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# Safeguarding Policy

**Document Control**

<b>This document has been approved for operation within:</b>	<b>Atherton High School</b>
<b>Date effective from</b>	September 2020
<b>Date of next review</b>	September 2021
<b>Review period</b>	One Year
<b>Status</b>	Statutory
<b>Owner</b>	Education Partnership Trust
<b>Version</b>	1



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Date of Training: 09/19 & 14/10/20

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Date of Training: 14/10/20

Headteacher: Ben Layzell  
Date of Training: 09/19

Nominated Governor: Fiona Quinlivan  
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**Wigan – Emergency Duty Team: 01942 828464 (out of hours)**

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## 1. Scope

Safeguarding and promoting the welfare of children is everybody's responsibility. This policy is one of a series in the school's integrated safeguarding portfolio. We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued.

Safeguarding and promoting the welfare of children refers to the process of **protecting children from maltreatment, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes**<sup>1</sup>:

- The school's responsibility to safeguard and promote the welfare of children is of paramount importance and everyone's responsibility
- Safer children make more successful learners
- Representatives of the whole-school community of pupils, parents, staff and governors will be involved in policy development and review
- Policies will be reviewed at least annually
- We endeavour to provide a safe and welcoming environment where children are respected and valued.

**Prevention and early support:** Our school is committed to early help and identification of unmet needs and vulnerabilities. The school works in partnership with other agencies to promote the welfare of pupils and keep children safe. We recognise that effective safeguarding systems are those which:

- Put the child's needs first;
- Provide children with a voice;
- Promote identification of early help;
- Encourage multi-agency working and sharing of information.

Early support and intervention to address unmet needs can be either single agency (such as within school) or multi-agency as part of the Early Help framework. All staff who are in positions to assess a child's needs should be aware of the EH process and how to support a child/family using this process. They should also be aware of and undertake the role of Lead Professional appropriately.

### Child Protection

Where it is believed that a child is at risk of or is suffering significant harm, the school will follow the procedures set out by the Greater Manchester Safeguarding Children's Board Procedures Manual, Section 47 Enquiries Procedure. The aims of this policy are:

- To provide all staff with the necessary information to enable them to meet their child protection responsibilities
- To ensure consistent good practice
- To demonstrate the school's commitment with regard to child protection to pupils, parents and other partners
- To contribute to the school's safeguarding portfolio.
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**Protection:** All staff and volunteers are trained to recognise and respond to abuse and neglect. All staff and volunteers are expected to be vigilant and must act quickly when they suspect a child is suffering, or is likely to suffer harm.

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<sup>1</sup> Working Together to Safeguard Children 2018 & Keeping Children Safe in Education 2019

**Staff** refers to all those working for or on behalf of the school, full time or part time, in either a paid or voluntary capacity.

**Child** refers to all young people who have not yet reached their 18th birthday.

**Parent** refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents or legal guardian.

**Vulnerable Adults:** adults who are parents or carers and who have care and support needs may also be at risk of abuse and neglect and school will ensure they follow procedures outlined by the Local Safeguarding Adult Board WLSB and seek advice from the Adult Safeguarding Team on 01942 828300.

## COVID – 19

The DfE has published updated guidance on the full return to schools from September 2020 and can be accessed at:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents>

This guidance outlines that as schools return to full operation, the following needs to be considered in relation to the safeguarding of pupils:

- School leaders should provide more time to safeguarding leads and deputies to help support staff and pupils;
- It is anticipated that during lockdown there may have been unseen and unknown safeguarding issues, and resources maybe required to meet any additional demand;
- Communication with school nurses and public health officials should be robust to allow rapid and effective information sharing, response and support.

### 2. Children who may be particularly vulnerable

It is vital that children receive the right help and support at the right time to address unmet needs and identify risks to prevent issues from escalating.

To ensure that all of our pupils receive equal protection, we will give special consideration to children who are:

- Disabled and have special educational needs;
- Have special educational needs (with or without a Health Care Plan)
- Young carers
- Affected by adverse childhood experiences (such as multiple types of abuse; neglect; violence between parents or caregivers; other kinds of serious household dysfunction such as alcohol and substance abuse, parental incarceration, parental mental health; parental separation or bereavement; and peer community and collective violence)
- Asylum seekers;
- Regularly absent from school;
- Attending alternative provision or subject to a managed move;
- Living away from home (frequent movers);
- Vulnerable to being bullied/peer abuse, or engaging in bullying/peer abuse;
- Living in temporary accommodation;
- Living a transient lifestyle;

- Living in chaotic and unsupportive home situations;
- Vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality;
- Involved directly or indirectly in sexual and/or criminal exploitation or child trafficking;
- Speakers of another first language;
- Subject to a Child Protection Plan;
- Exhibiting any changing behaviours or risk-taking behaviours that cause concerns;
- Children In Our Care/Looked After Children;
- Privately fostered.

