)to help ensure that the matter is dealt with as quickly, fairly and consistently as possible in the interests of all concerned.

The person to whom an allegation is first reported should take the matter seriously and keep an open mind. S/he should not investigate or ask leading questions if seeking clarification. Confidentiality should not be promised and information is to be shared on a 'need to know' basis only.

An immediate written record of the allegation should be made, including time, date and place where the alleged incident took place, with brief details of what was said to have happened. This record should be signed and immediately passed on to the Headteacher (or Chair of Governors if the allegation is made against the Headteacher).

The Headteacher or Chair of Governors will not investigate the matter but will consult the Local Authority's Designated Officer (LADO) for Managing Allegations via the Multi-agency Safeguarding Hub (MASH).

Whilst recognising our duty to support staff, the welfare of our pupils remains our paramount consideration.

Our school will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the school. We recognise our legal duty to refer to the DBS and any other relevant professional body details of anyone who has harmed or poses a risk of harm to a child. For further details on the management of allegations against staff, please see **St Anselm's Safer Recruitment Policy**.

Low Level concerns:

A low level concern is any concern that an adult working in or on behalf of the school may have acted in a way that is inconsistent with the staff code of conduct, including inappropriate conduct outside or work and does not meet the harm threshold or is not otherwise serious enough to consider a referral to the LADO. Examples of such behaviour include, but are not limited to: being over friendly with children, having favourites, taking photographs of children on their mobile phone, engaging with a child on a one-to-one basis in a secluded area, or behind a closed door and/or humiliating pupils.

All low level concerns will be shared with the Headteacher so that they are dealt with effectively and to also protect those who work in or on behalf of the school from becoming the subject of potential false low-level concerns or misunderstandings.

For further information refer to the Policy for Low-Level Concerns.

Use of the School premises for non-school activities:

When services or activities are provided by the school, under the direct supervision or management of our school staff, our arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case. The school will therefore seek assurance that the provider concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place for the provider to liaise with the school on these matters where appropriate. This applies regardless of whether or not the children who attend any of these services or activities are children on the school roll. The school will also ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement. The guidance on [Keeping children safe in out-of-school settings](#) details the safeguarding arrangements that the school expects these providers to have in place.

Extra-curricular activities and clubs:

Clubs and extracurricular activities hosted by external bodies, e.g. charities or companies, will work in collaboration with the school to effectively safeguard pupils and adhere to local safeguarding arrangements.

Paid and volunteer staff running sports clubs and extracurricular activities are aware of their safeguarding responsibilities and promote the welfare of pupils. Paid and volunteer staff understand how they should respond to child protection concerns and how to make a referral to children's social care or the police, if necessary. All national governing bodies of sport that receive funding from either Sport England or UK Sport, must aim to meet the Standards for Safeguarding and Protecting Children in Sport.

8. POSITIVE HANDLING

Our school's policy on positive handling (physical intervention) by staff is set out separately. It complies with the [DfE's guidance on use of reasonable force](#). This policy states that staff may only use reasonable force, meaning no more force than is needed to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder. It is always unlawful to use force as a punishment.

Headteachers and other authorised trained staff can use such force/restraint as is reasonable in the circumstances to conduct a search for the following prohibited items: knives and weapons, alcohol, illegal drugs, stolen items, cigarettes and tobacco, fireworks, pornographic images, mobile phones or any article that has been or is likely to be used to commit an offence, cause personal injury or damage property.

Where the use of force is necessary, plans and reasonable adjustments should be made for disabled children and children with special educational needs.

Any use of force or restraint must be recorded and signed by a witness. The parent/carer will be informed of the incident.

9. WHISTLE BLOWING

All staff and volunteers at St Anselm's should feel able to raise concerns about poor or unsafe practice and potential failures in the school's safeguarding regime and know that such concerns will be taken seriously by our senior leadership team, this includes both allegations and low level concerns (see Appendix 6).

All staff and volunteers are to be made aware of their Whistle-blowing responsibilities and promptly report any concerns in the interests of protecting children and staff from poor practice and or unsuitable behaviour. This includes the requirement to self-disclose any personal information which may impact on their suitability to work in an education setting.

Where internal reporting arrangements are viewed not to have been taken seriously or with sufficient rigour, any member of staff can raise concerns externally if the matter is not resolved by the Headteacher or Chair of Governors e.g. via the Local Authority's Designated Officer for Managing Allegations; the HSCB or the Government's Whistle-blowing report line: **0800 028 0285** or help@nspcc.org.uk

10. SUPPORTING VULNERABLE CHILDREN

We recognise that without appropriate intervention and support, abuse or witnessing violence may have an adverse impact on children which may last into adulthood.

Our school will support pupils through:

- Curricular opportunities to encourage self-esteem and self-motivation;
- An ethos that actively promotes a positive, supportive and safe environment and values the whole community;
- Liaison with other agencies which support the pupil such as Social Care and Child and Adolescent Mental Health Services (CAMHS);
- Our school's behaviour policy will support vulnerable pupils in the school. Our staff will agree a consistent approach that focuses on the behaviour of the child but does not damage the pupil's sense of worth.

Looked After Children:

The most common reason for children becoming looked after is as a result of abuse and/or neglect. We will ensure that our staff have the skills, knowledge and understanding necessary to keep looked after children safe, including children who were previously looked after.