See also section on '**Specific Safeguarding Circumstances page 12**'

### **3. Roles and Responsibilities and Staff Training**

#### **Staff training**

It is important that all staff have appropriate training and are confident and competent to enable them to recognise the possible signs of abuse and neglect and to know what to do if they have a concern. Staff receive training on how to make a referral and all staff are aware that all concerns should be shared via CPOMS. Staff also receive training on how to use CPOMS.

#### **Staff safeguarding referrals**

All safeguarding/cause for concern referrals need to be completed using the CPOMS system.

All staff should make sure that they have logged onto the CPOMS system and use the guidance provided.

Please can all staff use the following link to login for the first time.

#### **Logging in for the first time**

To ensure optimum security all members of staff must firstly create their own password. This can be done by selecting the 'Forgotten your password or using CPOMS for the first time?' option beneath the 'Log in' button. Simply input your email address and click 'Reset Password'. This will then send you a link to your email address where you can create your first CPOMS password.

Should the internet be down and CPOMs cannot be accessed. For emergency purposes such as this staff should go to reception where they can be provided with a paper hard copy onto which the safeguarding referral can be provided and returned to the DSL.

#### **This is for emergency backup only if the service is not operational.**

New staff and governors will receive training during their induction. All staff, including the Head Teacher (unless the Head Teacher is the DSL) and governors will receive regularly updated training and the DSL will receive updated training appropriate to the knowledge and skills required for the role, at least every two years.

In addition, all staff members will receive regularly safeguarding updates which can be in the form of email, bulletins, staff meetings, as required but at least annually.

Training will be in line with advice from the WLSB .

Supply staff and other visiting staff will be given the school's Visiting Staff guide (available from the reception or main admin office).

Guidance for Safer Working Practice – a copy of this guidance will be given to every member of staff (paid or voluntary) to assist with appropriate behaviour and minimise allegations of professional abuse.

The Governing body, via the Head Teacher, must be satisfied that every member of staff has received, read and understood the guidance. All staff will annually sign a declaration agreeing to operate in line with the best practice guidance.

A copy of the most recent guidance can be found here:

[www.wiganlscb.com](http://www.wiganlscb.com)

**All staff (including governors):**

- Will have children’s safeguarding training appropriate to their role and responsibility which is regularly updated. In addition, all staff members should receive at least annual updates which can be in the form of emails, bulletins, staff meetings/discussion and supervision;
- Should be aware of the signs of abuse and neglect;
- Should be aware of how to respond to specific safeguarding concerns as outlined in this policy;
- Have a responsibility to identify those children who may require early intervention support and what action to take to ensure they are supported appropriately;
- Have a responsibility to identify and respond to a child who is or likely to suffer significant harm and what action they must take, appropriate to their role;
- Must be aware of the importance of multi-agency partnership working and information sharing processes;
- Who work directly with children and can contribute to early support and safeguarding assessments must be aware of the risk sensible approach to safeguarding adopted in Wigan local safeguarding board.
- Have a responsibility to provide a safe environment in which children can learn
- Act in accordance with local safeguarding arrangements and participate directly or through local education partnerships, in local safeguarding arrangements.

**The governing body will ensure that:**

- The school complies with their duties under legislation;
- All staff undergo safeguarding training (including online safety) on induction and that annual updates on the training are provided;
- All school leaders and staff working directly with children read Part One of ‘Keeping children safe in education’ 2020
- This safeguarding and child protection policy is consistent with local safeguarding partnership arrangements, reviewed and updated annually and made available publicly (available on the school website);
- Safeguarding training commissioned and/or delivered internally is in line with advice from the Department for Education;
- There are procedures for dealing with allegations of abuse made against members of staff including allegations made against the Head Teacher and a nominated person identified to liaise with the WSB Local Area Designated Officer (LADO);
- Policies adopted are disseminated, followed and understood by all staff;
- They appoint a member of staff from the senior leadership team to the role of Designated Safeguarding Lead (DSL);
- Children are taught about safeguarding (including online, relationships etc.) through teaching and learning opportunities, as part of providing a broad and balanced curriculum;
- There are written recruitment and selection procedures that include the requirement for appropriate pre-employment checks and at least one person on any appointment panel has undertaken safer recruitment training;



- The procedure is in place to handle allegations of abuse of children against other children (see page 18);
- There are appropriate safeguarding responses to children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in the future (see page 12);
- The child's wishes and feelings are considered when determining what action to take and what services to provide to protect individual children through ensuring there are systems in place for children to express their views and give feedback;
- They recognise the importance of information sharing between professionals and the local authority;
- They appoint a designated teacher to promote the educational achievement of children who are looked after and this person has appropriate training; and
- Ensure the school ICT policy addresses the safety of children in accessing inappropriate material when accessing the internet and that appropriate filtering and monitoring systems are in place.

**The Designated Safeguarding Lead (DSL):**

The DSL or Deputy will always be available during school hours to discuss safeguarding concerns.

**As set out in Annex B: Keeping children safe in education 2020**

A deputy lead will be identified who can undertake those functions in the absence of the DSL.

***Managing referrals:***

The DSL is expected to:

- Refer cases of suspected abuse to the Children Advice & Duty Service (CADS) as required,
- Support staff who make referrals to CADS
- Refer cases to the Channel Panel where there is a radicalisation concern as required;
- Support staff who make referrals to the Channel panel;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service (DBS)
- Refer cases whereby a crime may have been committed to the police as required.

***Working with others***

The DSL will:

- Liaise with the head teacher (or principal) to inform of ongoing enquires under section 47 of the Children Act and police investigations;
- As required liaise with the LADO for all cases involving a staff member;
- Liaise with staff on matters of safety and safeguarding when deciding whether to refer by liaising with relevant agencies;
- Act as a source of support, advice and expertise for all staff;
- Understand and implement the locally agreed safeguarding partnership arrangements and contribute, both strategically and operationally, to the local arrangements.

***Training:***

The DSL (and deputies) should undergo safeguarding training that is updated every 2 years. They will also undertake Prevent awareness raising at the level agreed by the Prevent Coordinator.

DSLs skills and knowledge should be refreshed at regular intervals but at least **annually** and this can involve e-bulletins, meeting other DSLs or simply taking the time to read and digest safeguarding materials. Training and briefings should also improve the DSL's (and whole school's) awareness of local needs, risks, challenges and emerging threat issues in relation to safeguarding in the local area.

The DSL will:

- Understand the assessment process for providing early help and intervention, for example through the Child and Family (CAF) process;
- Have a working knowledge of how WSB Children’s Social Care conduct child in need, child protection case conferences, child protection review conferences, core groups and looked after children reviews and be able to attend and contribute to these effectively when required to do so;
- Ensure members of staff has access to and understand the school’s child protection policy and procedures, behaviour policy, management of children missing education and staff code of conduct policy, especially new and part time staff;
- Ensure members of staff have the relevant safeguarding competencies so that they can identify, share information, respond and work together in safeguarding incidents;
- Be alert to the specific needs of children in need, children with special educational needs and young carers;
- Be able to keep detailed, accurate, secure records of concerns and referrals;
- Understand and support the school with regards to the requirement of the Prevent duty and able to provide advice to school staff;
- Understand the current risks associated with online safety including recognition of the additional risks that children with SEN and disabilities face online e.g. from bullying/peer abuse, grooming and radicalisation and support SEND children to stay safe online;
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.

**Raising Awareness:**

The DSL will:

- Ensure the school or college’s policies are known and used appropriately;
- Ensure this policy is reviewed annually, procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this;
- Link with the local safeguarding partnership arrangements to make sure staff are aware of training opportunities and the latest local policies on safeguarding;
- Link with the local safeguarding partnership arrangements to ensure the voice of the school’s staff and the needs of the school pupils are reflected in the local safeguarding arrangements and priorities; and
- Where children leave school ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained (see also Section 9).

**4. Recognising and Responding to Safeguarding Concerns**

All staff should be aware of the signs of abuse and neglect and if they are unsure they should speak to the DSL. For advice and support, staff and the DSL can contact Single point of contact (SPOC) 01942 828300.

The Department for Education ‘What to do if you are worried a child is being abused - Advice for practitioners’ is a booklet that helps staff to identify child abuse and neglect and take appropriate action in response. All staff can access this on the following web address:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What to do if you re worried a child is being abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

The following flowchart will be visible for staff to be able to identify actions required when they have a safeguarding concern: Action when a child has suffered or is likely to suffer harm

<http://www.lscb.org.uk/diagram-action-when-a-child-has-suffered-or-is-likely-to-suffer-harm/>

### **Child in Need (CIN)**

Under section 17 (s.17 (10)) of the Children Act 1989, a child is 'in need' if:

- The child is unlikely to achieve or maintain, or to have the opportunity to achieve or maintain, a reasonable standard of health or development, without the provision of services by a local authority;
- The child's health or development is likely to be impaired, or further impaired, without the provision of such services;
- The child is disabled.

Referral to Children's Services is via the Single point of contact (SPOC) 01942 828300. (see the next section)

### **Child in Need of Protection**

Under section 47(1) of the Children Act 1989, a local authority has a duty to make enquiries where they are informed that a child who lives or is found in their area:

- Is the subject of an Emergency Protection Order;
- Is in Police Protection; or where they have
- Reasonable cause to suspect that a child is suffering or is likely to suffer significant harm

A professional making a child protection referral under s.47 must provide information that highlights what the child's unmet needs (underlying risk factors) are as well as high risk indicators that potentially identify the child may be suffering or likely to suffer significant harm.