In particular, we 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. Our staff will obtain information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her. Our **Designated Teacher for Children Looked After** will obtain details of the child's social worker and the name of the virtual school head in the authority that looks after the child.

The DSL for CLA will work with the virtual school head and the Personal Adviser to promote the educational achievement and welfare of existing and previously Looked After Children. For further information see [The Role and Responsibilities of the Designated Teacher](#) and [Promoting the Education of Looked After Children](#).

Children Absent from Education:

A child being absent from education, particularly repeatedly, can be a warning sign of a range of safeguarding issues. This might include abuse or neglect, such as sexual abuse or exploitation or child criminal exploitation, or issues such as mental health problems, substance abuse, radicalisation, FGM or forced marriage.

There are many circumstances where a child may be absent or become missing from education, but some children are particularly at risk. These include children who:

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

It is important that the school's procedures for unauthorised absence and for dealing with children who are absent from education are followed, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. This includes when problems are first emerging but also where children are already known to LA children's social care and need a social worker (such as on a child in need or child protection plan, or as a looked after child), where absence from education may increase known safeguarding risks within the family or in the community. As such, all staff should be aware of the school's unauthorised absence procedures and children missing education procedures (see Attendance policy).

This includes informing the LA if a child leaves the school without a new school being named and adhering to requirements with respect to sharing information with the LA, when applicable, when removing a child's name from the admission register at non-standard transition points.

Staff will be trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being absent, such as travelling to conflict zones, FGM and forced marriage. For further guidance, see [Working Together To Improve School Attendance](#).

11. ONLINE SAFETY

Our **Online Safety Policy** is set out in a separate document. We ensure that we have effective mechanisms to identify, intervene in, and escalate any incident where appropriate. Online safety is included in our curriculum at all levels and information is also provided to parents/carers. Half termly newsletters are shared with parents/carers and children highlighting topical subjects and offering advice and guidance, as well as a weekly 'Wake up Wednesday' advice briefing that is sent out to parents on Twitter/X.

The school will carry out an annual review of its approach to online safety, supported by an annual risk assessment that considers and reflects the risks faced by pupils. The review will include a member of the senior leadership team, the DSL, the IT service provider and the online safety/safeguarding governor. All filtering and monitoring incidents are to be recorded on CPOMS for safeguarding purposes.

All staff are made aware of the school policy on Online Safety which sets our expectations relating to:

- Creating a safer online environment – including training requirements;
- Giving everyone the skills, knowledge and understanding to help children and young people stay safe on-line;
- Inspiring safe and responsible use and behaviour;
- The appropriate filtering and monitoring which takes place on school devices and school networks;
- The expectations, applicable roles and responsibilities in relation to filtering and monitoring;
- Safe use of mobile phones both within school and on school trips/outings;
- Safe use of camera equipment, including camera phones; and
- What steps to take if you have concerns and where to go for further help.

Guidance on cyber security including considerations can be found at Cyber security training for school staff - NCSC.GOV.UK. Staff must read the Online Safety Policy in conjunction with our Code of Conduct in relation to personal online behaviour.

Filtering & Monitoring:

To support our school meet this duty, the Department for Education has published filtering and monitoring standards which set out that schools should:

- identify and assign roles and responsibilities to manage filtering and monitoring systems
- review filtering and monitoring provision at least annually
- block harmful and inappropriate content without unreasonably impacting teaching and learning
- have effective monitoring strategies in place that meet their safeguarding needs.

Filtering:

Our school use a filtering solution called Webscreen which is provided with our internet subscription to the London Grid for Learning. Webscreen is a flexible, safe web filter designed specifically for schools. The solution is based on an industry-leading web safety engine called Netsweeper. Webscreen constantly scans

the school's internet traffic and categorises harmful materials. Webscreen prevents harmful material before it is displayed to the user in the form of a block screen warning. This enables the users to safely use the internet and provide logs for the designated safeguarding lead of what has been viewed, whose device and account information for monitoring purposes. In the event of harmful/inappropriate content being accessed, the block screen reminds users of the school's acceptable use policy and informs them that their search will be recorded. Webscreen streamlines a complex task to ensure that we are keeping children safe online in school.

Monitoring:

St Anselm's also use an eSafety solution called BeeSafe. This software is developed by Beebug and provides monitoring of all staff and student workstations whether on-site or off-site using cloud-based technology. BeeSafe constantly monitors users keyboard input as well as screen output to detect harmful keywords typed or seen on the screen this includes swearing, sexual content and words linked with extremism and/or terrorism. If harmful content is detected a screenshot (or capture) is taken with the user's computer name, IP address, username and timestamp. Captures are reviewed by eye and are collated ad-hoc by Beebug who send the schools designated safeguarding lead and computing technician a weekly or monthly report for review depending on what has been captured and when.

The school will conduct reviews against the standards as required – please see Online Safety policy.

12. CHILD ON CHILD ABUSE

Bullying

Our school's policy on the prevention and management of bullying is set out in a separate document and is reviewed annually by the governing body. This policy includes reference to all prejudice related bullying. We acknowledge that to allow or condone bullying may lead to considerations under child protection procedures.

We recognise that children can also be vulnerable to physical, emotional, cyber or sexual bullying and abuse by their peers or they may be the perpetrator of such behaviour. We will always address such abuse seriously, involving partner agencies where required. We will remain alert to the possibility that a child or young person who has harmed another may well also be a victim.

Staff should not dismiss some abusive sexual behaviour as 'normal' between young people and should not develop high thresholds before taking action. We recognise that child on child abuse can take place online and/or not on the school premises, and reassure victims that their concerns are being taken seriously, and we adopt a zero-tolerance approach to child on child abuse. Staff recognise and understand that child on child abuse may well be happening even if it has not been reported and therefore staff will be alert to this possibility and exercise professional curiosity to all situations of child on child harm.

What to look out for:

- Bullying including cyber, prejudice based and discriminatory
- Abuse in intimate personal relationships between children
- Physical abuse and sexual violence, including:
 - Hitting
 - Kicking

- Shaking
- Hair-pulling
- Biting or other physical harm
- Any online element which facilitates, threatens or encourages this abuse
- Sexual harassment
- Causing someone to engage in sexual activity without consent.
- Consensual and non-consensual sharing of nude and semi-nude images or videos
- Up-skirting
- Initiation/hazing type violence and rituals

Child on child sexual violence and sexual harassment

At St Anselm's School, we recognise that sexual violence and sexual harassment can occur between children of **any age and sex**. It can be complex and may occur online and offline. We will ensure that all victims are taken seriously and that appropriate action is taken to address the issue, including the provision of appropriate support. Sexual violence or sexual harassment will not be passed off as 'banter' or just 'part of growing up'.

In response to such a report our school will:

- reassure the victim that they will be taken seriously and they will be supported;
- respond in line with our safeguarding procedures outlined in sections 5 to 7 of this document;
- where a concern includes an online element, follow Searching, screening and confiscation: advice for schools and UKCCIS Sexting in schools and colleges. In general staff will not view or forward illegal images of a child (note that the guidance links in this paragraph give further advice where this is unavoidable); and
- if possible, manage any such reports with two members of staff present (preferably the DSL being one of them).

Where there has been a report of sexual violence, our DSL will make and record an immediate risk and needs assessment.

Where there has been a report of sexual harassment, the DSL will consider the need for a risk assessment on a case-by-case basis.

The risk and needs assessment will consider and keep under review:

- the victim, especially their protection and support
- the alleged perpetrator

and

- all the other children (and, if appropriate, adult students and staff) at the school, especially any actions that are appropriate to protect them

Our DSL will engage with children's social care, the police and specialist services as required. Any risk assessments undertaken by the other agencies/services will be used to inform our school's own risk assessment.

Important considerations:

- the wishes of the victim in terms of how they want to proceed. Victims should be given as much control as is reasonably possible

- the nature of the alleged incident(s), including whether a crime may have been committed and consideration of any harmful sexual behaviour
- the ages and developmental stages of the children involved
- any power imbalance between the children e.g. age differential, disability or learning difficulty
- if the alleged incident is a one-off or a sustained pattern of abuse
- any ongoing risks to the victim, other children, adult students or staff
- other related, contextual issues e.g. in the community/local environment
- if both the alleged perpetrator and victim are still attending the same school/college, how best to keep them at a reasonable distance apart (including on transport).

Management of sexual violence/harassment cases:

Where appropriate, the management of such cases will be agreed in consultation with children's social care and/or the police or other specialist service. There are four possible routes – **all** underpinned by the principle that such behaviour is **never acceptable and will not be tolerated**:

- 1) **Manage internally** - In some case of sexual harassment, e.g. one-off incidents, it might be appropriate to handle the incident internally, perhaps through utilising our behaviour and bullying policies and by providing pastoral support.
- 2) **Early Help** – Providing early help can be particularly useful to address non-violent harmful sexual behaviour and may prevent escalation of sexual violence.
- 3) **Referrals to children's social care** – Where a child has been harmed, is at risk of harm, or is in immediate danger, we will make a referral to children's social care, who will determine whether any of the children involved are in need of protection or other services. Referring to children's social care should not delay our school/college from taking immediate action to protect the victim and other children. However, we will ensure that any such actions do not jeopardise a statutory investigation.
- 4) **Reporting to the Police** – Any report to the police will generally be in parallel with a referral to children's social care. Where a report of rape, assault by penetration or sexual assault is made, the matter should be passed on to the police. If the alleged perpetrator is under ten (below the age of criminal responsibility), the principle of reporting to the police remains. The police will take a welfare approach, rather than a criminal justice approach.

The school/college will consult the police and agree what information can be disclosed to staff and others, in particular, the alleged perpetrator and their parents/carers. They should also discuss the best way to protect the victim and their anonymity.

With all routes outlined above, it is vital that all concerns, decisions and reasons for decisions are recorded (written or electronic).

Bail conditions:

The term 'Released Under Investigation' (RUI) will apply where circumstances do not warrant the application of bail to either re-attend on a particular date or to include conditions preventing activity or in some cases ensuring compliance with an administrative process.

In all cases, our school will work with children's social care and the police to manage any implications and to safeguard children. An important consideration will be to ensure that the victim can continue in their normal routine, including continuing to receive a suitable education.

Throughout any criminal process taking place, the police will help and support the school as much as they can – within the constraints of any legal restrictions.

The end of the criminal process:

If a child is convicted or cautioned for a sexual offence and remains in school/college, expectations regarding their future behaviour and any restrictions must be made clear.