The underlying risk factors and high-risk indicators are identified on:  
[https://www.proceduresonline.com/wigan/cs/p\\_sec\\_47\\_enq.html](https://www.proceduresonline.com/wigan/cs/p_sec_47_enq.html)

[www.wiganlscb.com](http://www.wiganlscb.com)

### **Referral to children's social care**

**Telephone Wigan's** Single point of contact (SPOC) 01942 828300.

[https://www.proceduresonline.com/wigan/cs/p\\_contacts\\_referral.html](https://www.proceduresonline.com/wigan/cs/p_contacts_referral.html)

To ensure that our pupils are protected from harm & maltreatment, we need to understand what types of behaviour constitute abuse and neglect. There are four categories of abuse: physical, emotional, sexual and neglect:

#### **Physical abuse**

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

#### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child, such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only for meeting the needs of another person. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of

children. It may feature age – or developmentally – inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve serious bullying (including online), causing children to frequently feel frightened or in danger, or the exploitation of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

### **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. It is not solely perpetrated by adult males as women can also commit acts of sexual abuse as can other children.

### **Neglect**

Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing or shelter, including exclusion from home or abandonment; failing to protect a child from physical and emotional harm or danger; failure to ensure adequate supervision, including the use of inadequate care-takers; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

*(Definitions are taken from Keeping Children safe in education 2020).*

### **Also see Specific Safeguarding Circumstances on page 12**

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to [https://www.proceduresonline.com/wigan/cs/p\\_contacts\\_referral.html#referrals](https://www.proceduresonline.com/wigan/cs/p_contacts_referral.html#referrals) immediately. Anybody can make a referral. If the child’s situation does not appear to be improving the staff member with concerns should press for re-consideration.

### **Key points for staff to remember for taking action are:**

- In an emergency take the action necessary to help and protect the child, for example, call 999;
- Report your concern to the DSL as soon as possible;
- Do not start your own investigation;
- Share information on a need-to-know basis only – do not discuss the issue with colleagues, friends or family;
- Complete a record of concern;
- Seek support for yourself if you are distressed.

### **If a pupil discloses to you**

It takes a lot of courage for a child to disclose that they are being abused. They may feel ashamed, particularly if the abuse is sexual; their abuser may have threatened what will happen if they tell; they may have lost all trust in adults; or they may believe, or have been told, that the abuse is their own fault.

If a pupil talks to a member of staff about any risks to their safety or wellbeing, the staff member will need to let the pupil know that they must pass the information on. The point at which they tell the

pupil this is a matter for professional judgement. If they jump in immediately the pupil may think that they do not want to listen, if left until the very end of the conversation, the pupil may feel that they have been misled into revealing more than they would have otherwise.

**During their conversations with the pupils, staff will:**

- Allow them to speak freely;
- Endeavour to utilise a neutral translator if necessary;
- Remain calm and collected – the pupil may stop talking if they feel they are upsetting their listener;
- Give reassuring nods or words of comfort – ‘I’m so sorry this has happened’, ‘I want to help’, ‘This isn’t your fault’, ‘You are doing the right thing in talking to me’;
- Not be afraid of silences – staff must remember how hard this must be for the pupil;
- Under no circumstances ask investigative questions – such as how many times this has happened, whether it happens to siblings too, or what does the pupil’s mother think about all this;
- Tell the pupil that in order to help them, the member of staff must pass the information on;
- Not automatically offer any physical touch as comfort. It may be anything but comfort to a child who has been abused;
- Avoid admonishing the child for not disclosing earlier. Saying things such as ‘I do wish you had told me about this when it started’ or ‘I can’t believe what I’m hearing’ may be interpreted by the child to mean that they have done something wrong;
- Tell the pupil what will happen next. The pupil may agree to go to see the designated safeguarding lead. Otherwise it is the duty of the member of staff to inform the DSL of what has been discussed. If the pupil does agree to go and see the designated safeguarding lead, the staff member should inform the DSL that the child will be coming to see them at some point;
- Report verbally to the DSL even if the child has promised to do it by themselves;
- Write up their conversation as soon as possible on the record of concern form and hand it to the DSL;
- Seek support if they feel distressed.

**Notifying parents**

The school will normally seek to discuss any concerns about a pupil with their parents (if safe to do so). This must be handled sensitively and the DSL will contact the parent in the event of a concern, suspicion or disclosure.

However, if the school/DSL believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from children’s social care (particularly if the disclosure is sexual abuse, forced marriage, under Prevent Duty, Female Genital Mutilation or Fabricated and Induced Illness (FI)).