Safeguarding and supporting the victim:

Victims may not disclose the whole picture immediately. They should be asked if they would find it helpful to have a designated trusted adult to talk to about their needs and have choice about who this is. In response to any stress they may experience, flexible or alternative arrangements for their education may need to be considered. We will do everything we reasonably can to protect the victim from bullying and harassment to ensure that they continue to receive a suitable education.

Safeguarding and supporting the alleged perpetrator – Any child will likely experience stress as a result of being subject of allegations and any associated negative reactions by their peers. We will respond proportionately, recognising that the alleged perpetrator may have unmet needs as well as potentially posing a risk of harm to other children. These behaviours may be a symptom of either their own abuse or exposure to abusive practices and or materials. We will seek advice as appropriate from children's social care, specialist sexual violence services and the police.

If the alleged perpetrator moves to another educational provision, our DSL will ensure that relevant staff at the new provision are made aware of any ongoing support needs and any potential risks to other children and the staff.

INFORMATION ABOUT THE EARLY HELP ASSESSMENT

Appendix 1

The Early Help Assessment (EHA) is a process used to help practitioners work with families to gather and understand their strengths and needs. This holistic assessment identifies the most appropriate way to meet those needs, and with the consent of the family, identifies agencies who will form a team around the family to resolve the concerns.

Before starting an Early Help Assessment, checks should be made with the Early Intervention Service or Multi Agency Safeguarding Hub (MASH) to see if there is a current intervention with the family.

Overview of the Early Help Process

- A professional recognises a trigger that alerts them to the fact that a family has some needs
- They seek clarification on their concerns in order to prevent an escalation
- If a multi-agency response is needed, the professional completes an early help assessment with the consent and engagement of the family
- A copy of the assessment is sent to Children's Services for their records
- The person who undertook the assessment organises a meeting called a Team Around the Family (TAF) and invites relevant agencies to identify the actions needed to support the family
- A Lead Professional is identified to be the key contact for the family
- Meetings are held when necessary
- The needs of the family are met and the process comes to an end

FURTHER INFORMATION – SAFEGUARDING CHILDREN IN SPECIFIC CIRCUMSTANCES

Appendix 2

a) Children and the court system

Guidance is available for when children are required to give evidence in **criminal courts** 5-11 year olds and 12-17 year olds.

Making arrangements for children via the **family courts** following separation can be stressful and entrench conflict in families. The Ministry of Justice has launched useful online guidance Get help with child arrangements (also known as contact, access or custody).

b) Children with Disabilities or Special Educational Needs

Our school/college is committed to ensure that children with disabilities or special educational needs have exactly the same human rights to be safe from abuse and neglect, to be protected from harm and achieve the same outcomes as non-disabled children. We recognise that disabled children do however require additional action because they can experience greater vulnerability as a result of negative attitudes and because they may have additional needs relating to physical, sensory, cognitive and/or communication impairments.

This understanding is incorporated into our staff training, so that we all remain vigilant to identifying the additional vulnerabilities for these children in our care and provide the appropriate level and type of pastoral support.

c) Children with a family member in prison

These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. NICCO (National Information Centre on Children of Offenders) provides information to support professionals working with offenders and their children, to help mitigate negative consequence for those children.

d) Child Sexual Exploitation (CSE)

CSE is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Exploitation can also happen online

Our school will support the multi-agency activity to combat these crimes and help to divert and support any young pupils affected by CSE. We will follow the HSCB protocol for identifying and managing cases of CSE and promote the use of the HSCB's SAFEGUARD Identification Tool in our child protection training. Also see section on 'Child on Child Sexual Violence and Sexual Harassment' - page 18.

e) Child Criminal Exploitation (CCE), gangs and youth violence

Schools are increasingly recognised as places where early warning signs can be spotted that younger children may be at risk of getting involved in gangs or youth violence. Crucial preventative work can be done at this stage to prevent negative behaviour from escalating and becoming entrenched. We recognise that even low levels of youth violence can have a disproportionate impact on a pupil or the wider school/community environment. We will therefore, support children in developing safeguarding skills to

prevent involvement in risky behaviours, and where serious concerns arise we will work collaboratively with our partner agencies to help prevent escalation of harm. For further information refer to government guidance on [advice to schools on gangs and youth violence](#). Local support for young people affected by gang association can be obtained via [guidance on gangs](#) and [London Gang Exit programme](#) the latter for 16-24 year olds.

Specific forms of **CCE** can include:

- Being forced or manipulated into transporting drugs or money through county lines
- Working in cannabis factories
- Shoplifting or pickpocketing
- Committing vehicle crime
- Committing, or threatening to commit serious offence to others

County Lines: this is a geographically widespread form of criminal activity involving drug networks or gangs that groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural or seaside areas. Other indicators include:

- Missing episodes can be an important identifying factor, where the victim may have been trafficked for these purposes.
- Having been the victim or perpetrator of serious violence such as knife crime
- Receiving requests for drugs via a phone line
- Moving rugs
- Handing over and collecting money for drugs
- Being exposed to techniques such as ‘plugging’ where drugs are concealed internally to avoid detection
- Being found in accommodation where they have no connection
- Owing a debt bond to their exploiters
- Having their bank account used to facilitate drug dealing

In close working relationship with our local MASH a referral to the **National Referral Mechanism** will be considered for any such concerns.

f) Domestic Abuse

For the purpose of this this policy and in line with the Domestic Abuse Act 2021, “domestic abuse” is defined as abusive behaviour of a person towards another person where both are aged 16 and over and are personally connected. Our school recognises the immediate and long-term impact of domestic abuse on a child’s development and emotional wellbeing. All staff will remain vigilant to identifying the signs so that early help and protective action can be instigated where appropriate. We endeavour to provide the child with a safe and caring environment at school to help mitigate the impact of home-life stresses.