**5. Specific Safeguarding Circumstances**

Part One in ‘Keeping children safe in education 2020’ sets out information about specific forms of abuse and safeguarding issues. All school staff who work directly with our children will read this and if they have concerns about a child’s welfare speak to the DSL (or deputy) immediately.

In addition to the guidance above, school will ensure that the following safeguarding partnership arrangements are followed on the specific areas of concern using the following links (and additional information where provided):

**Children in the Court system & Children with family members in prison**

[https://www.proceduresonline.com/wigan/cs/p\\_lac\\_youth.html?zoom\\_highlight=children+in+court+system](https://www.proceduresonline.com/wigan/cs/p_lac_youth.html?zoom_highlight=children+in+court+system)

### **Children missing education**

The following link provides both the procedure and forms for school to follow:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing\\_Education\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)

### **Child Sexual Exploitation (CSE) & Child Criminal Exploitation (CCE)**

- All staff will undertake CSE training appropriate to their role
- The school curriculum (where sexual relationships/PSHE is delivered) will include relevant information around the risks associated with CSE.
- 

Link to Pan Lancashire CSE Standard Operating Protocol which includes further guidance that school will follow if CSE is recognised:

[www.wiganlscb.com/Professionals/Keeping-children-safe/Child-sexual-exploitation.aspx](http://www.wiganlscb.com/Professionals/Keeping-children-safe/Child-sexual-exploitation.aspx)

Wigan guidance on CCE & County Lines can be accessed at:

[https://www.proceduresonline.com/wigan/cs/p\\_assessment.html?zoom\\_highlight=county+lines](https://www.proceduresonline.com/wigan/cs/p_assessment.html?zoom_highlight=county+lines)

### **Domestic Abuse**

[https://www.proceduresonline.com/wigan/cs/files/dom\\_violence\\_rim.pdf?zoom\\_highlight=domestic+abuse#search=%22domestic%20abuse%22](https://www.proceduresonline.com/wigan/cs/files/dom_violence_rim.pdf?zoom_highlight=domestic+abuse#search=%22domestic%20abuse%22)

### **Operation Encompass**

Operation Encompass is a police and education early intervention safeguarding partnership which ensures that a child's school is informed, prior to the start of the next school day, that there has been an incident of domestic abuse to which the child or young person has been exposed, and which might then have an impact on them in school the following day.

Each school in Wigan is informed of all domestic abuse incidents, not just those where an offence can be identified or those which are graded as high risk. The partnership recognises that all incidents of domestic abuse can be harmful to children and young people.

Operation Encompass notifications should be transferred onto the schools preferred recording system with actions linked to the notification. This will help clearly identify any assessment, support and any actions taken that are linked to the notification.

A nominated member of staff, known as a Key Adult, has been trained to liaise with the police. They will be able to use information that has been shared with them, in confidence, to ensure that the school makes provision for possible difficulties experienced by children or their families.

Staff should conduct an individual assessment of the child's needs, and decide on any school routine modifications that need to be made, for instance, allowing the child time out, additional time to complete homework, discreetly providing the child with access to washing facilities, food and clothing (if available). They should record a brief summary of their assessment, and any support actions taken that directly relate to it.

If school staff have additional concerns around the child's safety and wellbeing due to being aware of previously unknown information, they should make a CP referral following existing referral procedures, even if they are aware of one having been done by the Police and Operation Encompass officers. They may possess unique information that they can share, that will more fully inform the picture of risk to a child or victim adult.

Schools will be on occasion be asked to provide the Local Authority, Safeguarding Partnership or the Domestic Abuse Strategic Board information in relation to analysis/audit of Operation Encompass notifications.

### Homelessness

[https://www.proceduresonline.com/wigan/cs/p\\_homelessness.html](https://www.proceduresonline.com/wigan/cs/p_homelessness.html)

### Honour Based Abuse

[https://www.proceduresonline.com/wigan/cs/p\\_assessment.html?zoom\\_highlight=honour+based+abuse](https://www.proceduresonline.com/wigan/cs/p_assessment.html?zoom_highlight=honour+based+abuse)

### Preventing Radicalisation

All schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act of 2015, to have 'due regard to the need to prevent people from being drawn into terrorism', known as the 'Prevent Duty'.