Any notifications received from the police/MASH of domestic abuse incidents, will be promptly reviewed by our DSL. This will enable our school to respond appropriately to the impact on the child/young person and to share any additional information with MASH to assist in the overall identification and assessment of risk.

g) Female Genital Mutilation (FGM)

In our school we recognise that whilst there is not necessarily an intention to harm a girl through FGM, the practice has serious short and long term medical and psychological implications. We are committed to

work with families, partner agencies to promote understanding and safeguard pupils who may be at risk of this practice.

We aim to work sensitively with community groups where this may be a cultural belief and practice, however we will act to safeguard and promote our pupils welfare where required and will fulfil our duties under the *Female Genital Mutilation Act 2003* (as inserted by section 74 of the *Serious Crime Act 2015*). This places a statutory duty upon teachers along with regulated health and social care professionals to report to the police where they discover that FGM appears to have been carried out on a girl under 18 years.

Information on when and how to make a report can be found in the government's [mandatory reporting procedure on FGM](#) guidance. Click here for [Factsheet](#) on the Serious Crime Act 2015: FGM amendments to the 2003 Act.

h) Forced Marriage

A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. A lack of consent can be where a person does not consent or where they cannot consent e.g. if they have learning disabilities. There can also be links to so called 'Honour Based Violence'.

Our school recognises that it has an important role in safeguarding children from forced marriage by educating pupils about the law and their rights and in identifying signs of risk. The Forced Marriage Unit has published [multi-agency statutory guidance](#) with pages 32-36 focusing on the role of schools and colleges. The Unit can be contacted for advice or information on 020 7008 0151 or email: fmu@fco.gov.uk

i) Homelessness

Our staff will alert the DSL of families becoming or at risk of becoming homeless, so that the DSL can refer to housing services at the earliest opportunity. Indicators for the risk of homelessness can include debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family being asked to leave a property. Duties introduced under *The Homelessness Reduction Act 2017* shift focus to early intervention, for further information see: [Homeless Reduction Act Factsheets](#).

j) Homestay - Children staying with host families

Pupils may as part of their learning experience, stay for short periods with a host family (homestay) e.g. as part of a foreign exchange visit or sports tour. We will ensure the suitability of the adults in their respective families who will be responsible for the visiting child during the stay. See **St Anselm's School's Safer Recruitment Policy** for further details on our specific duties.

k) So called 'honour-based' violence (HBV)

So called HBV encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community e.g. female genital mutilation, forced marriage, and breast ironing. All related concerns will be referred to our DSL, who as appropriate will activate safeguarding procedures.

I) Missing Education or Missing from Home and Care

St Anselm's School will fulfil its statutory duty in notifying the local authority when removing a pupil's name from the admission's register outside of the normal transition points. We will make reasonable enquiries to establish the whereabouts of the child jointly with the local authority before deleting their name from the register. We will also notify the local authority within five days of adding a pupil's name at a non-standard transition point.

When one of our pupils goes missing from home or care we will contribute to the police and local authority's efforts to identify and locate the child by completing the notification: [Grab Pack for a Missing Child](#). For further guidance see [Children missing Education](#).

m) Preventing Radicalisation

Our school recognises that protecting children from the risk of radicalisation is a part of our wider safeguarding duty to protect children from significant harm. Some young people may be more vulnerable to being groomed and this fact can be exploited by extremists. The internet and use of social media have become major factors in the radicalisation of young people and our school's Online Safety Policy and curriculum embeds understanding of these particular risks.

From 1st July 2015, specified authorities including all schools (and since 18th September 2015 all colleges) are subject to a duty under the *Counter-Terrorism and Security Act 2015*, to have due regard to the need to prevent people from being drawn into terrorism. This duty is known as the Prevent duty. Paragraphs 57-76 of the [Revised Prevent duty guidance for England and Wales](#) are specifically concerned with schools.

Our school will help to identify young people at risk and work with local partnership arrangements including the **Channel Programme** to help support and divert any young people from associated harm: Click here for further guidance [Channel Duty Guidance](#).

n) Private Fostering

We recognise the importance of identifying children in Private Fostering arrangements so that their needs can be fully assessed by the local authority. At St Anselm's we will confirm the status of every pupil's care arrangements on admission (or when a pupil's care arrangements change) and notify the local authority of any known or suspected Private Fostering arrangement. We will support any subsequent assessment and remain alert to any additional needs that children placed away from their immediate families might face. Click here for information on what constitutes [private fostering](#) and here for details of [The Children's Act 1989: private fostering](#).

o) Substance Misuse

Pupils: We recognise the clear role our school has to play in preventing drug misuse as part of our pastoral responsibilities. We will provide age appropriate information on drugs and alcohol and tackle problem behaviour, working with local partners to prevent drug or alcohol misuse. For further guidance refer to [DfE and ACPO Drug Advice for schools](#).

Parental Substance Misuse: Substance misuse (drugs or alcohol) may impact on parental capacity and can significantly exacerbate other concerns such as domestic violence or mental health issues. We will remain vigilant in identifying and supporting pupils and their families facing such issues, and work in collaboration with other agencies where necessary to prevent significant harm.

p) Mental Health

Pupils: ‘All staff should be aware that mental health problems can in some cases be an indicator that a child has suffered or may be at risk of suffering abuse, neglect or exploitation’ (KCSIE 2022 p15) Our school seeks to promote positive mental health in our pupils and to identify and address those with less severe problems at an early stage and build their resilience. We are also committed to identifying and supporting pupils with more severe needs and to help make appropriate referrals to specialist agencies such as Child and Adolescent Mental Health Services (CAMHS) where necessary. For further information refer to government guidance on mental health and behaviours to identify and support pupils whose behaviour suggests they have unmet mental health needs.

Parental Mental Health: We recognise that some parents with mental health issues may experience difficulties at times with their parenting responsibilities. We are committed to supporting such families and will endeavour to identify those who would benefit from early help from local services and work with them to avoid any adverse impact on their children. For further guidance refer to Think Child; Think Parent; Think Family: a guide to parental mental health and child welfare

q) Trafficking and Modern-Day Slavery

St Anselm’s School will remain alert for children trafficked into the country who may be registered at our school for a term or longer, before being moved to another part of the UK or abroad. We will bear in mind that not all children who go missing from education have been victims of trafficking. For example, there may be instances of children from communities that move around – Gypsy, Roma, Traveller or migrant families – who collectively go missing from school. For further government guidance refer to Safeguarding Children who may have been trafficked practice guidance.

r) Young Carers

With so many adult responsibilities, young carers often miss out on opportunities that other children and young people have to play and learn. We in schools/colleges are uniquely placed to identify and respond to concerns and ‘triggers’ where children and young people may require additional help as carers. We will aim to respond early with our own pastoral support and where appropriate seeking help from local authority support services for young carers.

s) Cyber-crime

For the purposes of this policy ‘cyber-crime’ is defined as criminal activity committed using computers and/or the internet. This includes cyber enabled crimes, i.e. crimes that can happen offline but are enabled at a speed online and cyber dependant crimes i.e. crimes that can only be committed using a computer. Crimes include:

- Unauthorised access to computers known as hacking
- Denial of service attacks, known as booting
- Making, supplying or obtaining malicious software with the intent to commit further crimes

All staff should be aware of the signs of cyber-crime and follow the appropriate safeguarding procedures where concerns arise. This may include the DSL referring children to ‘the national crime agency’s cyber choices programme’.

ROLE DESCRIPTION FOR DESIGNATED SAFEGUARDING LEAD

Appendix 3

Governing bodies, proprietors and management committees should appoint an appropriate **senior member** of staff, from the school or college **leadership team**, to the role of designated safeguarding lead.

This person should have the appropriate status and authority within the school to carry out the duties of the post. They should be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions, inter-agency meetings, contribute to the assessments of children – and/or to support other staff to do so.

Any deputy should be trained to the same standard as the DSL, but the ultimate lead responsibility for child protection remains with the DSL.

Managing referrals

The designated safeguarding lead is expected to:

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

Working with others

The designated safeguarding lead is expected to:

- act as a point of contact with the three safeguarding partners (Local Authority, Police and Clinical Commissioning Group (CCG);
- liaise with the headteacher and inform her of issues especially ongoing enquiries under *section 47* of the *Children Act 1989* and police investigations;
- liaise with staff (especially pastoral support staff, school nurses, IT Technicians, and on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies.
- act as a source of support, advice and expertise for staff.
- Liaise with the case manager and the LA designated officer (LADO) for child protection concerns in cases concerning staff.
- Liaise with the senior mental health lead and where available the mental health support team where safeguarding concerns are linked to mental health.
- Work with the headteacher and relevant strategic leads taking lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding, and child protection issues that children in need are experiencing and identify the impact that these issues might be having on their attendance, engagement and achievement at school.

Training

The designated safeguarding lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years. The designated safeguarding lead should undertake Prevent awareness training.

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

- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements;
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- ensure each member of staff has access to and understands the school or college's safeguarding and child protection policy and procedures, especially new and part time staff;
- are alert to the specific needs of children in need, those with special educational needs and young carers;
- understand relevant data protection legislation and regulations, especially the *Data Protection Act 2018* and the *General Data Protection Regulation (GDPR)*;
- understand the importance of information sharing, both within the school/college and with the three safeguarding partners, other agencies, organisations and practitioner's;
- are able to keep detailed, accurate, secure written records of concerns and referrals;
- understand and support the school or college with regards to the requirements of the *Prevent* duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up-to-date capability required to keep children safe whilst they are online at school or college;
- have lead responsibility for filtering and monitoring systems;
- can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online;
- obtain access to resources and attend any relevant or refresher training courses; and
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

Raising Awareness

The designated safeguarding lead should:

- ensure the school's child protection policies are known, understood and used appropriately;
- ensure the school's safeguarding policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
- ensure the safeguarding and child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this; and
- link with the safeguarding partner arrangements to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

Transfer of child protection files

When a child transfers to another school or college, the DSL should inform the receiving school within five school days that a child protection/ safeguarding file exists. The receiving school should routinely ask the previous school if a child protection/safeguarding file exists, for all transfers. The original child protection/ safeguarding file must be passed on either by hand or sent recorded delivery, separate from the child's main school file, within five school days from notification. Care must be taken to ensure confidentiality is maintained and the transfer process is as safe as possible. Parents should not be used as couriers for such files. See [Guidance on the transfer of a child protection file to another educational setting](#).