[https://www.proceduresonline.com/wigan/cs/p\\_assessment.html?zoom\\_highlight=radicalisation](https://www.proceduresonline.com/wigan/cs/p_assessment.html?zoom_highlight=radicalisation)

[https://www.proceduresonline.com/wigan/cs/p\\_homelessness.html?zoom\\_highlight=PREVENT+DUTY](https://www.proceduresonline.com/wigan/cs/p_homelessness.html?zoom_highlight=PREVENT+DUTY)

### Peer abuse and sexual violence and harassment between children

[https://www.proceduresonline.com/wigan/cs/p\\_educ\\_lac.html?zoom\\_highlight=Peer+Abuse](https://www.proceduresonline.com/wigan/cs/p_educ_lac.html?zoom_highlight=Peer+Abuse)

**Voyeurism (offences) Act 2019:** This act criminalises the act of 'up skirting' in which the Crown Prosecution Services defines 'up skirting' as a colloquial term referring to the action of placing equipment such as a camera or mobile phone beneath a person's clothing to take a voyeuristic photograph without their permission. It is not only confined to victims wearing skirts or dresses and equally applies when during the wearing of kilts, cassocks shorts or trousers.

### Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) is encompassed within a range of crimes of so called 'honour-based abuse' or 'honour-based violence' including forced marriage, the practice of breast ironing and FGM. There is a statutory duty upon teachers that they must report to the police cases where they discover that an act of FGM appears to have been carried out.

**The duty above does not apply** in cases where a pupil is *at risk* of FGM or FGM is suspected but is not known to have been carried out. Staff must inform the DSL if they have any concerns that a pupil may be having FGM surgery in the future in the UK but also abroad. Staff should not examine pupils.

[https://www.proceduresonline.com/wigan/cs/p\\_educ\\_lac.html?zoom\\_highlight=FGM](https://www.proceduresonline.com/wigan/cs/p_educ_lac.html?zoom_highlight=FGM)

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

Warning signs for FGM can be found in the HM Government Multi-Agency Practice Guidance (link below), and pages 59-62 focuses on the role of schools and colleges. Pages 38-41 gives guidance on the warning signs that FGM may be about to take place or has already taken place.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/800306/6-1914-HO-Multi\\_Agency\\_Statutory\\_Guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/800306/6-1914-HO-Multi_Agency_Statutory_Guidance.pdf)

### Forced Marriage and Honour Based Violence

A forced marriage is one whereby one or both parties do not consent to marriage but are forced to do so through violence, threats or any form of coercion. Schools play an important role in safeguarding children from being forced to marry and will follow local procedure.

[https://www.proceduresonline.com/wigan/cs/p\\_educ\\_lac.html?zoom\\_highlight=forced+marriage](https://www.proceduresonline.com/wigan/cs/p_educ_lac.html?zoom_highlight=forced+marriage)

## Online Safety

The governing body will carry out an annual appraisal of school's online safety using the Pan Lancashire guidance tool; Online Safety Governance Checklist available on: [https://www.proceduresonline.com/wigan/cs/p\\_educ\\_lac.html?zoom\\_highlight=ONLINE+SAFETY+education](https://www.proceduresonline.com/wigan/cs/p_educ_lac.html?zoom_highlight=ONLINE+SAFETY+education)

Mobile phones, computers and other digital devices can be a source of fun, entertainment, communication and education. However, we know that some adults and young people will use these technologies to harm children. The harm may include sending hurtful or abusive texts and emails; enticing children to engage in sexually harmful conversations online; inappropriate/indecent webcam filming and photography or face-to-face meetings.

The school's ICT Policies are updated **annually** and explains how we try to keep pupils safe in school when using the internet and mobile technology.

Children and young people may unknowingly also engage in activities that could put themselves and others at risk, such as revealing personal information and uploading images of others.

Online bullying by pupils, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures.

- We will ensure that our pupils are taught how to keep safe online through our curriculum
- School policies/measures will encourage good behaviour and respect (this includes around bullying);
- We have an anti-bullying / behaviour policy that links to online safety;
- We ensure policies consider equality and diversity;
- We ensure policies relating to searching a student or their property with and without their consent are written correctly;
- We have an up to date home / school agreement regarding the use of social media to make complaints relating to pupils / staff;
- We ensure we have the appropriate filters and monitoring systems in place that do not restrict what children can be taught in regard to online teaching and safeguarding;

School will use 'Teaching online safety in school (DfE 2019) to ensure teaching of online safety is age and developmentally appropriate as outlined in:

<https://www.gov.uk/government/publications/teaching-online-safety-in-schools>

## Modern Slavery & County Lines

The Modern Slavery Act 2015 places a new statutory duty on public authorities, including schools, to notify the National Crime Agency (NCA) (section 52 of the Act) on observing signs or receiving intelligence relating to modern slavery, e.g. human trafficking, slavery, sexual and criminal exploitation, forced labour and domestic servitude. The public authority (including schools) bears this obligation where it has 'reasonable grounds to believe that a person may be a victim of slavery or human trafficking'.

Children do not need to give their consent to be referred to the NCA.

- Staff must be aware of the above and contact the DSL should they suspect or receive information that either parents or their children may be victims of modern slavery
- The DSL should then contact the NCA and the following persons:
  - o Wigan's SPOC for concerns about children possibly subject to Modern Slavery.