Availability

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

It is a matter for individual schools/colleges and the DSL to arrange adequate and appropriate cover arrangements for any out of hours/our of term activities.

TEMPLATE FOR RECORD OF CONCERN

Appendix 4

Child's Name: AKK/IM do we still need if straight to CPOMS?			
Child's DOB:			
Male/Female:	Ethnic Origin:	Disability Y/N:	Religion:
Date and time of concern:			
Your account of the concern: (what was said, observed, reported and by whom)			
Additional Information: (your opinion, context of concern/disclosure)			
Your response: (what did you do/say following the concern)			

Your name:	Your signature:
Your position in school:	Date and time of this recording:
Action and response of DSL/Headteacher:	
Feedback given to member of staff reporting concern:	Information shared with any other staff? If so, what information was shared and what was the rationale for this?
Name: Date:	

Checklist for DSL (to be printed on back of record of concern form)
Appendix 4 (continued)

<input checked="" type="checkbox"/>	Child clearly identified
<input checked="" type="checkbox"/>	Name, designation and signature of the person completing the record populated?
<input checked="" type="checkbox"/>	Date and time of any incidents or when a concern was observed?
<input checked="" type="checkbox"/>	Date and time of written record?
<input checked="" type="checkbox"/>	Distinguish between fact, opinion and hearsay
<input checked="" type="checkbox"/>	Concern described in sufficient detail, i.e. no further clarification necessary?
<input checked="" type="checkbox"/>	Child's own words used? (Swear words, insults, or intimate vocabulary should be written down verbatim.)
<input checked="" type="checkbox"/>	Record free of jargon?
<input checked="" type="checkbox"/>	Written in a professional manner without stereotyping or discrimination?

- | | |
|---|--|
| ✓ | The record includes an attached completed body map (if relevant) to show any visible injuries |
|---|--|

BODY MAPS:



Body Chart 1.pdf



Body Chart 2.pdf

TYPES OF ABUSE AND NEGLECT

Appendix 5

All school staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

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

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

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

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education (see section 12, page 20).

Neglect: 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); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Appendix 6

Low-level concerns

St. Anselm's strives to embed a culture of openness and transparency in which our values and expected behaviour, as set out in the Code of Conduct for Staff, are constantly reinforced by all staff.

All staff should feel enabled to share any concerns about their own or another member of staff's behaviour, with the appropriate member of staff as set out below.

The distinction between an allegation and a low-level concern

The term 'allegation' (in this context) means that it is alleged that an adult who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children (this includes behaviour that may have happened outside of School that might make an individual unsuitable to work with children)

A low-level concern is any concern about an adult's behaviour towards a child that does not meet the allegation threshold set out above, or is not otherwise serious enough to consider a referral to the LADO.

A low-level concern is any concern, no matter how small, and even if no more than a 'nagging doubt' that an adult may have acted in a manner which:

- is not consistent with the Code of Conduct for Staff, and/or
- relates to their conduct outside of work which, even if not linked to a particular act or omission, has caused a sense of unease about that adult's suitability to work with children.

Examples of such behaviour could include, but are not limited to, being over friendly with children, having favourites, taking photographs of children on their personal devices, engaging with a child on a one-to-one basis in a secluded area or behind a closed door, using inappropriate sexualised, intimidating or offensive language etc.

Staff are not expected to determine whether their concern is a low-level concern, serious enough to consider a referral to the LADO, or meets the threshold of an allegation. Once staff share what they believe to be a low-level concern, that determination will be made by the Headteacher.

How to share low-level concerns

It is important that low-level concerns are shared with the Headteacher as soon as reasonably possible and, in any event, within 24 hours of becoming aware of the concern and relevant incident(s).

Concerns can be shared verbally in the first instance, or in writing. The context in which the low-level concern arose and details which are chronological, precise and accurate as possible of the concern and relevant incident(s) must be provided.

Where details of the low-level concern is provided verbally, the Headteacher will make an appropriate record of the conversation, either contemporaneously or immediately following the discussion. The Headteacher will check the accuracy of the record with the member of staff who raised the concern.

Low-level concerns will be treated in confidence as far as possible, but St Anselm's may in certain circumstances be subject to legal reporting requirements or other legal obligations to share information with appropriate persons, including legal claims and formal investigations.

Self-reporting

Staff who find themselves in a situation which could be misinterpreted, might appear compromising to others, have behaved in a manner which on reflection they consider falls below the standard set out in the Code of Conduct for Staff are encouraged to self-report. Self-reporting can be positive for a number of reasons: it is self-protective in that it enables a potentially difficult issue to be addressed at the earliest opportunity; it demonstrates awareness of the expected behavioural standards and self-awareness of the individual's own actions or how they could be perceived; and is an important means of maintaining a culture where all staff aspire to the highest standards of conduct and behaviour.

Recording and reviewing low-level concerns

All low-level concerns will be recorded in writing by the Headteacher. The record will include details of the context in which the concern arose and the action taken. The name of the member of staff sharing the concern will be noted however, where the member of staff wishes to remain anonymous this will be respected as far as possible.

Records will be reviewed at regular intervals to identify potential patterns of concerning, problematic or inappropriate behaviour.

Retention of records

Records will be kept confidential, held securely and in compliance with the Data Protection Act 2018 and UK GDPR.

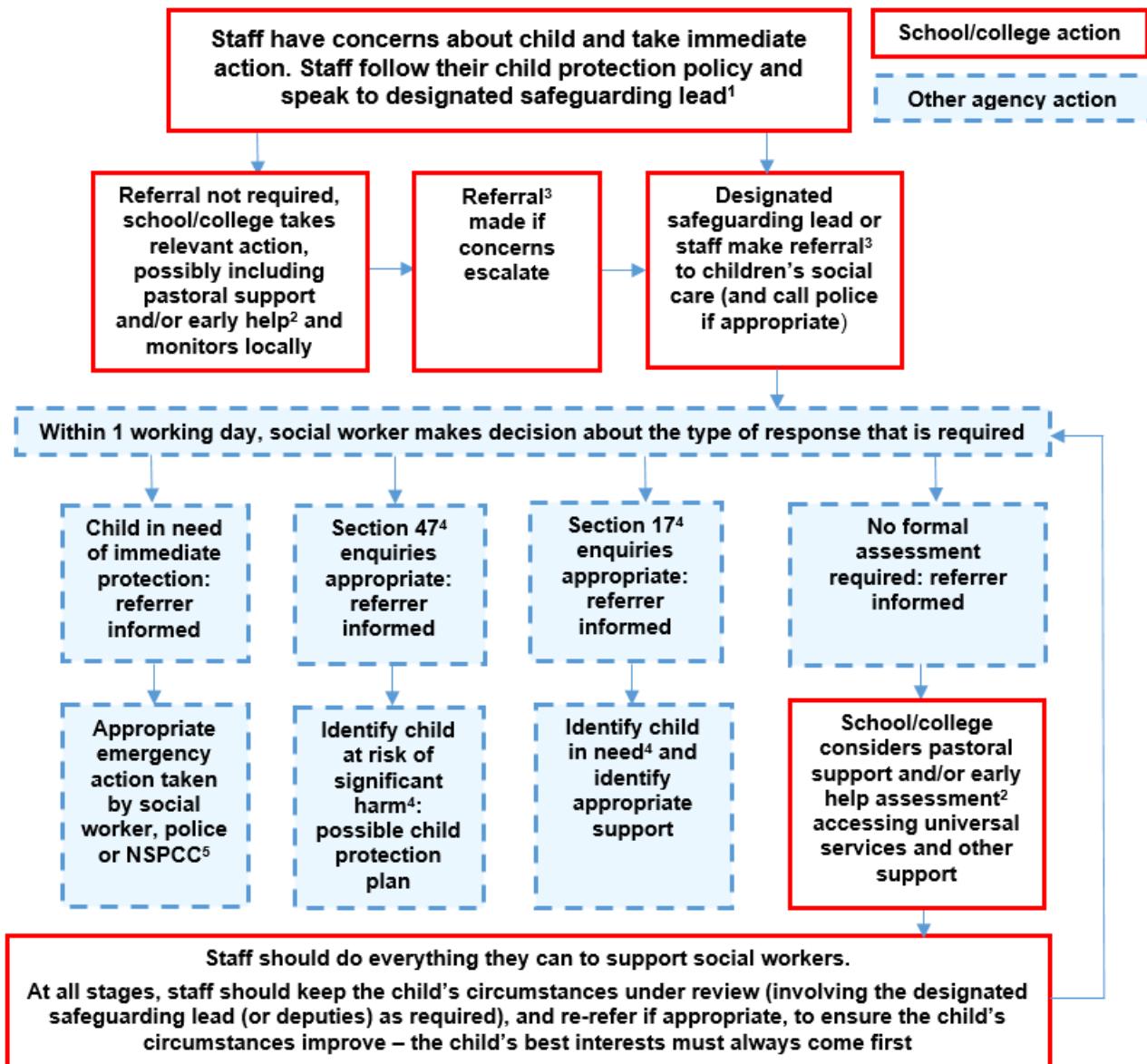
When the member of staff leaves and/or takes up new employment the records will be reviewed to ensure it still has value either as a safeguarding measure or because of its possible relevance to future claims and is therefore necessary to retain, or whether it can be securely destroyed.

References

Low-level concerns will not be included in references unless they relate to issues which would normally be included in a reference, e.g., misconduct or poor performance. Low-level concerns which relate exclusively to safeguarding (and not to misconduct or poor performance) will not be referred to in a reference. Where a low-level concern has met the threshold for referral to the LADO and found to be substantiated will be included in a reference.

ACTIONS WHERE THERE ARE CONCERNs ABOUT A CHILD (KCSIE 2022)

Appendix 7



- (1) In cases which also involve a concern or an allegation of abuse against a staff member, see Part Four of this guidance.
- (2) Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working Together to Safeguard Children](#) provides detailed guidance on the early help process.
- (3) Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of [Working Together to Safeguard Children](#).
- (4) Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child's welfare. Full details are in Chapter one of [Working Together to Safeguard Children](#).
- (5) This could include applying for an Emergency Protection Order (EPO).