[https://www.proceduresonline.com/wigan/cs/p\\_uasc.html?zoom\\_highlight=modern+slavery](https://www.proceduresonline.com/wigan/cs/p_uasc.html?zoom_highlight=modern+slavery)



## **Gender-based violence/violence against women and girls/Racist, disability and homophobic or transphobic abuse**

[https://www.proceduresonline.com/wigan/cs/p\\_educ\\_lac.html?zoom\\_highlight=gender+based+violence](https://www.proceduresonline.com/wigan/cs/p_educ_lac.html?zoom_highlight=gender+based+violence)

### **Relationships, education, relationships and sex education (RSE) and health education (DfE, 2019)**

This curriculum will be statutory from September 2020 with safeguarding and keeping safe at the heart of these topics. Good practice will allow children and young people to discuss potentially sensitive issues in a safe environment. However, should these raise safeguarding concerns then the safeguarding and child protection policy will apply.

### **6. Support for those involved in a child protection issue**

Child abuse is devastating for the child and can also result in distress and anxiety for staff who become involved.

We will support pupils, their families, and staff by:

- Taking all suspicions and disclosures seriously;
- Nominating a link person (DSL) who will keep all parties informed and be the central point of contact;
- Nominating a separate link people for the child and member of staff, where a member of staff is the subject of an allegation made by a pupil, to avoid any conflict of interest;
- Responding sympathetically to any request from pupils or staff for time out to deal with distress or anxiety;
- Maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies;
- Storing records securely;
- Offering details of helplines, counselling or other avenues of external support;
- Following the procedures laid down in our whistleblowing, complaints and disciplinary procedures;
- Cooperating fully with relevant statutory agencies;
- Making sure a neutral interpreter is available when English is not the child's first language;
- Providing time for the member of staff to reflect on child protection issues (e.g. through peer support and/or reflective safeguarding practice/supervision) as outlined in Working Together to Safeguard Children 2018.

### **7. Safer Recruitment**

Our school endeavours to do our utmost to employ 'safe' staff by ensuring our recruitment, selection and pre-employment processes are in line with statutory guidance including Disclosure and Barring Service (DBS) and 'Keeping children safe in education 2020' and these are contained within our Safer Recruitment and Selection Policy.

We will ensure that any contractor or their employees has been subject to the appropriate level of DBS check prior to undertaking work in school.

#### **In Brief:**

**Regulated activity** requires an enhanced DBS certificate and this includes barred list information. Regulated activity is if a member of staff:

- Will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children; or
- Will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engages in intimate or personal care or overnight activity, even if this happens only once

**Secretary of State Teacher Prohibition Orders and Section 128 Direction**

A teacher who is appointed will require an additional check to ensure they are not prohibited from teaching.

School will register and complete these checks as appropriate:

<https://www.gov.uk/guidance/teacher-status-checks-information-for-employers>

In addition, the Secretary of State 128 direction prohibits or restricts a person from taking part in the management or as a governor of a maintained school.

**For staff who have regular contact not classed as regulated activity:** an enhanced DBS certificate, which does not include a barred list check, will be appropriate. This would include contractors that would have the opportunity for contact with children and who work under a temporary or occasional contract.

**Supervised volunteers:** In a school, a supervised volunteer who regularly teaches or looks after children is not in regulated activity. Our school will have regard to when considering which checks should be undertaken on volunteers as set out in Part 3 and Annex F of Keeping Children Safe in Education 2020

**External contractors in regulated activity:** An enhanced DBS certificate, which includes a barred list check, will be required

**Single Central Record:**

Keeping children safe in education 2020, sets out the school's responsibility to keep all staff details on the Single Central Record (example Appendix B). This will cover the following:

- All staff (including supply staff, and teacher trainees on salaried routes) who work at the school

Safer recruitment means that all applicants will (appropriate to the role & responsibility, will have the following checks:

- Their identity checked;
- A barred list check;
- An enhanced DBS check/certificate;
- A prohibition from teaching check;
- A section 128 check
- Further checks on people living or working outside the UK;
- A check of professional qualifications: and
- A check to establish the person's right to work in the UK

School has a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm to a child (or vulnerable adult). School will follow DBS guidance on referrals as per the GOV.UK website.

**8. Allegations of abuse****Against teachers and other staff**

When an allegation is made against a member of staff, set procedures must be followed. It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen.

A child may also make an allegation against an innocent party because they are too afraid to name the real perpetrator. Even so, we must accept that some professionals do pose a serious risk to pupils and we must act on every allegation. Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. Suspension is not mandatory, nor is it automatic but, in some cases, staff may be suspended where this is deemed to be the best way to ensure that children are protected.

- Allegations against staff should be reported to the Head Teacher;
- Allegations against the Head Teacher should be reported to the Chair of Governors;
- The Head Teacher and/or Chair of Governors must discuss the allegation with the Local Authority Designated Officer (LADO);
- The full procedures for dealing with allegations against staff can be found in the following local safeguarding policy on allegations against staff:  
[https://www.proceduresonline.com/wigan/cs/p\\_educ\\_lac.html?zoom\\_highlight=allegations+against+staff+education](https://www.proceduresonline.com/wigan/cs/p_educ_lac.html?zoom_highlight=allegations+against+staff+education)

**Staff conduct:** Staff that are concerned about the conduct of a colleague towards a pupil are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of the child is paramount and that they have a duty to respond and inform the Designated Safeguarding Lead.

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

All concerns of poor practice or possible child abuse by colleagues should be reported to the Head Teacher. Complaints about the Head Teacher should be reported to the Chair of governors.

### **9. Confidentiality, Information Sharing & Record Keeping**

All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the pupil and staff involved but also to ensure that being released into the public domain does not compromise evidence.

Staff should only discuss concerns with the Designated Safeguarding Lead, Head Teacher or Chair of Governors (depending on who is the subject of the concern). That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

Child protection information will be stored and handled in line with Data Protection Act and General Data Protection Regulations (2018). Information is:

- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than necessary – local authority guidance is 25 years after leaving school/education
- Processed in accordance with the data subject's rights
- Secure

Written record of concern forms will be stored in a locked facility and any electronic information will be password protected and only made available to relevant individuals.

Every effort will be made to prevent unauthorised access, and sensitive information should not be stored on laptop computers.

Child protection information will be stored separately from the pupil's school file and the school file will be 'tagged' to indicate that separate information is held.

Safeguarding information must follow the child throughout their education as an additional separate record but a copy must be retained by each school attended for the set time as above/99 years.

Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. If any member of staff receives a request from a pupil or parent to see child protection records, they will refer the request to the Head Teacher or DSL.

The Data Protection Act does not prevent school staff from sharing information with relevant agencies, where that information may help to protect a child.

The school's policy on confidentiality and information-sharing is available to parents and pupils on request.

The school policy will reflect the local safeguarding partnership Multi Agency Information Sharing Policy:

[https://www.proceduresonline.com/wigan/cs/p\\_contacts\\_referral.html?zoom\\_highlight=Multie+agency+sharing+infomration+eudcation](https://www.proceduresonline.com/wigan/cs/p_contacts_referral.html?zoom_highlight=Multie+agency+sharing+infomration+eudcation)

#### **10. Policies that offer additional safeguarding information/links:**

- Confidentiality & Information Sharing
- Physical intervention and the use of reasonable force
- Personal and Intimate Care
- Visitors and Contractors
- Health and Safety, including community use of school buildings & COVID-19
- Health and Wellbeing
- Complaints procedure
- Anti-bullying
- Online safety
- School attendance policy
- Considering applications for discretionary leave of absence during term time
- Appropriate physical contact
- Whistleblowing
- Education Health Care Plan
- Behaviour
- Missing from education
- Safer recruitment
- Managing allegations
- Workforce Development and Training
- Grievance and disciplinary
- Educational Visits
- Managed moves and alternative provision
- Work Experience
- Private Fostering
- Data Protection
- ICT Security
- Children In Our Care

**Appendix A**

<https://www.wigan.gov.uk/Docs/PDF/WSCB/Thresholds-of-Need-booklet.pdf>

# Threshold of Need



**Understanding Thresholds**

The diagram above illustrates the different thresholds of need and appropriate responses.

- Level 1 -** All children accessing mainstream services with low-level need that can be met by a single agency early help assessment and plan.
- Level 2 -** Children with emerging needs or low level CSE concerns that can be met with the support of a multi-agency Early Help assessment and plan.
- Level 3 -** Children with multiple or complex needs including medium risk of CSE have to be met by targeted services or by a multi-agency early help assessment or by other specialist assessments e.g. CSE Measurement Tool / Education Health Care Plan.
- Level 4 -** Are those children and young people who present with acute needs / risk. Including high level CSE concerns / risk. They will require specialist Social Worker or multi-agency statutory response.



**Appendix B Suggested Single Central Record Template**

Identity				Qualifications		Prohibition from teaching or management check (section 128)	List 99/Barred List check	DBS/enhanced		Child Care Regulations 2009 check	Right to work in the UK	Overseas criminal records checks
Name	Address	Date of Birth	Evidenced & date	Qualifications required: yes/no	Qualifications evidenced: yes/no & date	Check evidenced & date	Check evidenced & date	Check evidenced & date	Disclosure Number	Check, evidenced & date	Check evidenced & date	Check evidenced & date

